



SAE EXPRESSION COLLEGE

6601 Shellmound Street
Emeryville, CA 94608
Tel. 510-654-2934

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expression
college

Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio, and Sound Arts. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary

Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies over 102,000 square feet in two buildings and consists of offices, classrooms and laboratories, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop

Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

To be enrolled into a program at SAE Expression College, a prospective student must meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 18 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLC).
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Expression College requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a bachelor's degree program taking the Wonderlic SLE who does not meet the minimum score of 18 on the first attempt may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any SAE Institute campus worldwide. Please contact the SAE Expression Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects, Digital Filmmaking, Graphic Design and Motion, and Game Art and Design programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses. Drawing tests are not required for admission into the Interactive Audio and Sound Arts programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS) with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed

Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance. A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

Tuition for students taking 12+ credits	\$11,800.00 per semester
Tuition for students taking 9-11 credits	\$9,300.00 per semester
Tuition for students taking 6-8 credits	\$6,340.00 per semester
Tuition for students taking 1-5 credits	\$1,060.00 per credit
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00

*A BAS degree is generally 8 semesters for a student attending full-time.

Total tuition costs for the program is \$94,400. The estimated cost of attendance is \$95,596.

Books and Art Kits

Books (as applicable) and Art Kits are included in the cost of tuition. General Education books are the property of SAE Expression College and must be returned at the end of the term for which they were checked out.

Non-refundable Fees

Technology Fee	\$299.00 per academic year
Parking Permit Fee	\$80.00 per three month period
Replacement ID badge Fee	\$10.00 first replacement no charge
Library Late Fees	\$0.50 per book/per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment
Course Retake Tuition	Credits for courses retaken are included in the course per semester tuition calculation.

Technology Fee

All Enrolled Students will be charged a \$299 Technology Fee for each academic year that they are enrolled at SAE Expression College. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, maintenance of technical equipment (ex. audio consoles, editing bays) and currency of instructional equipment.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his/her respective program. SAE Expression College students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Billing

All students will be billed each semester based on enrollment status (i.e. full time, $\frac{3}{4}$ time, half time or less than half time). Tuition is billed by semester. Payment is due in full on the first day of each semester unless alternative payment arrangements are made with financial services. Students may prepay for the full program (4 academic years).

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:

U.S. Department of Education – www.ed.gov

Federal Student Aid Programs – www.studentaid.ed.gov

Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant

8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail. Students who request cancellation before the start, do not request cancellation but fail to attend during the first seven calendar days, or start classes but fail to attend beyond the fourteenth (14th) calendar day after the start date of the program will be canceled and all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a BAS program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a BAS Program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older

- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a bachelors program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time BAS Program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Audio at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Audio program at SAE Expression College as part of the May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity

Up to 15 scholarships will be awarded for the May start at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Start Date	Projected Graduation Date
January 25, 2017	September 18, 2019
March 8, 2017	November 30, 2019
May 22, 2017	December 20, 2019
September 11, 2017	May 1, 2020

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Tuesday, December 26 (observed)	Monday, December 24
Christmas Day	Monday, December 25 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term	January 23, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2017	May 21, 2017
Summer Term	May 22, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Expression College is approximately 33-34 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Expression College consists of approximately 16 weeks. Classes are approximately 8 weeks in length. An eight week class period is considered a term. To complete a program at SAE Expression College requires 4 academic years or approximately 32.5 months, if enrolled as a full time student.

Grading

Each eight-week course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must

maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria		
Credit Hours Attempted	Minimum Cumulative Grade Point Average (CPGA)	Minimum Incremental Completion Rate (ICR)
1-30	1.25	50%
31-60	1.75	55%
61-90	2.0	60%
91+	2.0	67%

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the student's CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree in the program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview
- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (Office of Student Services) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MGD	Motion Graphic Design
SA	Sound Arts

ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions to be forwarded directly to the Registrar's office at SAE Expression College. The official transcript(s) must be received as soon as possible after the student has enrolled so the student can receive a correct schedule. The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of clock hours the student must earn in order to graduate. Students must complete at least 50% of their coursework at SAE Expression College.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session. The Director of Education will determine the necessary test out, which could include a written exam as well as a project. A student must score 80% or higher on the test out in order to receive credit. A test out will be designated on the student's transcript as a "TO." Students must complete at least 50% of their coursework at SAE Expression College, which does not include test out. The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Expression College website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance
4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative,

supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by

- them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
 5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
 6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
 7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
 8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
 9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
 10. In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
 11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
 12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
 13. To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student’s written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Sloan Denton
6601 Shellmound Street
Emeryville, CA 94608
s.denton@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies.

Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training

- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with

financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for three months for a fee of \$80. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs. All programs require approximately 32.5 months for completion. Programs are comprised of 126 semester credit units that include program specific courses as well as General Education and Common Core courses, which are relevant to students in all programs

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linux Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment.

Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation and Visual Effects

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3
AVE315	Character Rigging	4
AVE412	Dynamic Effects	3
AVE401	Motion Studies	3

AVE424	Reel Production 1	3
AVE406	Group Project	4
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Digital Filmmaking

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF211	Project Planning & Management	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4
DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4

DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4
GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3

GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Graphic Design and Motion

Program Description and Objectives

The Graphic Design and Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Graphic Design and Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Compositor.

Graduates of the Graphic Design and Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4
MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4

MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA306	Live Sound and Lighting 1	3
SA204	Studio Maintenance 1	4
SA226	Computer Music Production 1	3
SA205	Studio Maintenance 2	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3

SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Sound Arts

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA226	Computer Music Production 1	3
SA205	Studio Maintenance 2	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3

SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

AVE104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques

Lecture Hours 30

Semester Credits 2

Prerequisites: AVE203

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: AVE204

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus on non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD101 Introduction to Game Development**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the work flow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 4****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MGD102 Graphic Design Basics**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: CC123**

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD201**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** MGD301, MGD304, MGD416

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** MGD404 or DF405

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites:** MGD306. Students must also have a faculty sponsor.

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD306

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD202 & MGD305

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD403

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites:** MGD306

Instruction in navigating social media landscape. Focus on student branding.

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites:** None

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites:** SA101

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** None

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** SA201

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites: None**

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean
Charlene Purtlebaugh	Vice-President of Operations

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer, Campus Director
Miok Kim, Associate Director of Admissions
Dr. Adam Ruch, Interim Director of Education
Shelly Picinich, Director of Financial Aid
Sloan Denton, Librarian and Title IX Coordinator

Full-Time Faculty

Andrews, Brian	MFA in Fine Arts, School of the Art Institute of Chicago
Cheney, Patrick	BAS Sound Arts, SAE Expression College
Chevat, Zoe	MFA, Arts, California Institute of the Arts
Colatos, Christopher	BAS Sound Arts, SAE Expression College
Cox, Michael G	MFA Electronic Music, Mills College; BA Music, State University of New York
Daughtry, Eliot K	MFA in Media Arts, California College of the Arts MS Recording Arts & Sciences Conservatory of Recording Arts, AZ, BSA
Dees, Edward	Sound Arts, Expression College
Garcia, Nathaniel	MFA, California Institute of the Arts
Giachino, Rick D	BAS Motion Graphic Design, SAE Expression College BA in Interdisciplinary Studies in Creative Arts, San Francisco State University
Jones, Shanti	
Larson, Erik T	BAS Sound Arts, SAE Expression College
Miller, Scott	BA Radio/Television, San Francisco State University
Morrison, Lauren	MFA, California Institute of the Arts
Pixler, Justin	MFA, Academy of Art University
Potter, Christopher S	MFA in Motion Pictures & Television, Academy of Art University
Roth, William	BFA in Drawing, Sculpting, Academy of Art
Russell, Michael	BA in Film, San Francisco State University
Smith Jr, Jerry R	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Stovell, Jennifer	MFA in Screenwriting, UCLA
Sylla, Thomas M	MFA in Cinema & Television, USC
Thomton, Mike	BAS in Motion Graphic & Design, SAE Expression College



SAE EXPRESSION COLLEGE

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college

Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio, and Sound Arts. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies over 102,000 square feet in two buildings and consists of offices, classrooms and laboratories, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

To be enrolled into a program at SAE Expression College, a prospective student must meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any

SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects, Digital Filmmaking, Graphic Design and Motion, and Game Art and Design programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Interactive Audio, Music Business and Sound Arts programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS) with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

The Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Motion Graphic & Design, Interactive Audio and Sound Arts Bachelors Degree programs are billed each semester based on enrollment status (i.e. full time, ¾ time, half time, or less than half time). Tuition is billed by semester. Payment is due in full on the first day of each semester unless alternative payment arrangements are made with Financial Services. Students may prepay for the full program (4 academic years).

Tuition for students taking 12+ credits	\$11,800.00 per semester
Tuition for students taking 9-11 credits	\$9,300.00 per semester
Tuition for students taking 6-8 credits	\$6,340.00 per semester
Tuition for students taking 1-5 credits	\$1,060.00 per credit
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Technology Fee (charged once per academic year)	\$299.00
Course Repeat Tuition	Credits for courses repeated are included in the course per semester tuition calculation
Books and Art Kits	Books as applicable and Art Kits are included in the cost of tuition for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term .

*These BAS degree programs are generally eight (8) semesters in length for a student attending full-time. Total tuition costs for the program is \$94,400. The estimated cost of attendance is \$95,596.

Diploma in Music Business

Tuition (\$481.81 per credit hour)	\$21,200.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Technology Fee (The amount of \$299 is charged once per academic year)	\$299.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$25,774.00
Repeat Course Tuition (per attempt)	\$1,920.00

Associate of Applied Science in Music Business

Tuition (\$480.00 per credit hour)	\$30,720.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Technology Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$35,793.00
Repeat Course Tuition (per attempt)	\$1,920.00

Laptop Package

The Diploma, and Associates Bachelors Degree in Music Business programs at SAE Institute require the use of a laptop computer with the requisite software bundle. Purchase of the laptop/software package from SAE Institute is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Technology Fee

Students enrolled in all programs will be charged a \$299 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, maintenance of instructional equipment and the currency of resources.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior

- to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:

U.S. Department of Education – www.ed.gov

Federal Student Aid Programs – www.studentaid.ed.gov

Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must

submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal

Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a BAS program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a BAS Program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media

and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a bachelors program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time BAS Program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Diploma and Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma and/or Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Sounds Arts or Interactive Audio program at SAE Expression College as part of either the March 27 or May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

SAE New York Academic Advancement Scholarship

The SAE New York Academic Advancement Scholarship provides graduates of the Audio Technology Diploma Program at SAE Institute of Technology New York, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE New York Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma Program at SAE Institute New York
- Accepted in the full-time Bachelors in Interactive Audio or Sounds Arts program at SAE Expression College as part of the March 27 or May 22, 2017 start

An SAE New York Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Programs

Start Date	Projected Graduation Date
January 25, 2017	August 24, 2019
March 8, 2017	November 30, 2019
May 22, 2017	December 21, 2019
September 11, 2017	April 25, 2020

Associate Degree Program

Start Date	Projected Graduation Date
March 8, 2017	August 25, 2018
May 22, 2017	December 22, 2018
September 11, 2017	April 27, 2019

Diploma Programs

Start Date	Projected Graduation Date
March 8, 2017	February 10, 2018
May 22, 2017	April 28, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term	May 22, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her designee for determination of acceptance or denial of the appeal. The Campus Director will

notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the students CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (Office of Student Services) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MBP	Music Business
MGD	Motion Graphic Design
SA	Sound Arts
ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Institute. SAE Institute will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Institute to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Expression College website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance

4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus

Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training

- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with

financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for three months for a fee of \$80. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation and Visual Effects

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3
AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4

AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Digital Filmmaking

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4
DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4

DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4
GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3

GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Graphic Design and Motion

Program Description and Objectives

The Graphic Design and Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Graphic Design and Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Compositor.

Graduates of the Graphic Design and Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4
MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4

MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3

SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Sound Arts

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3

SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits	126
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Associates of Applied Science in Music Business Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
MBP103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Diploma in Music Business Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
MBP103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

AVE104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques

Lecture Hours 30

Semester Credits 2

Prerequisites: AVE203

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: AVE204

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus on non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENT223 Entrepreneurship**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: Last term or Permission of the Director of Education**

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD101 Introduction to Game Development**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the work flow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing

versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-synching.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 4****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GE101 English Composition**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern

nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP103 Audio in Media**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing
Lecture Hours 45
Supervised Lab Hours 30
Semester Credits 4
Prerequisites: None

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio
Lecture Hours 60
Supervised Lab Hours 30
Semester Credits 5
Prerequisites: Last term or Permission of the Director of Education

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: None

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: CC123

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: None

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: None

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD201

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: None

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1
Lecture Hours 37
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: None

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2
Prerequisites: None

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites: MGD306. Students must also have a faculty sponsor.**

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD306**

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD202 & MGD305

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD403

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites:** MGD306

Instruction in navigating social media landscape. Focus on student branding.

MMW203 Multimedia and Web Development**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites:** None

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites:** None

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites:** SA101

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** None

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** SA201

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites:** None

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** None

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites:** SA204

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication.

Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums.

Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

VID123 Video Production**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean
Charlene Purtlebaugh	Vice-President of Operations

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Dr. Adam Ruch	Interim Director of Education
Shelly Picinich	Director of Financial Aid
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathaniel Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mary Joyce	PhD, History, University of California – Irvine
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
Christopher Potter	MFA in Motion Pictures & Television, Academy of Art University
Michael Russell	BA in Film, San Francisco State University
Jerry R Smith Jr.	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jennifer Stovell	MFA in Screenwriting, UCLA
Thomas M. Sylla	MFA in Cinema & Television, USC
Mike Thornton	BAS in Motion Graphic & Design, SAE Expression College
Mary Ann Zahorsky	M.Ed in in Educational Technology, Bachelor of Arts in Music



SAE EXPRESSION COLLEGE

6601 Shellmound Street
Emeryville, CA 94608
Tel. 510-654-2934

2017 CATALOG Volume 2.13.17
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expression
college

Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio, and Sound Arts. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies over 102,000 square feet in two buildings and consists of offices, classrooms and laboratories, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

To be enrolled into a program at SAE Expression College, a prospective student must meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any

SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects, Digital Filmmaking, Graphic Design and Motion, and Game Art and Design programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Interactive Audio, Music Business and Sound Arts programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS) with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

The Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Motion Graphic & Design, Interactive Audio and Sound Arts Bachelors Degree programs are billed each semester based on enrollment status (i.e. full time, ¾ time, half time, or less than half time). Tuition is billed by semester. Payment is due in full on the first day of each semester unless alternative payment arrangements are made with Financial Services. Students may prepay for the full program (4 academic years).

Tuition for students taking 12+ credits	\$11,800.00 per semester
Tuition for students taking 9-11 credits	\$9,300.00 per semester
Tuition for students taking 6-8 credits	\$6,340.00 per semester
Tuition for students taking 1-5 credits	\$1,060.00 per credit
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Technology Fee (charged once per academic year)	\$299.00
Course Repeat Tuition	Credits for courses repeated are included in the course per semester tuition calculation
Books and Art Kits	Books as applicable and Art Kits are included in the cost of tuition for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term .

*These BAS degree programs are generally eight (8) semesters in length for a student attending full-time. Total tuition costs for the program is \$94,400. The estimated cost of attendance is \$95,596.

Diploma in Music Business

Tuition (\$480.00 per credit hour)	\$17,280.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Technology Fee (The amount of \$299 is charged once per academic year)	\$299.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$21,579.00
Course Retake Tuition per credit hour	\$480.00

Associate of Applied Science in Music Business

Tuition (\$480.00 per credit hour)	\$28,800.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Technology Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$33,798.00
Course Retake Tuition per credit hour	\$480.00

Laptop Package

The Diploma, and Associates Bachelors Degree in Music Business programs at SAE Institute require the use of a laptop computer with the requisite software bundle. Purchase of the laptop/software package from SAE Institute is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Technology Fee

Students enrolled in all programs will be charged a \$299 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, maintenance of instructional equipment and the currency of resources.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior

- to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:

U.S. Department of Education – www.ed.gov

Federal Student Aid Programs – www.studentaid.ed.gov

Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must

submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal

Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a BAS program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a BAS Program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media

and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a bachelors program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time BAS Program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Diploma and Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma and/or Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Sounds Arts or Interactive Audio program at SAE Expression College as part of either the March 27 or May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

SAE New York Academic Advancement Scholarship

The SAE New York Academic Advancement Scholarship provides graduates of the Audio Technology Diploma Program at SAE Institute of Technology New York, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE New York Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma Program at SAE Institute New York
- Accepted in the full-time Bachelors in Interactive Audio or Sounds Arts program at SAE Expression College as part of the March 27 or May 22, 2017 start

An SAE New York Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Programs

Start Date	Projected Graduation Date
January 25, 2017	August 24, 2019
March 27, 2017	November 30, 2019
May 22, 2017	December 21, 2019
September 11, 2017	April 25, 2020

Associate Degree Program

Start Date	Projected Graduation Date
March 27, 2017	August 25, 2018
May 22, 2017	December 22, 2018
September 11, 2017	April 27, 2019

Diploma Programs

Start Date	Projected Graduation Date
March 27, 2017	February 10, 2018
May 22, 2017	April 28, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term	May 22, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her designee for determination of acceptance or denial of the appeal. The Campus Director will

notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the students CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (Office of Student Services) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MBP	Music Business
MGD	Motion Graphic Design
SA	Sound Arts
ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College or SAE Institute.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Expression College website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance

4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus

Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies.

Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training

- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with

financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for three months for a fee of \$80. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation and Visual Effects

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3
AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4

AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Digital Filmmaking

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4
DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4

DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4
GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3

GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Graphic Design and Motion

Program Description and Objectives

The Graphic Design and Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Graphic Design and Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Compositor.

Graduates of the Graphic Design and Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4
MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4

MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3

SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Sound Arts

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3

SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Associates of Applied Science in Music Business Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Diploma in Music Business Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AVE104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENT223 Entrepreneurship**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: Last term or Permission of the Director of Education**

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD101 Introduction to Game Development**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the work flow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing

versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-synching.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 4****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GE101 English Composition**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern

nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio

Lecture Hours 60

Supervised Lab Hours 30

Semester Credits 5

Prerequisites: Last term or Permission of the Director of Education

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: CC123

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD201

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1

Lecture Hours 37

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design

Lecture Hours 15

Supervised Lab Hours 30

Semester Credits 2

Prerequisites: None

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD202

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD202

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites: MGD306. Students must also have a faculty sponsor.**

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD306**

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202 & MGD305**

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD403**

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: MGD306**

Instruction in navigating social media landscape.
Focus on student branding.

MMW203 Multimedia and Web Development**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: None**

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA101**

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA201**

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites: None**

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean
Charlene Purtlebaugh	Vice-President of Operations

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mary Joyce	PhD, History, University of California – Irvine
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
Christopher Potter	MFA in Motion Pictures & Television, Academy of Art University
Michael Russell	BA in Film, San Francisco State University
Jerry R Smith Jr.	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jennifer Stovell	MFA in Screenwriting, UCLA
Thomas M. Sylla	MFA in Cinema & Television, USC
Mike Thornton	BAS in Motion Graphic & Design, SAE Expression College
Mary Ann Zahorsky	M.Ed in in Educational Technology, Bachelor of Arts in Music



SAE EXPRESSION COLLEGE

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2017 CATALOG Volume 2.21.17

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SAE Expression
CREATIVE MEDIA COLLEGE



Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio, and Sound Arts. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies a 63,000 square feet facility that consists of offices, classrooms and laboratories. As well as a library and learning resource center, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

To be enrolled into a program at SAE Expression College, a prospective student must meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any

SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects, Digital Filmmaking, Graphic Design and Motion, and Game Art and Design programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Interactive Audio, Music Business and Sound Arts programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS) with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

The Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Motion Graphic & Design, Interactive Audio and Sound Arts Bachelors Degree programs are billed each semester based on enrollment status (i.e. full time, ¾ time, half time, or less than half time). Tuition is billed by semester. Payment is due in full on the first day of each semester unless alternative payment arrangements are made with Financial Services. Students may prepay for the full program (4 academic years).

Tuition for students taking 12+ credits	\$11,800.00 per semester
Tuition for students taking 9-11 credits	\$9,300.00 per semester
Tuition for students taking 6-8 credits	\$6,340.00 per semester
Tuition for students taking 1-5 credits	\$1,060.00 per credit
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Technology Fee (charged once per academic year)	\$299.00
Course Repeat Tuition	Credits for courses repeated are included in the course per semester tuition calculation
Books and Art Kits	Books as applicable and Art Kits are included in the cost of tuition for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term .

*These BAS degree programs are generally eight (8) semesters in length for a student attending full-time. Total tuition costs for the program is \$94,400. The estimated cost of attendance is \$95,596.

Associate of Applied Science in Music Business

Tuition	\$30,720.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Technology Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$35,718.00
Course Retake Tuition per credit hour	\$512.00

Diploma in Music Business

Tuition	\$21,200.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Technology Fee (The amount of \$299 is charged once per academic year)	\$299.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$25,499.00
Course Retake Tuition per credit hour	\$588.00

Laptop Package

The Diploma, and Associates Bachelors Degree in Music Business programs at SAE Institute require the use of a laptop computer with the requisite software bundle. Purchase of the laptop/software package from SAE Institute is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Technology Fee

Students enrolled in all programs will be charged a \$299 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, maintenance of instructional equipment and the currency of resources.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to

repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:

U.S. Department of Education – www.ed.gov

Federal Student Aid Programs – www.studentaid.ed.gov

Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as

well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal

Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a BAS program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a BAS Program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media

and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a bachelors program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time BAS Program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Diploma and Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma and/or Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Sounds Arts or Interactive Audio program at SAE Expression College as part of either the March 27 or May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

SAE New York Academic Advancement Scholarship

The SAE New York Academic Advancement Scholarship provides graduates of the Audio Technology Diploma Program at SAE Institute of Technology New York, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE New York Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma Program at SAE Institute New York
- Accepted in the full-time Bachelors in Interactive Audio or Sounds Arts program at SAE Expression College as part of the March 27 or May 22, 2017 start

An SAE New York Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Programs

Start Date	Projected Graduation Date
January 25, 2017	August 24, 2019
March 27, 2017	November 30, 2019
May 22, 2017	December 21, 2019
September 11, 2017	April 25, 2020

Associate Degree Program

Start Date	Projected Graduation Date
March 27, 2017	August 25, 2018
May 22, 2017	December 22, 2018
September 11, 2017	April 27, 2019

Diploma Programs

Start Date	Projected Graduation Date
March 27, 2017	February 10, 2018
May 22, 2017	April 28, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term	May 22, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her designee for determination of acceptance or denial of the appeal. The Campus Director will

notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the students CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (Office of Student Services) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MBP	Music Business
MGD	Motion Graphic Design
SA	Sound Arts
ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College or SAE Institute.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Expression College website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance

4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus

Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training

- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with

financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for three months for a fee of \$80. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation and Visual Effects

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3
AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4

AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Digital Filmmaking

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4
DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4

DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4
GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3

GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Graphic Design and Motion

Program Description and Objectives

The Graphic Design and Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Graphic Design and Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Composer.

Graduates of the Graphic Design and Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4
MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4

MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3

SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Sound Arts

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3

SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits	126
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Associates of Applied Science in Music Business Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Diploma in Music Business Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AVE104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: AVE203

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENT223 Entrepreneurship**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: Last term or Permission of the Director of Education**

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD101 Introduction to Game Development**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the work flow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing

versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-synching.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 4****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GE101 English Composition**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern

nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 30****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio

Lecture Hours 60

Supervised Lab Hours 30

Semester Credits 5

Prerequisites: Last term or Permission of the Director of Education

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: CC123

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD201

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1

Lecture Hours 37

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design

Lecture Hours 15

Supervised Lab Hours 30

Semester Credits 2

Prerequisites: None

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD202

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD202

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites: MGD306. Students must also have a faculty sponsor.**

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD306**

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202 & MGD305**

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD403**

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: MGD306**

Instruction in navigating social media landscape.
Focus on student branding.

MMW203 Multimedia and Web Development**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: None**

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA101**

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA201**

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites: None**

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization.

Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication.

Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean
Charlene Purtlebaugh	Vice-President of Operations

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
Christopher Potter	MFA in Motion Pictures & Television, Academy of Art University
Michael Russell	BA in Film, San Francisco State University
Jerry R Smith Jr.	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jennifer Stovell	MFA in Screenwriting, UCLA
Thomas M. Sylla	MFA in Cinema & Television, USC
Mike Thornton	BAS in Motion Graphic & Design, SAE Expression College
Mary Ann Zahorsky	M.Ed in in Educational Technology, Bachelor of Arts in Music



SAE EXPRESSION COLLEGE

6601 Shellmound Street
Emeryville, CA 94608
Tel. 510-654-2934

2017 CATALOG Volume 4.3.17
Effective Date: April 3, 2017 to July 1, 2017

SAE Expression
CREATIVE MEDIA COLLEGE



Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Audio, and Music Business. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies a 63,000 square feet facility that consists of offices, classrooms and laboratories. As well as a library and learning resource center, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

Prospective students may be enrolled in a program through the fourth day after the corresponding cohort start date. Students will not be enrolled and may not sit in class until they meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects and Digital Filmmaking programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Audio, Game Development and Music Business programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS)

with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance

of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

**Animation & Visual Effects, Digital Filmmaking, Game Art & Design,
Graphic Design & Motion, Interactive Audio and Sound Arts
Bachelors of Applied Science Programs**

Tuition	\$94,400.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$1,196.00
Books and Art Kits - Books as applicable and Art Kits are included in the cost of tuition for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term.	\$0.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$95,596.00
Repeat Course Tuition per credit hour	\$749.21

Game Development Bachelor of Applied Science Program

Tuition	\$80,000.00
Estimated Cost of Textbooks	\$1,000.00
Game Development Technology Fee (The amount of \$599 is charged once per academic year)	\$2,396.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$83,396.00
Repeat Course Tuition per credit hour	\$625.00

Audio Bachelor of Applied Science Program

Tuition	\$41,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$46,148.00
Repeat Course Tuition per credit hour	\$640.63

*This tuition does not include the tuition for the AAS in Audio or an equivalent credential, which is a requirement for admission into the BAS in Audio.

Audio Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$40,148.00
Repeat Course Tuition per credit hour	\$546.88

Music Business Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$39,998.00
Repeat Course Tuition per credit hour	\$583.33

Music Business Diploma

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$29,299.00
Repeat Course Tuition per credit hour	\$694.44

Laptop Package

The Associates and Bachelors Degree in Audio, and the Associates and Diploma in Music Business programs at SAE Expression College require the use of a laptop computer with the requisite software bundle. Purchase of the laptop/ software package from SAE Expression College is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Tech Fee

Students enrolled in programs other than the Game Development Bachelors Degree will be

charged a \$299 Tech Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, upkeep of audio consoles and the currency of instructional equipment.

Game Development Technology Fee

Students enrolled in the Game Development Bachelors Degree program will be charged a \$599 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, computer lab updates, including gaming software licenses and other essential equipment.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government

program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Parking Permit Fee	\$80.00 (per three-month quarter)
Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:
U.S. Department of Education – www.ed.gov
Federal Student Aid Programs – www.studentaid.ed.gov
Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG.

FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal

Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a diploma or degree program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a diploma or degree program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a diploma or degree program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time diploma and degree program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Diploma and Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma and/or Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Sounds Arts or Interactive Audio program at SAE Expression College as part of either the March 27 or May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

SAE New York Academic Advancement Scholarship

The SAE New York Academic Advancement Scholarship provides graduates of the Audio Technology Diploma Program at SAE Institute of Technology New York, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE New York Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma Program at SAE Institute New York
- Accepted in the full-time Bachelors in Interactive Audio or Sounds Arts program at SAE Expression College as part of the March 27 or May 22, 2017 start

An SAE New York Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Program

Start Date	Projected Graduation Date
March 27, 2017	December 21, 2019
May 22, 2017	December 21, 2019
July 10, 2017	April 25, 2020
September 11, 2017	April 25, 2020

Associate Degree Programs

Start Date	Projected Graduation Date
March 27, 2017	August 25, 2018
May 22, 2017	August 25, 2018
July 10, 2017	December 22, 2018
September 11, 2017	December 22, 2018

Diploma Program

Start Date	Projected Graduation Date
March 27, 2017	February 10, 2018
May 22, 2017	April 28, 2018
July 10, 2017	August 25, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term (7.5 weeks)	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term (7.5 weeks)	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term (15 weeks)	May 22, 2017	September 2, 2017
Mid-Summer Term (7.5 weeks)	July 10, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term (15 weeks)	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her

designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the students CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (National Director of Academics) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MBP	Music Business
MGD	Motion Graphic Design
SA	Sound Arts
ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College or SAE Institute.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Expression College website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance

4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus

Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a

school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training

- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with

financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for three months for a fee of \$80. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation & Visual Effects Bachelor of Applied Science Program

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3
AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4

AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Audio Bachelors of Applied Science Program

Program Description and Objectives

The Bachelor of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Bachelor of Applied Science in Audio should learn to:

1. Develop, plan, and complete a complex audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement critical, conceptual and theoretical principles of existing media to inform professional audio production practice
3. Apply professional audio production methods and techniques in a wide variety of settings using a wide range of hardware and software solutions
4. Demonstrate applied knowledge of professional production principles and methods integrated within a variety of complex audio production environments
5. Collaborate with others to effectively plan and execute a range of creative projects and responses to complex problems
6. Critically evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Develop strategies for improving professional performance through reflective practice
8. Design and develop software instruments and audio effect processors using a text-based programming language
9. Create custom software to execute a cohesive audiovisual live performance
10. Prepare a wide variety of audio media to meet required technical and aesthetic requirements
11. Demonstrate effective oral, written, and interpersonal communication skills
12. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
13. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

Graduates of the Diploma in Audio program will be prepared for entry-level positions in such careers as:

A A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, Acoustician, ADR Director, ADR Editor, ADR Recordist, Applications Tester, Archivist, Archivist Technician, Assistant Audio Engineer, Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Bachelors in Audio Program Schedule

The Audio Bachelors Completion program consists of 16 courses taken in 16 months. Students enrolled full-time in the bachelors program take 4 courses per 15-week semester with a short break between terms. Students must successfully complete the second 64credit hours of core audio and General Education courses to receive a Bachelors of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
AUD300	Advanced Studio Production	4
AUD310	Sound Design	4
AUD320	Advanced Studio Maintenance and Audio/Visual Technology	4
AUD330	Advanced Live Sound and Lighting	4
AUD340	Advanced Audio Post Production	4
AUD350	Audio Programming for Interactive Media	4
AUD400	Mastering and Media Preparation	4
AUD410	Audio Scripting	4
AUD420	Intermedia Composition	4
AUD430	Advanced Game Audio	4
AUD440	Capstone Project	4
AUD450	Portfolio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4

Total Credits

128

Audio Associate of Applied Science Program

Program Description and Objectives

The Associate of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program

Students in the Associates in Audio program should learn to:

1. Complete an audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement conceptual and theoretical principles of existing media to inform audio production practice
3. Apply fundamental audio production methods and techniques in small range of settings using a small range of hardware and software solutions
4. Demonstrate applied knowledge of fundamental production principles and methods integrated within a small number of basic audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex problems
6. Effectively evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Identify areas for improving professional performance through reflective practice
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

Graduates of the Associates in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, ADR Director, ADR Editor, ADR Recordist, Archivist, Assistant Audio Engineer Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator, Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Associates in Audio Program Schedule

The Associate of Applied Science in Audio program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Audio and General Education courses to receive an Associate of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Digital Filmmaking Bachelor of Applied Science Program

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4
DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4

DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4
GAD202	Programming for Artists	4
GAD306	Modeling for Games	4

GAD312	Game Production 1	3
GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Development Bachelors of Applied Science

Program Description

The Game Development program prepares students for a career in the interactive entertainment industry.

Program Objectives

Students in the Bachelor of Applied Science in Game Development should be able to:

1. Demonstrate a strong understanding of the game development pipeline, practices, and tools
2. Work effectively in teams in a simulated studio environment, implementing project management strategies
3. Demonstrate an understanding of and effectively implement the principles of game design
4. Demonstrate an understanding of and effectively implement the principles of programming in a game environment
5. Demonstrate an understanding of and effectively implement principles of audio/visual design and asset production for games
6. Critically reflect on their work and role within project teams
7. Demonstrate an understanding of the nature of the game industry and how to promote themselves effectively
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

Graduates of Bachelors of Game Development will be prepared for entry-level positions in such careers as: Game Designer, Game Producer, Game Programmer, Quality Assurance Technician, Level Designer, Interface Designer, Technical Artist, UI/UX Designer, Full-Stack Developer, Game Engine Programmer, VR Developer, Mobile Game Developer, 3D Artist 3D Modeler, 3D Animator, VFX Artist, Technical Director, Interactive Audio Artist, Project Manager, Game Writer/Author, Creative Director, Instructional Designer, Educational Designer, Systems Engineer and Games Networking Engineer

Game Development Bachelors Program Schedule

The Game Development Bachelors program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelors program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 92 credit hours of Game Development courses and 36 credit hours of General Education to receive a Bachelors of Applied Science in Game Development.

Game Development Bachelors of Applied Science Course List

Core Required Courses

Number	Course	Credit Hours
GAM100	Principles of Game Design	4
GAM101	Introduction to Game Development	4
GAM102	Programming for Games	4
GAM103	Visual Art for Game Developers	4
GAM200	Game Development I	4
GAM201	Idea Generation and Prototyping	4
GAM202	Logic and Math for Games	4
GAM210	Game Development 2	4
GAM211	3D Art and Animation for Games	4
GAM212	Game Stories and Characters	4
GAM300	Game Development 3	4
GAM301	Designing Complex Game Systems	4
GAM302	Multiplayer Game Design and Technology	4
GAM310	Game Development 4	4
GAM311	Audio Programming for Interactive Media	4
GAM312	Audio for Game Development	4
GAM400	Level and Environment Design	4
GAM401	Animation for Games	4
GAM402	Game Feel and Juice	4
GAM410	Final Project Preparation	4
GAM411	Game Development Capstone	4
GAM412	Portfolio	4
CAR200	Career Development	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4
Total Credits		128

Graphic Design & Motion Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Graphic Design & Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Graphic Design & Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Compositor.

Graduates of the Graphic Design & Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4
MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4

MGD404	Creative Direction	4
MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits **126**

Interactive Audio Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3

SA315	Audio Post Production 1	3
SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Music Business Associate of Applied Science Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Music Business Diploma Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Sound Arts Bachelors of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4

SA404	Studio Etiquette & Psychology	3
SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

ART200 Modern and Contemporary Art

4 Credit Hours

Prerequisites: ENG100

This course explores the functions, meanings, and influences of modern and contemporary art. Emphasis will be placed on aesthetic, social, and cultural factors and their relationship to artistic expression. Students will engage with a range of theoretical perspectives for the analysis and interpretation of art.

AUD100 Principles of Sound

4 Credit Hours

Prerequisites: None

This course introduces students to the science of sound, including basic acoustic

measurements commonly used in real-world scenarios.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AUD110 Music Theory

4 Credit Hours

Prerequisites: None

This course provides an overview of introductory concepts in music theory and notation and covers music terminology and the basics of rhythm, harmony, and chord progressions in popular music.

AUD120 Studio Production

4 Credit Hours

Prerequisites: None

This course introduces students to basic studio concepts and fundamental recording processes and equipment.

AUD200 Signal Processing

4 Credit Hours

Prerequisites: AUD100 and AUD120

This course examines the audio signal processing that is commonly applied using analog and digital outboard processors and digital audio workstation plug-ins throughout the audio production process.

AUD210 Electronic Music Production

4 Credit Hours

Prerequisites: AUD100 and AUD120

This course explores the art and craft of electronic music production using industry-standard computer-based audio production environments.

AUD220 Studio Maintenance and Audio/Visual Technology

4 Credit Hours

Prerequisites: AUD100 and AUD120

This course introduces the basic skills and practices of studio maintenance and audio-visual technicians.

AUD230 Live Sound and Lighting**4 Credit Hours****Prerequisites:** AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

AUD240 Audio Post Production**4 Credit Hours****Prerequisites:** AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

AUD250 Game Audio**4 Credit Hours****Prerequisites:** AUD 200

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AUD300 Advanced Studio Production**4 Credit Hours****Prerequisites:** AUD120, AUD200 and AUD210

This course explores advanced concepts and procedures as they relate to studio recording and production, including advanced equipment and digital audio workstation operation, mixing techniques and approaches, music production, control surface workflows, and session procedures.

AUD310 Sound Design**4 Credit Hours****Prerequisites:** AUD240

This course examines the tools, theory, and skill set needed to critically evaluate and create effective sound design for film, games, TV, radio, and multimedia.

AUD320 Advanced Studio Maintenance and Audio/Visual Technology**4 Credit Hours****Prerequisites:** AUD220

This course introduces advanced skills and practices of studio maintenance and audio-visual technicians. Students learn practical technical including system integration, electronic diagnostics and repair, basic server principals, video editing, and light for video.

AUD330 Advanced Live Sound and Lighting**4 Credit Hours****Prerequisites:** AUD230

This course introduces advanced skills and

concepts in audio and lighting production, including large-scale production signal flow, microphone techniques, and amplification.

AUD340 Advanced Audio Post Production**4 Credit Hours****Prerequisites:** AUD240

This course examines advanced audio post-production workflows as they pertain to film, TV, commercials, and other forms of visual media, including surround recording techniques, advanced digital audio workstation routing and configuration, field recording, and production audio.

AUD350 Audio Programming for Interactive Media**4 Credit Hours****Prerequisites:** AUD350

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

AUD400 Mastering and Media Preparation**4 Credit Hours****Prerequisites:** AUD200

This course explores the concepts and tools used in the final compilation and mastering of a variety of media, including vinyl, CD, DVD and various web and mobile technologies.

AUD410 Audio Scripting**4 Credit Hours****Prerequisites:** AUD350

This course focuses on core elements of text-based scripting languages for audio and multimedia software and hardware.

AUD420 Intermedia Composition**4 Credit Hours****Prerequisites:** AUD350

This course focuses on audio and visual synthesis, asset creation, and composition for live performance. Students integrate adaptive music, audio, visual, and physical components into a cohesive multimedia experience

AUD430 Advanced Game Audio**4 Credit Hours****Prerequisites:** AUD410

This course is focused on advanced game audio theory and practices including native game audio integration, interactive sound design, game audio scripting, and middleware tools employed within contemporary game types.

AUD440 Capstone Project**4 Credit Hours****Co-requisites: AUD450**

Students plan and develop a creative media asset. A quality framework is adopted which will lead to the publication of a final folio piece.

AUD450 Portfolio**4 Credit Hours****Co-requisites: AUD440**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AVE104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CAR200 Career Preparation**4 Credit Hours****Prerequisites: Must be taken within final two semester of program**

This course focuses on developing professional life skills to help students succeed and advance in industry careers. Subjects explored include personal development, networking, writing resumes and cover letters, personal marketing, negotiation, interviewing skills, working in collaborative environments, and developing an online presence

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

COM100 Speech Communication**4 Credit Hours****Prerequisites: None**

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts,

scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus on non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film.

Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENG100 English Composition**4 Credit Hours****Prerequisites: None**

This course develops fundamental composition skills for writing clear, coherent, and effective written prose. Coursework focuses on paragraph and essay construction, the conventions of academic writing, audience awareness, research methods, reading comprehension, critical analysis and interpretation, rhetorical persuasion, and Standard English usage.

ENG300 Literature**4 Credit Hours****Prerequisites: ENG100**

In this course, students will engage critically with a variety of literary forms including fiction, poetry, and drama.

ENT100 Introduction to Entertainment Business
4 Credit Hours**Prerequisites: None**

This course introduces students to common business practices both in general and as they relate to the creative industries. Students will explore subjects including accounting, business planning and analysis, publishing, copyright, contracts, taxes, and royalties as they relate to entertainment industries.

ENT223 Entrepreneurship**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: Last term or Permission of the Director of Education**

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

ENV100 Environmental Science**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the natural environment and how nature works, with an emphasis on human society's interaction with and impact on ecosystems and humans' interaction with them.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the workflow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 3****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 3****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GAM100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 60****Prerequisites: None**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAM101 Introduction to Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAM102 Programming for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will focus on intermediate programming skills in order to produce a range of games and game mechanics based on existing design documentation. The course will also develop greater skills for incorporating pre-existing art assets into a game as well as concepts such as object oriented programming and design patterns.

GAM103 Visual Art for Game Developers**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the basics of creating visual assets for computer games in both 2D and 3D and will focus on the development of prototypes.

GAM200 Game Development 1**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAM100, GAM101, GAM102, GAM103**

This course will focus on project management and game design practices to produce a simple original game through the development of game ideas, prototypes, and working products.

GAM201 Idea Generation and Prototyping**4 Credits****Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAM100**

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

GAM202 Logic and Math for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

GAM210 Game Development 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course is a continuation of the skills developed in Game Development 1 and will further develop project management methods to build a new game in a different genre, with a focus on thematic goals, characters, and storytelling.

GAM211 3D Art and Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will cover 3D animation for game development, emphasizing organic modeling and topology for animation, basic principles of animation, and techniques for building game-ready 3D characters.

GAM212 Game Stories and Characters**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

GAM300 Game Development 3**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course builds on the skills developed in Game Development 2 and will further develop project and team management methods to build a new game, with a focus on designing systems- and strategy-based games.

GAM302 Multiplayer Game Design and Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course will address multiplayer games, with an emphasis on the concept and design stage, balancing, and the basics of networking in game engines to implement different kinds of multiplayer games.

GAM310 Game Development 4**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM300

This course builds on the skills developed in Game Development 3 and addresses advanced project management strategies and game development skills, with an emphasis on developing and pitching an original game.

GAM311 Interface Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course will explore game-specific interface issues, the principles of information architecture, and layout and design practices for software and visual media.

GAM312 Audio for Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course will address the implementation of game audio applications in game development and the principles of game audio design.

GAM400 Level and Environment Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM310

This course addresses the design and development of levels and environments in games.

GAM401 Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

In this course, students will craft multiple 3D assets using different modeling and sculpting techniques based on character, environment, and prop design principles and will explore visual effects such as particles and lighting.

GAM402 Game Feel and Juice**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course provides students the opportunity to polish one or more of their game prototypes or mechanics by combining several key aspects of game design fundamentals to improve the quality and feel of the gaming experience.

GAM410 Final Project Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

GAM411 Game Development Capstone**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

This course concludes the major game development project and is dedicated to development time for students to produce and publish or exhibit the game designed in Final Project Preparation.

GAM412 Game Development Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: Must be taken in final semester of program

This course will focus on development of an online portfolio presence, polishing existing assets into a demo reel or other package. Students will reflect on the state of their work, and learn how to effectively present themselves to the industry.

GE101 English Composition**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

HIS200 U.S. History from 1865 to 2001**4 Credit Hours****Prerequisites: ENG100**

This course examines the history of the United States from 1865 to 2001. Emphasis will be placed on understanding how historical developments have influenced contemporary social, political, economic, and cultural conditions, as well as the narrative and ideological perspectives of historiography.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music,

generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MAT100 College Mathematics**4 Credit Hours****Prerequisites: None**

This course provides an overview of college-level mathematics and will cover concepts from formal logic, algebra, geometry, statistics, and probability. Emphasis will be placed on developing critical thinking and quantitative reasoning skills.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio***Lecture Hours 60****Supervised Lab Hours 30****Semester Credits 5****Prerequisites: Last term or Permission of the Director of Education**

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: CC123**

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD201**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD303

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** MGD401

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** MGD104

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** (MGD306 & MGD412) or DF301

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** MGD301, MGD304, MGD416

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** MGD404 or DF405

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3**

Prerequisites: MGD306. Students must also have a faculty sponsor.

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD306

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD202 & MGD305

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD403

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites:** MGD306

Instruction in navigating social media landscape. Focus on student branding.

MMW203 Multimedia and Web Development**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites:** None

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

PSY100 Psychology**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: None**

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA101**

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA201**

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites: None**

Introduction to the origins of audio recording, the major technological developments that impacted

music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

SOC100 Sociology**4 Credit Hours****Prerequisites: ENG100**

This course explores and analyzes the dynamics and structure of human society.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean
Charlene Purtlebaugh	Vice-President of Operations

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
Christopher Potter	MFA in Motion Pictures & Television, Academy of Art University
Michael Russell	BA in Film, San Francisco State University
Jerry R Smith Jr.	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jennifer Stovell	MFA in Screenwriting, UCLA
Thomas M. Sylla	MFA in Cinema & Television, USC
Mike Thornton	BAS in Motion Graphic & Design, SAE Expression College
Mary Ann Zahorsky	M.Ed in in Educational Technology, Bachelor of Arts in Music



SAE EXPRESSION COLLEGE

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Emeryville, CA 94608
Tel. 510-654-2934

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SAE Expression
CREATIVE MEDIA COLLEGE



Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Audio, and Music Business. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies a 63,000 square feet facility that consists of offices, classrooms and laboratories. As well as a library and learning resource center, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

Prospective students may be enrolled in a program through the fourth day after the corresponding cohort start date. Students will not be enrolled and may not sit in class until they meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects and Digital Filmmaking programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Audio, Game Development and Music Business programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS)

with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance

of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

**Animation & Visual Effects, Digital Filmmaking, Game Art & Design,
Graphic Design & Motion, Interactive Audio and Sound Arts
Bachelors of Applied Science Programs**

Tuition	\$94,400.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$1,196.00
Books and Art Kits - Books as applicable and Art Kits are included in the cost of tuition for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term.	\$0.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$95,596.00
Repeat Course Tuition per credit hour	\$749.21

Game Development Bachelor of Applied Science Program

Tuition	\$80,000.00
Estimated Cost of Textbooks	\$1,000.00
Game Development Technology Fee (The amount of \$599 is charged once per academic year)	\$2,396.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$83,396.00
Repeat Course Tuition per credit hour	\$625.00

Audio Bachelor of Applied Science Program

Tuition	\$41,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$46,148.00
Repeat Course Tuition per credit hour	\$640.63

*This tuition does not include the tuition for the AAS in Audio or an equivalent credential, which is a requirement for admission into the BAS in Audio.

Audio Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$40,148.00
Repeat Course Tuition per credit hour	\$546.88

Music Business Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$39,998.00
Repeat Course Tuition per credit hour	\$583.33

Music Business Diploma

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total	\$29,299.00
Repeat Course Tuition per credit hour	\$694.44

Laptop Package

The Associates and Bachelors Degree in Audio, and the Associates and Diploma in Music Business programs at SAE Expression College require the use of a laptop computer with the requisite software bundle. Purchase of the laptop/ software package from SAE Expression College is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Tech Fee

Students enrolled in programs other than the Game Development Bachelors Degree will be

charged a \$299 Tech Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, upkeep of audio consoles and the currency of instructional equipment.

Game Development Technology Fee

Students enrolled in the Game Development Bachelors Degree program will be charged a \$599 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, computer lab updates, including gaming software licenses and other essential equipment.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government

program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Parking Permit Fee	\$40.00 (any two month period)
Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:
U.S. Department of Education – www.ed.gov
Federal Student Aid Programs – www.studentaid.ed.gov
Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG.

FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal

Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a diploma or degree program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a diploma or degree program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a diploma or degree program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time diploma and degree program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Diploma and Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma and/or Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Sounds Arts or Interactive Audio program at SAE Expression College as part of either the March 27 or May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

SAE New York Academic Advancement Scholarship

The SAE New York Academic Advancement Scholarship provides graduates of the Audio Technology Diploma Program at SAE Institute of Technology New York, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE New York Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma Program at SAE Institute New York
- Accepted in the full-time Bachelors in Interactive Audio or Sounds Arts program at SAE Expression College as part of the March 27 or May 22, 2017 start

An SAE New York Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Program

Start Date	Projected Graduation Date
March 27, 2017	December 21, 2019
May 22, 2017	December 21, 2019
July 10, 2017	April 25, 2020
September 11, 2017	April 25, 2020

Associate Degree Programs

Start Date	Projected Graduation Date
March 27, 2017	August 25, 2018
May 22, 2017	August 25, 2018
July 10, 2017	December 22, 2018
September 11, 2017	December 22, 2018

Diploma Program

Start Date	Projected Graduation Date
March 27, 2017	February 10, 2018
May 22, 2017	April 28, 2018
July 10, 2017	August 25, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term (7.5 weeks)	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term (7.5 weeks)	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term (15 weeks)	May 22, 2017	September 2, 2017
Mid-Summer Term (7.5 weeks)	July 10, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term (15 weeks)	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her

designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the student's CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (National Director of Academics) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MBP	Music Business
MGD	Motion Graphic Design
SA	Sound Arts
ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College or SAE Institute.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework where a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Articulation Agreements

Please see the SAE Expression College website (www.usa.sae.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance

4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus

Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a

school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training

- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with

financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for two months for a fee of \$40. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation & Visual Effects Bachelor of Applied Science Program

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3
AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4

AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Audio Bachelors of Applied Science Program

Program Description and Objectives

The Bachelor of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Bachelor of Applied Science in Audio should learn to:

1. Develop, plan, and complete a complex audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement critical, conceptual and theoretical principles of existing media to inform professional audio production practice
3. Apply professional audio production methods and techniques in a wide variety of settings using a wide range of hardware and software solutions
4. Demonstrate applied knowledge of professional production principles and methods integrated within a variety of complex audio production environments
5. Collaborate with others to effectively plan and execute a range of creative projects and responses to complex problems
6. Critically evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Develop strategies for improving professional performance through reflective practice
8. Design and develop software instruments and audio effect processors using a text-based programming language
9. Create custom software to execute a cohesive audiovisual live performance
10. Prepare a wide variety of audio media to meet required technical and aesthetic requirements
11. Demonstrate effective oral, written, and interpersonal communication skills
12. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
13. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

Graduates of the Diploma in Audio program will be prepared for entry-level positions in such careers as:

A A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, Acoustician, ADR Director, ADR Editor, ADR Recordist, Applications Tester, Archivist, Archivist Technician, Assistant Audio Engineer, Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Bachelors in Audio Program Schedule

The Audio Bachelors Completion program consists of 16 courses taken in 16 months. Students enrolled full-time in the bachelors program take 4 courses per 15-week semester with a short break between terms. Students must successfully complete the second 64credit hours of core audio and General Education courses to receive a Bachelors of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
AUD300	Advanced Studio Production	4
AUD310	Sound Design	4
AUD320	Advanced Studio Maintenance and Audio/Visual Technology	4
AUD330	Advanced Live Sound and Lighting	4
AUD340	Advanced Audio Post Production	4
AUD350	Audio Programming for Interactive Media	4
AUD400	Mastering and Media Preparation	4
AUD410	Audio Scripting	4
AUD420	Intermedia Composition	4
AUD430	Advanced Game Audio	4
AUD440	Capstone Project	4
AUD450	Portfolio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4

Total Credits

128

Audio Associate of Applied Science Program

Program Description and Objectives

The Associate of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program

Students in the Associates in Audio program should learn to:

1. Complete an audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement conceptual and theoretical principles of existing media to inform audio production practice
3. Apply fundamental audio production methods and techniques in small range of settings using a small range of hardware and software solutions
4. Demonstrate applied knowledge of fundamental production principles and methods integrated within a small number of basic audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex problems
6. Effectively evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Identify areas for improving professional performance through reflective practice
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

Graduates of the Associates in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, ADR Director, ADR Editor, ADR Recordist, Archivist, Assistant Audio Engineer Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator, Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Associates in Audio Program Schedule

The Associate of Applied Science in Audio program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Audio and General Education courses to receive an Associate of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Digital Filmmaking Bachelor of Applied Science Program

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4
DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4

DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4
GAD202	Programming for Artists	4
GAD306	Modeling for Games	4

GAD312	Game Production 1	3
GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Development Bachelors of Applied Science

Program Description

The Game Development program prepares students for a career in the interactive entertainment industry.

Program Objectives

Students in the Bachelor of Applied Science in Game Development should be able to:

1. Demonstrate a strong understanding of the game development pipeline, practices, and tools
2. Work effectively in teams in a simulated studio environment, implementing project management strategies
3. Demonstrate an understanding of and effectively implement the principles of game design
4. Demonstrate an understanding of and effectively implement the principles of programming in a game environment
5. Demonstrate an understanding of and effectively implement principles of audio/visual design and asset production for games
6. Critically reflect on their work and role within project teams
7. Demonstrate an understanding of the nature of the game industry and how to promote themselves effectively
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

Graduates of Bachelors of Game Development will be prepared for entry-level positions in such careers as: Game Designer, Game Producer, Game Programmer, Quality Assurance Technician, Level Designer, Interface Designer, Technical Artist, UI/UX Designer, Full-Stack Developer, Game Engine Programmer, VR Developer, Mobile Game Developer, 3D Artist 3D Modeler, 3D Animator, VFX Artist, Technical Director, Interactive Audio Artist, Project Manager, Game Writer/Author, Creative Director, Instructional Designer, Educational Designer, Systems Engineer and Games Networking Engineer

Game Development Bachelors Program Schedule

The Game Development Bachelors program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelors program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 92 credit hours of Game Development courses and 36 credit hours of General Education to receive a Bachelors of Applied Science in Game Development.

Game Development Bachelors of Applied Science Course List

Core Required Courses

Number	Course	Credit Hours
GAM100	Principles of Game Design	4
GAM101	Introduction to Game Development	4
GAM102	Programming for Games	4
GAM103	Visual Art for Game Developers	4
GAM200	Game Development I	4
GAM201	Idea Generation and Prototyping	4
GAM202	Logic and Math for Games	4
GAM210	Game Development 2	4
GAM211	3D Art and Animation for Games	4
GAM212	Game Stories and Characters	4
GAM300	Game Development 3	4
GAM301	Designing Complex Game Systems	4
GAM302	Multiplayer Game Design and Technology	4
GAM310	Game Development 4	4
GAM311	Audio Programming for Interactive Media	4
GAM312	Audio for Game Development	4
GAM400	Level and Environment Design	4
GAM401	Animation for Games	4
GAM402	Game Feel and Juice	4
GAM410	Final Project Preparation	4
GAM411	Game Development Capstone	4
GAM412	Portfolio	4
CAR200	Career Development	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4
Total Credits		128

Graphic Design & Motion Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Graphic Design & Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Graphic Design & Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Compositor.

Graduates of the Graphic Design & Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4
MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4

MGD404	Creative Direction	4
MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits **126**

Interactive Audio Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3

SA315	Audio Post Production 1	3
SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Music Business Associate of Applied Science Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Music Business Diploma Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Sound Arts Bachelors of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4

SA404	Studio Etiquette & Psychology	3
SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

ART200 Modern and Contemporary Art

Lecture Hours 60

Semester Credits 4

Prerequisites: ENG100

This course explores the functions, meanings, and influences of modern and contemporary art. Emphasis will be placed on aesthetic, social, and cultural factors and their relationship to artistic expression. Students will engage with a range of theoretical perspectives for the analysis and interpretation of art.

AUD100 Principles of Sound

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to the science of sound, including basic acoustic measurements commonly used in real-world scenarios.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AUD110 Music Theory

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course provides an overview of introductory concepts in music theory and notation and covers music terminology and the basics of rhythm, harmony, and chord progressions in popular music.

AUD120 Studio Production

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to basic studio concepts and fundamental recording processes and equipment.

AUD200 Signal Processing

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: AUD100 and AUD120

This course examines the audio signal processing that is commonly applied using analog and digital outboard processors and digital audio workstation plug-ins throughout the audio production process.

AUD210 Electronic Music Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course explores the art and craft of electronic music production using industry-standard computer-based audio production environments.

AUD220 Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course introduces the basic skills and practices of studio maintenance and audio-visual technicians.

AUD230 Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

AUD240 Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the processes, methods, and workflows involved in producing sound for picture.

AUD250 Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD 200**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AUD300 Advanced Studio Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD120, AUD200 and AUD210**

This course explores advanced concepts and procedures as they relate to studio recording and production, including advanced equipment and digital audio workstation operation, mixing

techniques and approaches, music production, control surface workflows, and session procedures.

AUD310 Sound Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines the tools, theory, and skill set needed to critically evaluate and create effective sound design for film, games, TV, radio, and multimedia.

AUD320 Advanced Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD220**

This course introduces advanced skills and practices of studio maintenance and audio-visual technicians. Students learn practical technical including system integration, electronic diagnostics and repair, basic server principals, video editing, and light for video.

AUD330 Advanced Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD230**

This course introduces advanced skills and concepts in audio and lighting production, including large-scale production signal flow, microphone techniques, and amplification.

AUD340 Advanced Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines advanced audio post-production workflows as they pertain to film, TV, commercials, and other forms of visual media, including surround recording techniques, advanced digital audio workstation routing and configuration, field recording, and production audio.

AUD350 Audio Programming for Interactive Media**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

AUD400 Mastering and Media Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course explores the concepts and tools used in the final compilation and mastering of a variety of media, including vinyl, CD, DVD and various web and mobile technologies.

AUD410 Audio Scripting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on core elements of text-based scripting languages for audio and multimedia software and hardware.

AUD420 Intermedia Composition**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on audio and visual synthesis, asset creation, and composition for live performance. Students integrate adaptive music, audio, visual, and physical components into a cohesive multimedia experience

AUD430 Advanced Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD410**

This course is focused on advanced game audio theory and practices including native game audio integration, interactive sound design, game audio scripting, and middleware tools employed within contemporary game types.

AUD440 Capstone Project**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD450**

Students plan and develop a creative media asset. A quality framework is adopted which will lead to the publication of a final folio piece.

AUD450 Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD440**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AVE104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CAR200 Career Preparation**Semester Credits 4****Prerequisites: Must be taken within final two semester of program**

This course focuses on developing professional life skills to help students succeed and advance in industry careers. Subjects explored include personal development, networking, writing resumes and cover letters, personal marketing, negotiation, interviewing skills, working in collaborative environments, and developing an online presence

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

COM100 Speech Communication**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENG100 English Composition**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course develops fundamental composition skills for writing clear, coherent, and effective written prose. Coursework focuses on paragraph and essay construction, the conventions of academic writing, audience awareness, research methods, reading comprehension, critical analysis and interpretation, rhetorical persuasion, and Standard English usage.

ENG300 Literature**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

In this course, students will engage critically with a variety of literary forms including fiction, poetry, and drama.

ENT100 Introduction to Entertainment Business**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to common business practices both in general and as they relate to the creative industries. Students will explore subjects including accounting, business planning and analysis, publishing, copyright, contracts, taxes, and royalties as they relate to entertainment industries.

ENT223 Entrepreneurship**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: Last term or Permission of the Director of Education**

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

ENV100 Environmental Science**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the natural environment and how nature works, with an emphasis on human society's interaction with and impact on ecosystems and humans' interaction with them.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the workflow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 3****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 3****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GAM100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAM101 Introduction to Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAM102 Programming for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will focus on intermediate programming skills in order to produce a range of games and game mechanics based on existing design documentation. The course will also develop greater skills for incorporating pre-existing art assets into a game as well as concepts such as object oriented programming and design patterns.

GAM103 Visual Art for Game Developers**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the basics of creating visual assets for computer games in both 2D and 3D and will focus on the development of prototypes.

GAM200 Game Development 1**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM100, GAM101, GAM102, GAM103

This course will focus on project management and game design practices to produce a simple original game through the development of game ideas, prototypes, and working products.

GAM201 Idea Generation and Prototyping**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

GAM202 Logic and Math for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

GAM210 Game Development 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course is a continuation of the skills developed in Game Development 1 and will further develop project management methods to build a new game in a different genre, with a focus on thematic goals, characters, and storytelling.

GAM211 3D Art and Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will cover 3D animation for game development, emphasizing organic modeling and topology for animation, basic principles of animation, and techniques for building game-ready 3D characters.

GAM212 Game Stories and Characters**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

GAM300 Game Development 3**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course builds on the skills developed in Game Development 2 and will further develop project and team management methods to build a new game, with a focus on designing systems- and strategy-based games.

GAM302 Multiplayer Game Design and Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will address multiplayer games, with an emphasis on the concept and design stage, balancing, and the basics of networking in game engines to implement different kinds of multiplayer games.

GAM310 Game Development 4**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM300

This course builds on the skills developed in Game Development 3 and addresses advanced project management strategies and game development skills, with an emphasis on developing and pitching an original game.

GAM311 Interface Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will explore game-specific interface issues, the principles of information architecture, and layout and design practices for software and visual media.

GAM312 Audio for Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will address the implementation of game audio applications in game development and the principles of game audio design.

GAM400 Level and Environment Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

GAM401 Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

In this course, students will craft multiple 3D assets using different modeling and sculpting techniques based on character, environment, and prop design principles and will explore visual effects such as particles and lighting.

GAM402 Game Feel and Juice**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course provides students the opportunity to polish one or more of their game prototypes or mechanics by combining several key aspects of game design fundamentals to improve the quality and feel of the gaming experience.

GAM410 Final Project Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

GAM411 Game Development Capstone**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

This course concludes the major game development project and is dedicated to development time for students to produce and publish or exhibit the game designed in Final Project Preparation.

GAM412 Game Development Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: Must be taken in final semester of program

This course will focus on development of an online portfolio presence, polishing existing assets into a demo reel or other package. Students will reflect on the state of their work, and learn how to effectively present themselves to the industry.

GE101 English Composition**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern

nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

HIS200 U.S. History from 1865 to 2001**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the history of the United States from 1865 to 2001. Emphasis will be placed on understanding how historical developments have influenced contemporary social, political, economic, and cultural conditions, as well as the narrative and ideological perspectives of historiography.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MAT100 College Mathematics**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course provides an overview of college-level mathematics and will cover concepts from formal logic, algebra, geometry, statistics, and probability. Emphasis will be placed on developing critical thinking and quantitative reasoning skills.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio***Lecture Hours 60****Supervised Lab Hours 30****Semester Credits 5****Prerequisites: Last term or Permission of the Director of Education**

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: CC123**

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD201**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms

of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites: MGD306. Students must also have a faculty sponsor.**

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD306

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD202 & MGD305

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD403

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media

Lecture Hours 15

Supervised Lab Hours 30

Semester Credits 2

Prerequisites: MGD306

Instruction in navigating social media landscape. Focus on student branding.

MMW203 Multimedia and Web Development

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

PSY100 Psychology

Lecture Hours 60

Semester Credits 4

Prerequisites: ENG100

This course presents students with the basic concepts, principles, and methods

involved in the scientific study and understanding of human thought and behavior

SA101 Music Theory 1

Lecture Hours 30

Supervised Lab Hours 30

Semester Credits 3

Prerequisites: None

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2

Lecture Hours 30

Supervised Lab Hours 30

Semester Credits 3

Prerequisites: SA101

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: SA201

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production

Lecture Hours 45

Semester Credits 3

Prerequisites: None

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

SOC100 Sociology**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course explores and analyzes the dynamics and structure of human society.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Steve Hammond	MFA in Animation, Savanna College of Fine Arts and Design
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
	MIT, SMV; BFA Design & Game Development, Savanna College of Fine Arts and Design
Demetrius Pennebaker	MFA in Motion Pictures & Television, Academy of Art University
Christopher Potter	BA in Film, San Francisco State University
Michael Russell	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jerry R Smith Jr.	MFA in Screenwriting, UCLA
Jennifer Stovell	MFA in Cinema & Television, USC
Thomas M. Sylla	M.Ed in in Educational Technology, Bachelor of Arts in Music
Mary Ann Zahorsky	



SAE EXPRESSION COLLEGE

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SAE Expression
CREATIVE MEDIA COLLEGE



Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Audio, and Music Business. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities & Equipment

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies a 63,000 square feet facility that consists of offices, classrooms and laboratories. As well as a library and learning resource center, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

ANIMATION & VISUAL EFFECTS AND GRAPHIC DESIGN & MOTION

SAE Expression College has classrooms with PC computers, equipped with projectors and audio systems for use in the Animation and Visual Effects Program. The computers are loaded with industry standard software for modeling, rigging, animating, texturing, shading, lighting, compositing and rendering. The campus includes a Green Screen/Motion Capture Stage for use in student projects.

AUDIO

Renowned studio architect John Storyk (of New York's Walters/Storyk Design Group) has designed many of SAE Expression's classrooms and studios to include 5.1 surround sound systems, high resolution projected-video monitoring and advanced audio mixing and recording systems for exceptional classroom audio/visual production. The campus also maintains recording studios equipped with digital and analog consoles, and independent rooms with workstations used to create electronic music, sound for Gaming and Post-production as well as editing and mixing.

DIGITAL FILM

SAE Expression College has computer labs and post-production suites for use in the Digital Filmmaking Program. These computer labs contain computers loaded with software for screenwriting, production scheduling, budgeting, video editing, sound editing, visual effects and mastering. Each computer lab also has a projector and audio system. The campus includes a Soundstage and a Green Screen/Motion Capture Stage for use in student projects. The Equipment Room stocks gear for the Digital Filmmaking Program which includes assorted 4k and HD video cameras and DSLRs, audio recorders, lighting kits, tripods, dolly, microphones, lenses, etc.

GAME DEVELOPMENT & GAME ART & DESIGN

SAE Expression College has labs with computers loaded with the latest versions of the leading game scripting software in addition to standard business productivity software. Each classroom includes a projector and audio system.

MUSIC BUSINESS PROGRAM

SAE Expression College provides technologically enhanced classrooms to offer the Music Business Program. These spaces allow students to utilize the materials package embedded into the curriculum that includes a video camera, microphone, external hard drive, headphones and laptop package that includes office and creative development software.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

Prospective students may be enrolled in a program through the fourth day after the corresponding cohort start date. Students will not be enrolled and may not sit in class until they meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects and Digital Filmmaking programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Audio, Game Development and Music Business programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Institute campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS)

with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Student Exchange and Visitor Program

SAE Expression College participates in the Department of Homeland Security Immigration and Customs Enforcement Student and Exchange Visit Program, and is approved to offer F-1 visas for students in degree programs. Information regarding the process for visa sponsorship is available on the campus website.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio and Sound Arts Bachelors of Applied Science Programs

Tuition	\$94,400.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$1,196.00
Books and Art Kits - Books as applicable and Art Kits are made available to students at no additional cost for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term.	\$0.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$95,596.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$749.21

Game Development Bachelor of Applied Science Program

Tuition	\$80,000.00
Estimated Cost of Textbooks	\$1,000.00
Non-Refundable Game Development Technology Fee (The amount of \$599 is charged once per academic year)	\$2,396.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$83,396.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$625.00

Audio Bachelor of Applied Science Program

Tuition	\$41,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$46,148.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$640.63

*This tuition does not include the tuition for the AAS in Audio or an equivalent credential, which is a requirement for admission into the BAS in Audio.

Audio Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$40,148.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$546.88

Music Business Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$39,998.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$583.33

Music Business Diploma

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$29,299.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$694.44

Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Expression College. Students can determine the tuition cost for each semester by multiplying the course tuition charge per credit hour by the number of credits attempted for that semester. (For example a Music Business Diploma student pays \$694.44 per credit hour attempted. If that students takes 12 credits in a semester, they would be charged \$8,333.28 for that semester.)

Laptop Package

The Associates and Bachelors Degree in Audio, and the Associates and Diploma in Music Business programs at SAE Expression College require the use of a laptop computer with the

requisite software bundle. Purchase of the laptop/ software package from SAE Expression College is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Tech Fee

Students enrolled in programs other than the Game Development Bachelors Degree will be charged a \$299 Tech Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, upkeep of audio consoles and the currency of instructional equipment.

Game Development Technology Fee

Students enrolled in the Game Development Bachelors Degree program will be charged a \$599 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, computer lab updates, including gaming software licenses and other essential equipment.

Student Tuition Recovery Fund (STRF)

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

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Parking Permit Fee	\$40.00 (any two month period)
Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:
U.S. Department of Education – www.ed.gov

Federal Student Aid Programs – www.studentaid.ed.gov
Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information
SAE Expression College
6601 Shellmound Street
Emeryville, CA 94608
<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell

Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal

Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing more than 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed more than 60% of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a diploma or degree program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a diploma or degree program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a diploma or degree program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time diploma and degree program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

SAE Atlanta Academic Advancement Scholarship

The SAE Atlanta Academic Advancement Scholarship provides graduates of the Audio Technology Diploma and Associate's Degree Program at SAE Institute Atlanta, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE Atlanta Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma and/or Associate's Degree Program at SAE Institute Atlanta
- Accepted in the full-time Bachelors in Sounds Arts or Interactive Audio program at SAE Expression College as part of either the March 27 or May 22, 2017 start

An SAE Atlanta Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

SAE New York Academic Advancement Scholarship

The SAE New York Academic Advancement Scholarship provides graduates of the Audio Technology Diploma Program at SAE Institute of Technology New York, the opportunity to pursue a Bachelors' Degree in Interactive Audio or Sound Arts at SAE Expression College in Emeryville, California. This scholarship provides students up-to the full cost of tuition for the completion of their Bachelor's Degree.

An SAE New York Academic Advancement Scholarship applicant must be:

- A graduate of the Audio Technology Diploma Program at SAE Institute New York
- Accepted in the full-time Bachelors in Interactive Audio or Sounds Arts program at SAE Expression College as part of the March 27 or May 22, 2017 start

An SAE New York Academic Advancement Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed SAE Expression Scholarship Application

Up to 20 scholarships will be awarded for the March and May starts at SAE Expression College.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Program

Start Date	Projected Graduation Date
March 27, 2017	December 21, 2019
May 22, 2017	December 21, 2019
July 10, 2017	April 25, 2020
September 11, 2017	April 25, 2020

Associate Degree Programs

Start Date	Projected Graduation Date
March 27, 2017	August 25, 2018
May 22, 2017	August 25, 2018
July 10, 2017	December 22, 2018
September 11, 2017	December 22, 2018

Diploma Program

Start Date	Projected Graduation Date
March 27, 2017	February 10, 2018
May 22, 2017	April 28, 2018
July 10, 2017	August 25, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term (7.5 weeks)	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term (7.5 weeks)	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term (15 weeks)	May 22, 2017	September 2, 2017
Mid-Summer Term (7.5 weeks)	July 10, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term (15 weeks)	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her

designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the student's CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (National Director of Academics) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AVE	Animation and Visual Effects
CC	Common Core
DF	Digital Filmmaking
GAD	Game Art and Design
GDM	Graphic Design and Motion
IA	Interactive Audio
MBP	Music Business
MGD	Motion Graphic Design
SA	Sound Arts
ECOMM	Communications
EHIS	History
EMAT	Mathematics
EPSY	Psychology
ESCI	Science
ESOC	Sociology

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College or SAE Institute.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. Students may only attempt a test out of a course one-time, and the score assigned to the assessment is considered final. Successful test outs will be designated on the student's transcript as a "TO."

There is no cost to attempt a course test out. Successful course test outs will result in the cost of that course work, determined by number of credits awarded, to be deducted from the total tuition of the program.

Articulation Agreements

SAE Expression College students can apply eligible credits from Diploma and Degree programs towards a Bachelor Degree at the McNally Smith College of Music in Minneapolis, MN. The current terms of this agreement are available on the SAE Expression College website (<http://usa.sae.edu/admissions/continue-your-education/credit-transfer/>)

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance
4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a

violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a

school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies.

Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at any time by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Tutorials on the use of electronic learning resources and access to the online catalog are available through the online student portal. Students may also see the LRC staff for training on the use of online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the

administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing or our student services department.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for two months for a fee of \$40. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation & Visual Effects Bachelor of Applied Science Program

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Animation and Visual Effects program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Composer, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3

AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4
AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Audio Bachelors of Applied Science Program

Program Description and Objectives

The Bachelor of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Bachelor of Applied Science in Audio should learn to:

1. Develop, plan, and complete a complex audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement critical, conceptual and theoretical principles of existing media to inform professional audio production practice
3. Apply professional audio production methods and techniques in a wide variety of settings using a wide range of hardware and software solutions
4. Demonstrate applied knowledge of professional production principles and methods integrated within a variety of complex audio production environments
5. Collaborate with others to effectively plan and execute a range of creative projects and responses to complex problems
6. Critically evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Develop strategies for improving professional performance through reflective practice
8. Design and develop software instruments and audio effect processors using a text-based programming language
9. Create custom software to execute a cohesive audiovisual live performance
10. Prepare a wide variety of audio media to meet required technical and aesthetic requirements
11. Demonstrate effective oral, written, and interpersonal communication skills
12. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
13. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Bachelors of Applied Science in Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Bachelors of Applied Science in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, Acoustician, ADR Director, ADR Editor, ADR Recordist, Applications Tester, Archivist, Archivist Technician, Assistant Audio Engineer, Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director,

Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Bachelors in Audio Program Schedule

The Audio Bachelors Completion program consists of 16 courses taken in 16 months. Students enrolled full-time in the bachelors program take 4 courses per 15-week semester with a short break between terms. Students must successfully complete the second 64 credit hours of core audio and General Education courses to receive a Bachelors of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
AUD300	Advanced Studio Production	4
AUD310	Sound Design	4
AUD320	Advanced Studio Maintenance and Audio/Visual Technology	4
AUD330	Advanced Live Sound and Lighting	4
AUD340	Advanced Audio Post Production	4
AUD350	Audio Programming for Interactive Media	4
AUD400	Mastering and Media Preparation	4
AUD410	Audio Scripting	4
AUD420	Intermedia Composition	4
AUD430	Advanced Game Audio	4
AUD440	Capstone Project	4
AUD450	Portfolio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4

Total Credits

128

Audio Associate of Applied Science Program

Program Description and Objectives

The Associate of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program

Students in the Associates in Audio program should learn to:

1. Complete an audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement conceptual and theoretical principles of existing media to inform audio production practice
3. Apply fundamental audio production methods and techniques in small range of settings using a small range of hardware and software solutions
4. Demonstrate applied knowledge of fundamental production principles and methods integrated within a small number of basic audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex problems
6. Effectively evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Identify areas for improving professional performance through reflective practice
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Associates of Applied Science in Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Associates in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, ADR Director, ADR Editor, ADR Recordist, Archivist, Assistant Audio Engineer Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator, Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Associates in Audio Program Schedule

The Associate of Applied Science in Audio program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Audio and General Education courses to receive an Associate of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Digital Filmmaking Bachelor of Applied Science Program

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Digital Filmmaking program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Producers and Directors – Stage, Motion Pictures, Television and Radio (SOC Code 27-2012), Camera Operators, Television, Video and Motion Picture (SOC Code 27-4031), and Film and Video Editors (SOC Code 27-4032). Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4

DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4
DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Art and Design Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

The Game Art and Design program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4

GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3
GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Development Bachelors of Applied Science

Program Description

The Game Development program prepares students for a career in the interactive entertainment industry.

Program Objectives

Students in the Bachelor of Applied Science in Game Development should be able to:

1. Demonstrate a strong understanding of the game development pipeline, practices, and tools
2. Work effectively in teams in a simulated studio environment, implementing project management strategies
3. Demonstrate an understanding of and effectively implement the principles of game design
4. Demonstrate an understanding of and effectively implement the principles of programming in a game environment
5. Demonstrate an understanding of and effectively implement principles of audio/visual design and asset production for games
6. Critically reflect on their work and role within project teams
7. Demonstrate an understanding of the nature of the game industry and how to promote themselves effectively
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Game Development program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of Bachelors of Game Development will be prepared for entry-level positions in such careers as: Game Designer, Game Producer, Game Programmer, Quality Assurance Technician, Level Designer, Interface Designer, Technical Artist, UI/UX Designer, Full-Stack Developer, Game Engine Programmer, VR Developer, Mobile Game Developer, 3D Artist, 3D Modeler, 3D Animator, VFX Artist, Technical Director, Interactive Audio Artist, Project Manager, Game Writer/Author, Creative Director, Instructional Designer, Educational Designer, Systems Engineer and Games Networking Engineer

Game Development Bachelors Program Schedule

The Game Development Bachelors program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelors program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 92 credit hours of Game Development courses and 36 credit hours of General Education to receive a Bachelors of Applied Science in Game Development.

Game Development Bachelors of Applied Science Course List

Core Required Courses

Number	Course	Credit Hours
GAM100	Principles of Game Design	4
GAM101	Introduction to Game Development	4
GAM102	Programming for Games	4
GAM103	Visual Art for Game Developers	4
GAM200	Game Development I	4
GAM201	Idea Generation and Prototyping	4
GAM202	Logic and Math for Games	4
GAM210	Game Development 2	4
GAM211	3D Art and Animation for Games	4
GAM212	Game Stories and Characters	4
GAM300	Game Development 3	4
GAM301	Designing Complex Game Systems	4
GAM302	Multiplayer Game Design and Technology	4
GAM310	Game Development 4	4
GAM311	Audio Programming for Interactive Media	4
GAM312	Audio for Game Development	4
GAM400	Level and Environment Design	4
GAM401	Animation for Games	4
GAM402	Game Feel and Juice	4
GAM410	Final Project Preparation	4
GAM411	Game Development Capstone	4
GAM412	Portfolio	4
CAR200	Career Development	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4
Total Credits		128

Graphic Design & Motion Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Graphic Design & Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Graphic Design and Motion program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Computer Programmers (SOC Code 15-1131) and Graphic Designers (SOC Code 27-1024.) Graduates of the Graphic Design & Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Composer.

Graduates of the Graphic Design & Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4

MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4
MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

The Interactive Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3

SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Music Business Associate of Applied Science Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

The Music Business program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Agents and Business Managers of Artists, Performers and Athletes (SOC Code 13-1011). Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Music Business Diploma Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

The Music Business program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Agents and Business Managers of Artists, Performers and Athletes (SOC Code 13-1011). Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Sound Arts Bachelors of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

The Sound Arts program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3

SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3
SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

ART200 Modern and Contemporary Art

Lecture Hours 60

Semester Credits 4

Prerequisites: ENG100

This course explores the functions, meanings, and influences of modern and contemporary art. Emphasis will be placed on aesthetic, social, and cultural factors and their relationship to artistic expression. Students will engage with a range of theoretical perspectives for the analysis and interpretation of art.

AUD100 Principles of Sound

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to the science of sound, including basic acoustic measurements commonly used in real-world scenarios.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AUD110 Music Theory

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course provides an overview of introductory concepts in music theory and notation and covers music terminology and the basics of rhythm, harmony, and chord progressions in popular music.

AUD120 Studio Production

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to basic studio concepts and fundamental recording processes and equipment.

AUD200 Signal Processing

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: AUD100 and AUD120

This course examines the audio signal processing that is commonly applied using analog and digital outboard processors and digital audio workstation plug-ins throughout the audio production process.

AUD210 Electronic Music Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course explores the art and craft of electronic music production using industry-standard computer-based audio production environments.

AUD220 Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course introduces the basic skills and practices of studio maintenance and audio-visual technicians.

AUD230 Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

AUD240 Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the processes, methods, and workflows involved in producing sound for picture.

AUD250 Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD 200**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AUD300 Advanced Studio Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD120, AUD200 and AUD210**

This course explores advanced concepts and procedures as they relate to studio recording and production, including advanced equipment and digital audio workstation operation, mixing

techniques and approaches, music production, control surface workflows, and session procedures.

AUD310 Sound Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines the tools, theory, and skill set needed to critically evaluate and create effective sound design for film, games, TV, radio, and multimedia.

AUD320 Advanced Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD220**

This course introduces advanced skills and practices of studio maintenance and audio-visual technicians. Students learn practical technical including system integration, electronic diagnostics and repair, basic server principals, video editing, and light for video.

AUD330 Advanced Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD230**

This course introduces advanced skills and concepts in audio and lighting production, including large-scale production signal flow, microphone techniques, and amplification.

AUD340 Advanced Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines advanced audio post-production workflows as they pertain to film, TV, commercials, and other forms of visual media, including surround recording techniques, advanced digital audio workstation routing and configuration, field recording, and production audio.

AUD350 Audio Programming for Interactive Media**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

AUD400 Mastering and Media Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course explores the concepts and tools used in the final compilation and mastering of a variety of media, including vinyl, CD, DVD and various web and mobile technologies.

AUD410 Audio Scripting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on core elements of text-based scripting languages for audio and multimedia software and hardware.

AUD420 Intermedia Composition**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on audio and visual synthesis, asset creation, and composition for live performance. Students integrate adaptive music, audio, visual, and physical components into a cohesive multimedia experience

AUD430 Advanced Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD410**

This course is focused on advanced game audio theory and practices including native game audio integration, interactive sound design, game audio scripting, and middleware tools employed within contemporary game types.

AUD440 Capstone Project**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD450**

Students plan and develop a creative media asset. A quality framework is adopted which will lead to the publication of a final folio piece.

AUD450 Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD440**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AVE104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CAR200 Career Preparation**Semester Credits 4****Prerequisites: Must be taken within final two semester of program**

This course focuses on developing professional life skills to help students succeed and advance in industry careers. Subjects explored include personal development, networking, writing resumes and cover letters, personal marketing, negotiation, interviewing skills, working in collaborative environments, and developing an online presence

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

COM100 Speech Communication**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENG100 English Composition**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course develops fundamental composition skills for writing clear, coherent, and effective written prose. Coursework focuses on paragraph and essay construction, the conventions of academic writing, audience awareness, research methods, reading comprehension, critical analysis and interpretation, rhetorical persuasion, and Standard English usage.

ENG300 Literature**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

In this course, students will engage critically with a variety of literary forms including fiction, poetry, and drama.

ENT100 Introduction to Entertainment Business**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to common business practices both in general and as they relate to the creative industries. Students will explore subjects including accounting, business planning and analysis, publishing, copyright, contracts, taxes, and royalties as they relate to entertainment industries.

ENT223 Entrepreneurship**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: Last term or Permission of the Director of Education**

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

ENV100 Environmental Science**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the natural environment and how nature works, with an emphasis on human society's interaction with and impact on ecosystems and humans' interaction with them.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the workflow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 3****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 3****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GAM100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAM101 Introduction to Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAM102 Programming for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will focus on intermediate programming skills in order to produce a range of games and game mechanics based on existing design documentation. The course will also develop greater skills for incorporating pre-existing art assets into a game as well as concepts such as object oriented programming and design patterns.

GAM103 Visual Art for Game Developers**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the basics of creating visual assets for computer games in both 2D and 3D and will focus on the development of prototypes.

GAM200 Game Development 1**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM100, GAM101, GAM102, GAM103

This course will focus on project management and game design practices to produce a simple original game through the development of game ideas, prototypes, and working products.

GAM201 Idea Generation and Prototyping**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

GAM202 Logic and Math for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

GAM210 Game Development 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course is a continuation of the skills developed in Game Development 1 and will further develop project management methods to build a new game in a different genre, with a focus on thematic goals, characters, and storytelling.

GAM211 3D Art and Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will cover 3D animation for game development, emphasizing organic modeling and topology for animation, basic principles of animation, and techniques for building game-ready 3D characters.

GAM212 Game Stories and Characters**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

GAM300 Game Development 3**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course builds on the skills developed in Game Development 2 and will further develop project and team management methods to build a new game, with a focus on designing systems- and strategy-based games.

GAM302 Multiplayer Game Design and Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will address multiplayer games, with an emphasis on the concept and design stage, balancing, and the basics of networking in game engines to implement different kinds of multiplayer games.

GAM310 Game Development 4**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM300

This course builds on the skills developed in Game Development 3 and addresses advanced project management strategies and game development skills, with an emphasis on developing and pitching an original game.

GAM311 Interface Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will explore game-specific interface issues, the principles of information architecture, and layout and design practices for software and visual media.

GAM312 Audio for Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will address the implementation of game audio applications in game development and the principles of game audio design.

GAM400 Level and Environment Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

GAM401 Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

In this course, students will craft multiple 3D assets using different modeling and sculpting techniques based on character, environment, and prop design principles and will explore visual effects such as particles and lighting.

GAM402 Game Feel and Juice**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course provides students the opportunity to polish one or more of their game prototypes or mechanics by combining several key aspects of game design fundamentals to improve the quality and feel of the gaming experience.

GAM410 Final Project Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

GAM411 Game Development Capstone**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

This course concludes the major game development project and is dedicated to development time for students to produce and publish or exhibit the game designed in Final Project Preparation.

GAM412 Game Development Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: Must be taken in final semester of program

This course will focus on development of an online portfolio presence, polishing existing assets into a demo reel or other package. Students will reflect on the state of their work, and learn how to effectively present themselves to the industry.

GE101 English Composition**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern

nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

HIS200 U.S. History from 1865 to 2001**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the history of the United States from 1865 to 2001. Emphasis will be placed on understanding how historical developments have influenced contemporary social, political, economic, and cultural conditions, as well as the narrative and ideological perspectives of historiography.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MAT100 College Mathematics**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course provides an overview of college-level mathematics and will cover concepts from formal logic, algebra, geometry, statistics, and probability. Emphasis will be placed on developing critical thinking and quantitative reasoning skills.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio***Lecture Hours 60****Supervised Lab Hours 30****Semester Credits 5****Prerequisites: Last term or Permission of the Director of Education**

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: CC123**

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD201**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms

of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites: MGD306. Students must also have a faculty sponsor.**

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD306

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design

Lecture Hours 28

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD202 & MGD305

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: MGD403

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media

Lecture Hours 15

Supervised Lab Hours 30

Semester Credits 2

Prerequisites: MGD306

Instruction in navigating social media landscape. Focus on student branding.

MMW203 Multimedia and Web Development

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

PSY100 Psychology

Lecture Hours 60

Semester Credits 4

Prerequisites: ENG100

This course presents students with the basic concepts, principles, and methods

involved in the scientific study and understanding of human thought and behavior

SA101 Music Theory 1

Lecture Hours 30

Supervised Lab Hours 30

Semester Credits 3

Prerequisites: None

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2

Lecture Hours 30

Supervised Lab Hours 30

Semester Credits 3

Prerequisites: SA101

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: SA201

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production

Lecture Hours 45

Semester Credits 3

Prerequisites: None

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

SOC100 Sociology**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course explores and analyzes the dynamics and structure of human society.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Steve Hammond	MFA in Animation, Savanna College of Fine Arts and Design
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
	MIT, SMV; BFA Design & Game Development, Savanna College of Fine Arts and Design
Demetrius Pennebaker	MFA in Motion Pictures & Television, Academy of Art University
Christopher Potter	BA in Film, San Francisco State University
Michael Russell	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jerry R Smith Jr.	MFA in Screenwriting, UCLA
Jennifer Stovell	MFA in Cinema & Television, USC
Thomas M. Sylla	M.Ed in in Educational Technology, Bachelor of Arts in Music
Mary Ann Zahorsky	



SAE EXPRESSION COLLEGE

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Emeryville, CA 94608
Tel. 510-654-2934

2017 CATALOG Volume 9.6.17

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SAE Expression
CREATIVE MEDIA COLLEGE



Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Audio, and Music Business. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

Mission Statement

Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. SAE Expression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives

In support of our mission, SAE Expression College seeks to:

- Prepare students for success in the creative media industries
- Provide training in facilities reflective of the professional workplace
- Maintain curricula that reflects industry standard best practices
- Engage qualified, experienced, professional faculty
- Foster lifelong learning
- Support professional growth through lifetime career services
- Create a supportive, student centered, diverse, and project based learning environment

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study;

audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
James King	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

Campus Facilities & Equipment

SAE Expression College is located at:
6601 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies a 63,000 square feet facility that consists of offices, classrooms and laboratories. As well as a library and learning resource center, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

ANIMATION & VISUAL EFFECTS AND GRAPHIC DESIGN & MOTION

SAE Expression College has classrooms with PC computers, equipped with projectors and audio systems for use in the Animation and Visual Effects Program. The computers are loaded with industry standard software for modeling, rigging, animating, texturing, shading, lighting, compositing and rendering. The campus includes a Green Screen/Motion Capture Stage for use in student projects.

AUDIO

Renowned studio architect John Storyk (of New York's Walters/Storyk Design Group) has designed many of SAE Expression's classrooms and studios to include 5.1 surround sound systems, high resolution projected-video monitoring and advanced audio mixing and recording systems for exceptional classroom audio/visual production. The campus also maintains recording studios equipped with digital and analog consoles, and independent rooms with workstations used to create electronic music, sound for Gaming and Post-production as well as editing and mixing.

DIGITAL FILM

SAE Expression College has computer labs and post-production suites for use in the Digital Filmmaking Program. These computer labs contain computers loaded with software for screenwriting, production scheduling, budgeting, video editing, sound editing, visual effects and mastering. Each computer lab also has a projector and audio system. The campus includes a Soundstage and a Green Screen/Motion Capture Stage for use in student projects. The Equipment Room stocks gear for the Digital Filmmaking Program which includes assorted 4k and HD video cameras and DSLRs, audio recorders, lighting kits, tripods, dolly, microphones, lenses, etc.

GAME DEVELOPMENT & GAME ART & DESIGN

SAE Expression College has labs with computers loaded with the latest versions of the leading game scripting software in addition to standard business productivity software. Each classroom includes a projector and audio system.

MUSIC BUSINESS PROGRAM

SAE Expression College provides technologically enhanced classrooms to offer the Music Business Program. These spaces allow students to utilize the materials package embedded

into the curriculum that includes a video camera, microphone, external hard drive, headphones and laptop package that includes office and creative development software.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements For Admission

Prospective students may be enrolled in a program through the fourth day after the corresponding cohort start date. Students will not be enrolled and may not sit in class until they meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs
- Students entering the Bachelor's in Audio must have graduated from the Associate's in Audio program at SAE or a comparable earned associate's degree from a postsecondary school whose accreditation is recognized by the U.S. Department of Education
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation and attend class during the first week of the first term
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Expression College requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or 18 or higher, a third attempt may be made one week after the

second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

Drawing Test

Applicants to the Animation and Visual Effects and Digital Filmmaking programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.

The drawing test gives SAE Expression College an understanding of the maturity of an applicant's skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

SAE Expression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Audio, Game Development and Music Business programs.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge
8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Expression College campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of

English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS) with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Student Exchange and Visitor Program

SAE Expression College participates in the Department of Homeland Security Immigration and Customs Enforcement Student and Exchange Visit Program, and is approved to offer F-1 visas for students in degree programs. Information regarding the process for visa sponsorship is available on the campus website.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers Between SAE Expression & SAE Institutes Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses if a student is in good standing. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the

transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio and Sound Arts Bachelors of Applied Science Programs

Tuition	\$94,400.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$1,196.00
Books and Art Kits - Books as applicable and Art Kits are made available to students at no additional cost for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term.	\$0.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$95,596.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$749.21

Game Development Bachelor of Applied Science Program

Tuition	\$80,000.00
Estimated Cost of Textbooks	\$1,000.00
Non-Refundable Game Development Technology Fee (The amount of \$599 is charged once per academic year)	\$2,396.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$83,396.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$625.00

Audio Bachelor of Applied Science Program

Tuition	\$41,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$46,148.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$640.63

*This tuition does not include the tuition for the AAS in Audio or an equivalent credential, which is a requirement for admission into the BAS in Audio.

Audio Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,850.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$40,148.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$546.88

Entertainment Business Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$39,998.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$583.33

Entertainment Business Diploma

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$29,299.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$694.44

Music Business Associate of Applied Science Program

Tuition	\$35,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$39,998.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$583.33

Music Business Diploma

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$29,299.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$694.44

Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Expression College. Students can determine the tuition cost for each semester by multiplying the course tuition charge per credit hour by the number of credits attempted for that semester. (For example a Music Business Diploma student pays \$694.44 per credit hour attempted. If that students takes 12 credits in a semester, they would be charged \$8,333.28 for that semester.)

Laptop Package

The Associates and Bachelors Degree in Audio, and the Associates and Diploma in Music Business programs at SAE Expression College require the use of a laptop computer with the requisite software bundle. Purchase of the laptop/ software package from SAE Expression College is optional and is not included in the cost of tuition. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Tech Fee

Students enrolled in programs other than the Game Development Bachelors Degree will be charged a \$299 Tech Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, upkeep of audio consoles and the currency of instructional equipment.

Game Development Technology Fee

Students enrolled in the Game Development Bachelors Degree program will be charged a \$599 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, computer lab updates, including gaming software licenses and other essential equipment.

Student Tuition Recovery Fund (STRF)

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

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Parking Permit Fee	\$40.00 (any two month period)
Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Library Late Fees	\$0.50 per book per day \$1.00 per DVD/Video/Game per day
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item + \$35 processing fee
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Expression College students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:

U.S. Department of Education – www.ed.gov

Federal Student Aid Programs – www.studentaid.ed.gov

Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has never defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing more than 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed more than 60% of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission

(CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a diploma or degree program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a diploma or degree program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity

- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a diploma or degree program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time diploma and degree program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

2017 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelors Degree Program

Start Date	Projected Graduation Date
March 27, 2017	December 21, 2019
May 22, 2017	December 21, 2019
July 10, 2017	April 25, 2020
September 11, 2017	April 25, 2020

Associate Degree Programs

Start Date	Projected Graduation Date
March 27, 2017	August 25, 2018
May 22, 2017	August 25, 2018
July 10, 2017	December 22, 2018
September 11, 2017	December 22, 2018

Diploma Program

Start Date	Projected Graduation Date
March 27, 2017	February 10, 2018
May 22, 2017	April 28, 2018
July 10, 2017	August 25, 2018
September 11, 2017	August 25, 2018

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017 Academic Calendar

Term	Start	End
Winter Term (7.5 weeks)	January 25, 2017	March 18, 2017
Early Spring Break	March 19, 2017	March 26, 2017
Spring Term (7.5 weeks)	March 27, 2017	May 17, 2017
Spring Break (no classes)	May 18, 2018	May 21, 2017
Summer Term (15 weeks)	May 22, 2017	September 2, 2017
Mid-Summer Term (7.5 weeks)	July 10, 2017	September 2, 2017
Fall Break (no classes)	September 3, 2017	September 10, 2017
Fall Term (15 weeks)	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes
P	Passing Grade (Fundamental Courses Only)	N/A	No	No	No	No

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	3-31	1.25	50%	Academic Warning
2	32-61	1.75	55%	Academic Warning
3	62-93	2.0	67%	Dismissal
4	94+	2.0	67%	Dismissal
Associates of Applied Science Programs				
1	4-15	1.5	50%	Academic Warning
2	16-31	1.75	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-11	1.5	50%	Academic Warning
2	12-21	1.75	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE USA or her

designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE USA or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the National Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the student's CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview

- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (National Director of Academics) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AUD	Audio
AVE	Animation and Visual Effects
CAR	Career Preparation
CC	Common Core
COM & ECOM	Communications
DF	Digital Filmmaking
ENG	English
ENT	Entertainment Business
ENV & ESCI	Science
GAD	Game Art and Design
GAM	Game Development
GDM	Graphic Design and Motion
HIS & EHIS	History
IA	Interactive Audio
MAT & EMAT	Mathematics
MBP	Music Business
MGD	Motion Graphic Design
PSY & EPSY	Psychology
SOC	Sociology
SA	Sound Arts

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Services Coordinator's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Expression College. SAE Expression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Expression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at SAE Expression College or SAE Institute.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. Students may only attempt a test out of a course one-time, and the score assigned to the assessment is considered final. Successful test outs will be designated on the student's transcript as a "TO."

There is no cost to attempt a course test out. Successful course test outs will result in the cost of that course work, determined by number of credits awarded, to be deducted from the total tuition of the program.

Articulation Agreements

SAE Expression College students can apply eligible credits from Diploma and Degree programs towards a Bachelor Degree at the McNally Smith College of Music in Minneapolis, MN. The current terms of this agreement are available on the SAE Expression College website (<http://usa.sae.edu/admissions/continue-your-education/credit-transfer/>)

Class Size

Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Homework Expectations

Homework is assigned by instructors to reinforce the information presented during class sessions. SAE Institute follows the U.S. Department of Education definition of a credit hour for semester schools, which includes homework expectations. For every one (1) hour of classroom lecture, students are expected to complete two (2) hours of outside homework.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start

the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance
4. Fails to meet financial obligations
5. Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
13. To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student’s written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is "more likely than not" to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a

school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies.

Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Director.
- If after addressing the issue with the Program Director the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at any time by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE USA. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Tutorials on the use of electronic learning resources and access to the online catalog are available through the online student portal. Students may also see the LRC staff for training on the use of online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be 'broken down' and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Services Coordinator.

Non Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

The Registrar and all SAE Expression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the

administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing or our student services department.

Student Services

The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for two months for a fee of \$40. There a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelors Degree programs require approximately 32.5 months for completion, the Associates Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linus Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Drawing Fundamentals Course

Drawing Fundamentals is designed to assist students in the Animation & Visual Effects, Game Art & Design, and Motion Graphics & Design programs in developing basic skills necessary to achieve academic success in college level courses. This course is a non-college level, non-credit course and is required for students who do not meet the required minimum score on the drawing test. Students required to take Drawing Fundamentals must complete and pass the course prior to being placed in ART101 Drawing Bootcamp.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Drawing Fundamentals must be taken at SAE Expression College or SAE Institute. SAE Expression College does not permit concurrent enrollment. Drawing Fundamentals courses does not meet requirements towards degree completion. Students enrolled in Drawing Fundamentals may only attempt the course twice and must achieve an 80% or higher in the course in order to receive a passing grade (P) and advance to ART101 Drawing Bootcamp. Failure to achieve a passing grade after the second attempt of Drawing Fundamentals will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a Drawing Fundamentals if withdrawing from the institution (see Course Withdrawal policy).

Animation & Visual Effects Bachelor of Applied Science Program

Program Description and Objectives

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Animation and Visual Effects program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as:

Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3

AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4
AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Audio Bachelors of Applied Science Program

Program Description and Objectives

The Bachelor of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Bachelor of Applied Science in Audio should learn to:

1. Develop, plan, and complete a complex audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement critical, conceptual and theoretical principles of existing media to inform professional audio production practice
3. Apply professional audio production methods and techniques in a wide variety of settings using a wide range of hardware and software solutions
4. Demonstrate applied knowledge of professional production principles and methods integrated within a variety of complex audio production environments
5. Collaborate with others to effectively plan and execute a range of creative projects and responses to complex problems
6. Critically evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Develop strategies for improving professional performance through reflective practice
8. Design and develop software instruments and audio effect processors using a text-based programming language
9. Create custom software to execute a cohesive audiovisual live performance
10. Prepare a wide variety of audio media to meet required technical and aesthetic requirements
11. Demonstrate effective oral, written, and interpersonal communication skills
12. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
13. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Bachelors of Applied Science in Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Bachelors of Applied Science in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, Acoustician, ADR Director, ADR Editor, ADR Recordist, Applications Tester, Archivist, Archivist Technician, Assistant Audio Engineer, Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director,

Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Bachelors in Audio Program Schedule

The Audio Bachelors Completion program consists of 16 courses taken in 16 months. Students enrolled full-time in the bachelors program take 4 courses per 15-week semester with a short break between terms. Students must successfully complete the second 64 credit hours of core audio and General Education courses to receive a Bachelors of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
AUD300	Advanced Studio Production	4
AUD310	Sound Design	4
AUD320	Advanced Studio Maintenance and Audio/Visual Technology	4
AUD330	Advanced Live Sound and Lighting	4
AUD340	Advanced Audio Post Production	4
AUD350	Audio Programming for Interactive Media	4
AUD400	Mastering and Media Preparation	4
AUD410	Audio Scripting	4
AUD420	Intermedia Composition	4
AUD430	Advanced Game Audio	4
AUD440	Capstone Project	4
AUD450	Portfolio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4

Total Credits

128

Audio Associate of Applied Science Program

Program Description and Objectives

The Associate of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program

Students in the Associates in Audio program should learn to:

1. Complete an audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement conceptual and theoretical principles of existing media to inform audio production practice
3. Apply fundamental audio production methods and techniques in small range of settings using a small range of hardware and software solutions
4. Demonstrate applied knowledge of fundamental production principles and methods integrated within a small number of basic audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex problems
6. Effectively evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Identify areas for improving professional performance through reflective practice
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Associates of Applied Science in Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Associates in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, ADR Director, ADR Editor, ADR Recordist, Archivist, Assistant Audio Engineer Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator, Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Associates in Audio Program Schedule

The Associate of Applied Science in Audio program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Audio and General Education courses to receive an Associate of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Digital Filmmaking Bachelor of Applied Science Program

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:

1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Digital Filmmaking program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Producers and Directors – Stage, Motion Pictures, Television and Radio (SOC Code 27-2012), Camera Operators, Television, Video and Motion Picture (SOC Code 27-4031), and Film and Video Editors (SOC Code 27-4032). Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
DF106	Still Photography & Digital Manipulation	3
DF117	Art Direction	2
DF118	Production Sound	2
DF203	Film History & Storytelling Techniques	3
DF205	Camera, Grip & Lighting	3
DF206	Screenwriting	3
DF207	Directing	3
DF211	Project Planning & Management	2
DF301	Production 1: Narrative	4
DF302	Shooting for Visual Effects	3
DF303	Post-production 1: Narrative Editing	3
DF304	Title Design	2
DF305	Production 2: Non-fiction	4

DF307	Post-production 2: Non-fiction Editing	3
DF308	Music & Post-production Sound for Film	3
DF401	Screenwriting for Final Project	2
DF402	Commercial Production	4
DF403	Production 3: Final Project	4
DF405	Post-production 3: Editing	3
DF406	Funding & Distribution	2
DF407	Current Industry Techniques	2
DF414	Mastering	2
MGD111	Visual Storytelling	4
MGD403	Music & Video: Short Form Cinema	4
MGD405	Final Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Diploma in Entertainment Business

Program Description and Objectives

The Diploma in Entertainment Business is an intensive course of study that prepares students for a range of careers within the entertainment industry. Students receive training in business fundamentals, marketing, artist development, entertainment management, entrepreneurship, intellectual property rights, distribution, event planning, and common industry structures and practices, and will learn practical contemporary media production skills in video, audio, web, and graphic design to prepare them for a variety of entry-level positions in the entertainment industry.

Students in the Diploma in Entertainment Business program should learn to:

1. Demonstrate an understanding of the structure, corporate culture, values, and practices of contemporary entertainment industries, the various roles within them, and their distribution and revenue channels.
2. Understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.
3. Demonstrate an understanding of legal aspects of the entertainment industry, including contracts, copyright, and intellectual property.
4. Apply fundamental media production skills to entertainment business practices.
5. Develop and author a business, marketing, and branding plan.
6. Conceive, plan, and execute an entertainment media event.
7. Develop strategies for improving professional performance through reflective practice.

Entertainment Diploma Business Program Schedule

The Diploma in Entertainment Business program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 40 credit hours of core audio and 4 credits in career preparation to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

Entertainment Business Diploma Course List

Number	Course	Credit
ENT100	Introduction to Entertainment Business	4
ENT110	Survey of the Entertainment Industry	4
ENT120	Introduction to Entertainment Law	4
ENT130	Media Production	4
ENT140	Marketing and Social Media	4
ENT150	Event Management and Touring	4
ENT200	Entertainment Business Models	4
ENT230	Web Design and Development for the Entertainment Industry	4
ENT240	Management and Entrepreneurship	4
ENT250	Entertainment Business Project	4
CAR200	Career Preparation	4

Total Credits

44

Associate in Entertainment Business

Associate in Entertainment Business Program Description

The Associate of Applied Science in Entertainment Business is an intensive course of study that prepares students for a range of careers within the entertainment industry. Students receive training in business fundamentals, marketing, artist development, entertainment management, entrepreneurship, intellectual property rights, distribution, event planning, and common industry structures and practices as well as effective communication, critical thinking, and research skills, and will learn practical contemporary media production skills in video, audio, web, and graphic design to prepare them for a variety of entry-level positions in the entertainment industry.

Students in the Associate of Applied Science in Audio program should learn to:

1. Demonstrate an understanding of the structure, corporate culture, values, and practices of contemporary entertainment industries, the various roles within them, and their distribution and revenue channels.
2. Understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.
3. Demonstrate an understanding of legal aspects of the entertainment industry, including contracts, copyright, and intellectual property.
4. Apply fundamental media production skills to entertainment business practices.
5. Develop and author a business, marketing, and branding plan.
6. Conceive, plan, and execute an entertainment media event.
7. Develop strategies for improving professional performance through reflective practice.
8. Demonstrate effective oral, written, and interpersonal communication skills.
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate.
10. Locate, retrieve, and evaluate information using appropriate research tools.

Associates in Entertainment Business Program Schedule

The Associate of Applied Science in Entertainment Business program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Entertainment Business and General Education courses to receive an Associate of Applied Science in Entertainment Business degree:

Entertainment Business Associate's Degree Course List

Core Required Courses

Number	Course	Credit
ENT100	Introduction to Entertainment Business	4
ENT110	Survey of the Entertainment Industry	4
ENT120	Introduction to Entertainment Law	4
ENT130	Media Production	4
ENT140	Marketing and Social Media	4
ENT150	Event Management and Touring	4
ENT200	Entertainment Business Models	4

ENT230	Web Design and Development for the Entertainment Industry	4
ENT240	Management and Entrepreneurship	4
ENT250	Entertainment Business Project	4
CAR200	Career Preparation	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Career Prospects for Entertainment Business Programs

Graduates of the Entertainment Business programs can expect to learn skills to be prepared for entry-level positions in such careers as:

A&R Assistant	Merchandiser
Advertising Agent	Music Director
Artist Liaison	Music Publisher
Artist Manager	Music Supervisor
Assistant Studio Manager	Personal Assistant
Booking Agent	Production Assistant
Business Affairs Assistant	Production Coordinator
Business Development Assistant	Promoter
Catalog Manager	Promotions Coordinator
Conference Planner & Organizer	Promotions Manager
Content Editor	Public Relations Consultant
Contract Manager	Publicist
Digital Marketing Strategist	Radio Time Salesperson
Entrepreneur	Retail Buyer
Event Planner	Social Media Manager
Events and Hospitality Manager	Social Media Moderator
Licensing Agent	Social Media Specialist
Marketing Manager	Tour Manager
Media Relations	Venue Management
Customer Support Representative	Videographer
Account Agent	Royalty Administration
Analytics/Content Supervisor	

Game Art and Design Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects

The Game Art and Design program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4

GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3
GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Development Bachelors of Applied Science

Program Description

The Game Development program prepares students for a career in the interactive entertainment industry.

Program Objectives

Students in the Bachelor of Applied Science in Game Development should be able to:

1. Demonstrate a strong understanding of the game development pipeline, practices, and tools
2. Work effectively in teams in a simulated studio environment, implementing project management strategies
3. Demonstrate an understanding of and effectively implement the principles of game design
4. Demonstrate an understanding of and effectively implement the principles of programming in a game environment
5. Demonstrate an understanding of and effectively implement principles of audio/visual design and asset production for games
6. Critically reflect on their work and role within project teams
7. Demonstrate an understanding of the nature of the game industry and how to promote themselves effectively
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Game Development program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of Bachelors of Game Development will be prepared for entry-level positions in such careers as: Game Designer, Game Producer, Game Programmer, Quality Assurance Technician, Level Designer, Interface Designer, Technical Artist, UI/UX Designer, Full-Stack Developer, Game Engine Programmer, VR Developer, Mobile Game Developer, 3D Artist, 3D Modeler, 3D Animator, VFX Artist, Technical Director, Interactive Audio Artist, Project Manager, Game Writer/Author, Creative Director, Instructional Designer, Educational Designer, Systems Engineer and Games Networking Engineer

Game Development Bachelors Program Schedule

The Game Development Bachelors program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelors program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 92 credit hours of Game Development courses and 36 credit hours of General Education to receive a Bachelors of Applied Science in Game Development.

Game Development Bachelors of Applied Science Course List

Core Required Courses

Number	Course	Credit Hours
GAM100	Principles of Game Design	4
GAM101	Introduction to Game Development	4
GAM102	Programming for Games	4
GAM103	Visual Art for Game Developers	4
GAM200	Game Development I	4
GAM201	Idea Generation and Prototyping	4
GAM202	Logic and Math for Games	4
GAM210	Game Development 2	4
GAM211	3D Art and Animation for Games	4
GAM212	Game Stories and Characters	4
GAM300	Game Development 3	4
GAM301	Designing Complex Game Systems	4
GAM302	Multiplayer Game Design and Technology	4
GAM310	Game Development 4	4
GAM311	Audio Programming for Interactive Media	4
GAM312	Audio for Game Development	4
GAM400	Level and Environment Design	4
GAM401	Animation for Games	4
GAM402	Game Feel and Juice	4
GAM410	Final Project Preparation	4
GAM411	Game Development Capstone	4
GAM412	Portfolio	4
CAR200	Career Development	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4
Total Credits		128

Graphic Design & Motion Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Graphic Design & Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Graphic Design and Motion program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Computer Programmers (SOC Code 15-1131) and Graphic Designers (SOC Code 27-1024.) Graduates of the Graphic Design & Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Composer.

Graduates of the Graphic Design & Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4

MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4
MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

The Interactive Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3

SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Music Business Associate of Applied Science Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

The Music Business program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Agents and Business Managers of Artists, Performers and Athletes (SOC Code 13-1011). Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Music Business Diploma Program

Program Description and Objectives

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

The Music Business program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Agents and Business Managers of Artists, Performers and Athletes (SOC Code 13-1011). Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Sound Arts Bachelors of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Objectives

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

The Sound Arts program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3

SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3
SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Course Descriptions

ART010 Drawing Fundamentals

Course Hours 45

Semester Credits 0

Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion composition, light, and shadow.

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

ART200 Modern and Contemporary Art

Lecture Hours 60

Semester Credits 4

Prerequisites: ENG100

This course explores the functions, meanings, and influences of modern and contemporary art. Emphasis will be placed on aesthetic, social, and cultural factors and their relationship to artistic expression. Students will engage with a range of theoretical perspectives for the analysis and interpretation of art.

AUD100 Principles of Sound

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to the science of sound, including basic acoustic measurements commonly used in real-world scenarios.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AUD110 Music Theory

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course provides an overview of introductory concepts in music theory and notation and covers music terminology and the basics of rhythm, harmony, and chord progressions in popular music.

AUD120 Studio Production

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to basic studio concepts and fundamental recording processes and equipment.

AUD200 Signal Processing

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: AUD100 and AUD120

This course examines the audio signal processing that is commonly applied using analog and digital outboard processors and digital audio workstation plug-ins throughout the audio production process.

AUD210 Electronic Music Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course explores the art and craft of electronic music production using industry-standard computer-based audio production environments.

AUD220 Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course introduces the basic skills and practices of studio maintenance and audio-visual technicians.

AUD230 Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

AUD240 Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the processes, methods, and workflows involved in producing sound for picture.

AUD250 Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD 200**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AUD300 Advanced Studio Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD120, AUD200 and AUD210**

This course explores advanced concepts and procedures as they relate to studio recording and production, including advanced equipment and digital audio workstation operation, mixing

techniques and approaches, music production, control surface workflows, and session procedures.

AUD310 Sound Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines the tools, theory, and skill set needed to critically evaluate and create effective sound design for film, games, TV, radio, and multimedia.

AUD320 Advanced Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD220**

This course introduces advanced skills and practices of studio maintenance and audio-visual technicians. Students learn practical technical including system integration, electronic diagnostics and repair, basic server principals, video editing, and light for video.

AUD330 Advanced Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD230**

This course introduces advanced skills and concepts in audio and lighting production, including large-scale production signal flow, microphone techniques, and amplification.

AUD340 Advanced Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines advanced audio post-production workflows as they pertain to film, TV, commercials, and other forms of visual media, including surround recording techniques, advanced digital audio workstation routing and configuration, field recording, and production audio.

AUD350 Audio Programming for Interactive Media**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

AUD400 Mastering and Media Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course explores the concepts and tools used in the final compilation and mastering of a variety of media, including vinyl, CD, DVD and various web and mobile technologies.

AUD410 Audio Scripting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on core elements of text-based scripting languages for audio and multimedia software and hardware.

AUD420 Intermedia Composition**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on audio and visual synthesis, asset creation, and composition for live performance. Students integrate adaptive music, audio, visual, and physical components into a cohesive multimedia experience

AUD430 Advanced Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD410**

This course is focused on advanced game audio theory and practices including native game audio integration, interactive sound design, game audio scripting, and middleware tools employed within contemporary game types.

AUD440 Capstone Project**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD450**

Students plan and develop a creative media asset. A quality framework is adopted which will lead to the publication of a final folio piece.

AUD450 Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD440**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AVE104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CAR200 Career Preparation**Semester Credits 4****Prerequisites: Must be taken within final two semester of program**

This course focuses on developing professional life skills to help students succeed and advance in industry careers. Subjects explored include personal development, networking, writing resumes and cover letters, personal marketing, negotiation, interviewing skills, working in collaborative environments, and developing an online presence

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship**Externship Hours 90****Semester Credits 2**

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

COM100 Speech Communication**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

DF106 Still Photography & Digital Manipulation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENG100 English Composition**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course develops fundamental composition skills for writing clear, coherent, and effective written prose. Coursework focuses on paragraph and essay construction, the conventions of academic writing, audience awareness, research methods, reading comprehension, critical analysis and interpretation, rhetorical persuasion, and Standard English usage.

ENG300 Literature**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

In this course, students will engage critically with a variety of literary forms including fiction, poetry, and drama.

ENT100 Introduction to Entertainment Business
Lecture Hours 60
Semester Credits 4
Prerequisites: None

This course introduces students to common business practices both in general and as they relate to the creative industries. Students will explore subjects including accounting, business planning and analysis, publishing, copyright, contracts, taxes, and royalties as they relate to entertainment industries.

ENT110 Survey of the Entertainment Industry
Lecture Hours 60
4 Credit Hours
Prerequisites: None

This course provides students a broad-based perspective on the creative industries. Students will learn about the history, development, current state, and potential future directions of the entertainment industry, as well as the various roles and positions within them.

ENT120 Introduction to Entertainment Law
Lecture Hours 60
4 Credit Hours
Prerequisites: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

ENT130 Media Production
Lecture Hours 60
4 Credit Hours
Prerequisites: None

This course will cover the creation and integration of electronic media in the entertainment industries, including planning, production, post-production, and distribution.

ENT140 Marketing and Social Media
Lecture Hours 60
4 Credit Hours
Prerequisites: None

This course provides students with a foundation in marketing principles, concepts, and practices as well as current social media platforms and their application in advertising, marketing, and branding within the entertainment industry.

ENT150 Event Management and Touring
Lecture Hours 60
4 Credit Hours
Prerequisites: None

This course is designed to provide students an understanding of the timeline, logistics, and legal and business factors involved in planning different kinds of entertainment business events. The course will cover strategies and tools to plan and execute events within a range of environments across the entertainment industry.

ENT200 Entertainment Business Models
Lecture Hours 60
4 Credit Hours
Prerequisites: ENT100 and ENT110

This course addresses advanced business structures, roles, and relationships within different segments of the entertainment industry. Emphasis is placed on new and emerging business structures, relationships, and distribution channels.

ENT223 Entrepreneurship
Lecture Hours 45
Supervised Lab Hours 30
Semester Credits 4
Prerequisites: Last term or Permission of the Director of Education

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

ENT230 Web Design and Development for the Entertainment Industry
Lecture Hours 60
4 Credit Hours
Prerequisites: None

This course introduces students to the structure of the Internet, including server systems and software, web protocols, programming languages, content management systems, databases, and general web design principles. Students will create and maintain commercial-quality web pages using contemporary web design practices and systems.

ENT240 Management and Entrepreneurship**Lecture Hours 60****4 Credit Hours****Prerequisites:** ENT100 and ENT140

This course introduces students to fundamental concepts in entrepreneurship, business management, and organizational leadership as they relate to the entertainment industries. Emphasis will be placed on decision-making, ethics, communication, and business planning.

ENT250 Entertainment Business Project**Lecture Hours 60****4 Credit Hours****Prerequisites:** ENT140 and ENT150

This course is a final culminating project for the Entertainment Business Program. In this course, students will apply principles and concepts of entertainment business to create, execute, and present on a real-world entertainment business project.

ENV100 Environmental Science**Lecture Hours 60****Semester Credits 4****Prerequisites:** ENG100

This course examines the natural environment and how nature works, with an emphasis on human society's interaction with and impact on ecosystems and humans' interaction with them.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite:** None

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite:** None

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite:** None

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite:** None

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** None

Concepts of User Interface in games and creation of games and the workflow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** None

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** AVE202

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 3****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 3****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GAM100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAM101 Introduction to Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAM102 Programming for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will focus on intermediate programming skills in order to produce a range of games and game mechanics based on existing design documentation. The course will also develop greater skills for incorporating pre-existing art assets into a game as well as concepts such as object oriented programming and design patterns.

GAM103 Visual Art for Game Developers**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the basics of creating visual assets for computer games in both 2D and 3D and will focus on the development of prototypes.

GAM200 Game Development 1**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM100, GAM101, GAM102, GAM103

This course will focus on project management and game design practices to produce a simple original game through the development of game ideas, prototypes, and working products.

GAM201 Idea Generation and Prototyping**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

GAM202 Logic and Math for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

GAM210 Game Development 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course is a continuation of the skills developed in Game Development 1 and will further develop project management methods to build a new game in a different genre, with a focus on thematic goals, characters, and storytelling.

GAM211 3D Art and Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will cover 3D animation for game development, emphasizing organic modeling and topology for animation, basic principles of animation, and techniques for building game-ready 3D characters.

GAM212 Game Stories and Characters**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

GAM300 Game Development 3**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course builds on the skills developed in Game Development 2 and will further develop project and team management methods to build a new game, with a focus on designing systems- and strategy-based games.

GAM302 Multiplayer Game Design and Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will address multiplayer games, with an emphasis on the concept and design stage, balancing, and the basics of networking in game engines to implement different kinds of multiplayer games.

GAM310 Game Development 4**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM300

This course builds on the skills developed in Game Development 3 and addresses advanced project management strategies and game development skills, with an emphasis on developing and pitching an original game.

GAM311 Interface Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will explore game-specific interface issues, the principles of information architecture, and layout and design practices for software and visual media.

GAM312 Audio for Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM210

This course will address the implementation of game audio applications in game development and the principles of game audio design.

GAM400 Level and Environment Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

GAM401 Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

In this course, students will craft multiple 3D assets using different modeling and sculpting techniques based on character, environment, and prop design principles and will explore visual effects such as particles and lighting.

GAM402 Game Feel and Juice**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

This course provides students the opportunity to polish one or more of their game prototypes or mechanics by combining several key aspects of game design fundamentals to improve the quality and feel of the gaming experience.

GAM410 Final Project Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

GAM411 Game Development Capstone**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: GAM310

Co-requisite: GAM411

This course concludes the major game development project and is dedicated to development time for students to produce and publish or exhibit the game designed in Final Project Preparation.

GAM412 Game Development Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

Prerequisite: Must be taken in final semester of program

This course will focus on development of an online portfolio presence, polishing existing assets into a demo reel or other package. Students will reflect on the state of their work, and learn how to effectively present themselves to the industry.

GE101 English Composition**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course aims to build a fundamental understanding of the physical laws that govern

nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

HIS200 U.S. History from 1865 to 2001**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the history of the United States from 1865 to 2001. Emphasis will be placed on understanding how historical developments have influenced contemporary social, political, economic, and cultural conditions, as well as the narrative and ideological perspectives of historiography.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MAT100 College Mathematics**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course provides an overview of college-level mathematics and will cover concepts from formal logic, algebra, geometry, statistics, and probability. Emphasis will be placed on developing critical thinking and quantitative reasoning skills.

MBP101 Intro to Copyright and Music**Publishing****Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: MBP101**

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio***Lecture Hours 60****Supervised Lab Hours 30****Semester Credits 5****Prerequisites: Last term or Permission of the Director of Education**

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course.

This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: CC123**

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD201**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio. Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites:** MGD306. Students must also have a faculty sponsor.

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD306

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD202 & MGD305

Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites:** MGD403

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites:** MGD306

Instruction in navigating social media landscape. Focus on student branding.

MMW203 Multimedia and Web Development**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites:** None

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

PSY100 Psychology**Lecture Hours 60****Semester Credits 4****Prerequisites:** ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites:** None

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites:** SA101

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** None

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites:** SA201

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites: None**

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone

techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

SOC100 Sociology**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course explores and analyzes the dynamics and structure of human society.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and Chief Finance Officer
Dr. Michele Ernst	Dean

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library and Learning Resource Manager & Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities

Full-Time Faculty

Patrick Cheney	BAS Sound Arts, SAE Expression College
Zoe Chevat	MFA, Arts, California Institute of the Arts
Christopher Colatos	BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	BAS Motion Graphic Design, SAE Expression College
Steve Hammond	MFA in Animation, Savanna College of Fine Arts and Design
Shanti Jones	BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mick Mancuso	Master of Fine Arts, Acting, University of Washington
Scott Miller	BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
	MIT, SMV; BFA Design & Game Development, Savanna College of Fine Arts and Design
Demetrius Pennebaker	MFA in Motion Pictures & Television, Academy of Art University
Christopher Potter	BA in Film, San Francisco State University
Michael Russell	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jerry R Smith Jr.	MFA in Screenwriting, UCLA
Jennifer Stovell	MFA in Cinema & Television, USC
Thomas M. Sylla	M.Ed in in Educational Technology, Bachelor of Arts in Music
Mary Ann Zahorsky	



SAE EXPRESSION COLLEGE

6601 Shellmound Street
Emeryville, CA 94608
Tel. 510-654-2934

2017-18 CATALOG Volume 12.19.17

Effective Date: December 19, 2017 to June 30, 2018

SAE Expression
CREATIVE MEDIA COLLEGE



Welcome to SAE Expression College

Welcome to SAE Expression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at SAE Expression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

SAE Expression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Audio, and Music Business. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and SAE Expression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make SAE Expression College your playground. Welcome to SAE Expression and get ready to turn your passion into your profession!

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Elmo Frazer
Campus Director
SAE Expression College
Emeryville, CA

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ABOUT SAE EXPRESSION COLLEGE

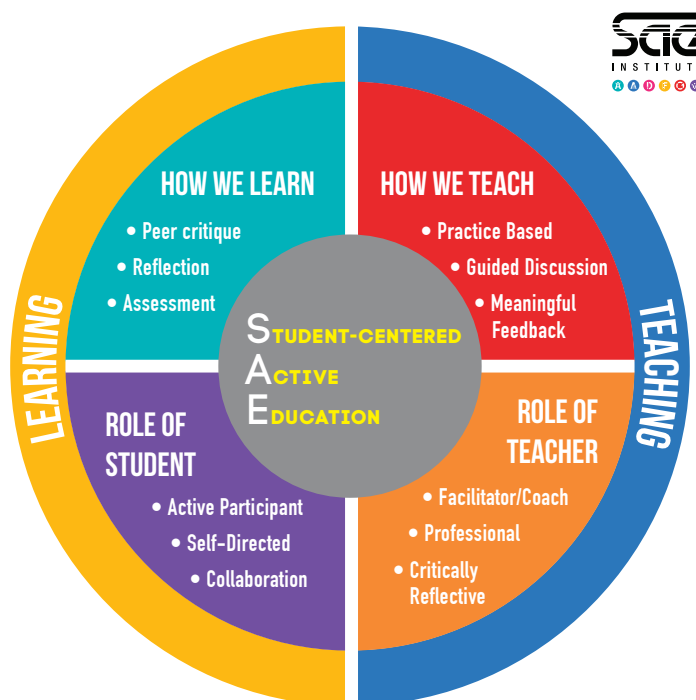
Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE Expression College provides educational programs built on industry-standard best practices taught in real-world environments, with experienced faculty supporting our students through a dynamic curriculum delivered in an engaging, diverse, and creative environment.

Learning

In support of our mission, SAE Institute seeks to:

- Maintain curricula that reflect industry-standard best practices to prepare students for entry level employment in the creative media and entertainment industries
- Employ qualified, experienced, professional faculty who facilitate learning
- Deliver curriculum through practice-based activities, guided discussions, and real-world assessments, providing students opportunity to apply what they are learning toward professional preparation and development
- Foster lifelong and self-directed learning through student reflection and peer critique
- Support professional growth of graduates through lifetime career services
- Create a student-centered, collaborative classroom environment in which students are active participants in the learning process



SAE Institute teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

History of SAE Expression College

Ex'pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor's degrees by the BPPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex'pression Center for New Media began doing business as Ex'pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex'pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor's degrees in creative media. A year later, in 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College, a change which reflected a stronger emphasis on Bachelor's degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex'pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.

SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master's programs across the following major fields of study; audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world's leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Vancouver, BC.

To demonstrate the integration of the best attributes of the two school groups, Ex'pression College was rebranded SAE Expression College.

Authorization and Approvals

SAE Expression College – Emeryville is a private institution licensed as a main campus and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE.) Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no license requirement to work in any of the identified jobs associated with the programs of SAE Expression College. For more information, please contact:

BPPE
PO Box 980818
West Sacramento, CA 95798-0818

Phone: 916.574.7720
Toll Free: 888.370.7589
Fax: 916.263.1897
www.bppe.ca.gov
bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Phone: 703.247.4212
www.accsc.org
webinquiry@accsc.org

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

All prospective and enrolled students may consult this catalog for factual information regarding SAE Expression College. All content is subject to change without notice.

Ownership and Control

SAE Expression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in North America, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York, Emeryville and Vancouver, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

Navitas Board of Directors:

Tracey Horton	Non-Executive Chairman
Rod Jones	Group Chief Executive Officer and Managing Director
Harvey Collins	Non-Executive Director
Tony Cipa	Non-Executive Director
Diana Eilert	Non-Executive Director
Lisa Paul	Non-Executive Director
David Robb	Non-Executive Director

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Campus Facilities and Equipment

SAE Expression College is located at:

6601 Shellmound Street

Emeryville, CA 94608

Phone: 510-654-2934

Toll Free: 877-833-8800

Web: www.usa.sae.edu

Once a warehouse and industrial district of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies a 63,000 square feet facility that consists of offices, classrooms and laboratories. As well as a library and learning resource center, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Game Audio Suites, and Avid Pro Tools Workstations.

ANIMATION & VISUAL EFFECTS AND GRAPHIC DESIGN & MOTION

SAE Expression College has classrooms with PC computers, equipped with projectors and audio systems for use in the Animation and Visual Effects Program. The computers are loaded with industry standard software for modeling, rigging, animating, texturing, shading, lighting, compositing and rendering. The campus includes a Green Screen/Motion Capture Stage for use in student projects.

AUDIO

Renowned studio architect John Storyk (of New York's Walters/Storyk Design Group) has designed many of SAE Expression's classrooms and studios to include 5.1 surround sound systems, high resolution projected-video monitoring and advanced audio mixing and recording systems for exceptional classroom audio/visual production. The campus also

maintains recording studios equipped with digital and analog consoles, and independent rooms with workstations used to create electronic music, sound for games and post-production as well as editing and mixing.

DIGITAL FILM

SAE Expression College has computer labs and post-production suites for use in the Digital Film Program. These computer labs contain computers loaded with software for screenwriting, production scheduling, budgeting, video editing, sound editing, visual effects and mastering. Each computer lab also has a projector and audio system. The campus includes a Soundstage and a Green Screen/Motion Capture Stage for use in student projects. The Equipment Room stocks gear for the Digital Film Program which includes assorted 4k and HD video cameras and DSLRs, audio recorders, lighting kits, tripods, dolly, microphones, lenses, etc.

GAME DEVELOPMENT & GAME ART & DESIGN

SAE Expression College has labs with computers loaded with the latest versions of leading game engine and design software in addition to standard business productivity software. Each classroom includes a projector and audio system. The campus also provides board games for game design theory lessons.

MUSIC BUSINESS PROGRAM

SAE Expression College provides technologically enhanced classrooms to offer the Music Business Program. These spaces allow students to utilize the materials package embedded into the curriculum that includes a video camera, microphone, external hard drive, headphones and laptop package that includes office and creative development software.

SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.

All instruction at SAE Expression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

Supplements and Attachments to Catalog

Any revisions to the SAE Expression College Catalog will be attached. Catalogs are revised twice-per calendar year.

ADMISSIONS

Admission to SAE Expression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Requirements for Admission

Prospective students may be enrolled in a program through the fourth day after the corresponding cohort start date. Students will not be enrolled and may not sit in class until they meet all of the following requirements:

- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLE) for the diploma and associate's degree programs and 18 or higher for bachelor's degree programs. International students may submit a Wonderlic Scholastic Level Exam Q exam with the appropriate score
- Students entering the Bachelor's in Audio must have graduated from the Associate's in Audio program at SAE or a comparable earned associate's degree from a postsecondary school whose accreditation is recognized by the U.S. Department of Education
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Provide Government-issued photo identification
- Be a U.S. citizen or eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign and submit the Enrollment Agreement
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

Prospective students from out-of-area are encouraged to contact the campus by phone or through www.usa.sae.edu to enquire about available openings and start dates, and to begin the transmission of items required for admission.

**Please see the Refund Policy section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.*

Entrance Evaluation

SAE Expression College requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma and associate's degree program taking Wonderlic SLE who on the first attempt does not meet the minimum score of 14, or an applicant for a bachelor's degree program who does not meet the minimum score of 18, may retake the exam one hour after the first attempt. If the second attempt does not result in the

minimum score of 14 or 18 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or 18 or higher, a fourth attempt may be made three months after the third.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to Admissions Office at SAE Expression College as part of their application.

Proof of Graduation Policy

SAE Expression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to SAE Expression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Expression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start date of the program.

Acceptable forms of documentation are:

- Copy of High School Diploma
- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion

SAE Expression College will also accept a copy of an official transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate's, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

Wonderlic Distance Learning Assessment

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:

1. Schedule Management
2. Program Commitment
3. Motivation
4. Academic Confidence
5. Communication Skills
6. Internet Access
7. Technical Knowledge

8. Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at SAE Expression College.

English Language Proficiency Policy

SAE Expression College campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to SAE Institute that have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

Australia	Bahamas	Barbados	Belgium
Belize	Botswana	Canada	Denmark
Fiji	Finland	Ghana	Guyana
Ireland	Jamaica	Kenya	Lesotho
Liberia	Nigeria	Netherlands	New Zealand
Norway	Papua New Guinea	Singapore	Solomon Islands
South Africa	St. Lucia	Sweden	Tonga
Trinidad & Tobago	United Kingdom	Zambia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test; taking the Pearson Test of English Academics (PTE) and scoring a minimum score of 42 for Diploma programs and 50 for degree program; or by taking the International English Language Testing System (IELTS) with a minimum score of 5.5 for Diploma Programs and 6.0 for Degree Programs. All other regulations and requirements regarding International Students still apply.

Student Exchange and Visitor Program

SAE Expression College participates in the Department of Homeland Security Immigration and Customs Enforcement Student and Exchange Visit Program, and is approved to offer F-1 visas for students in degree programs. Information regarding the process for visa sponsorship is available on the campus website.

Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

Re-Enter Policy

A former student who wishes to be considered for readmission must meet with the Academic Department to discuss their eligibility to return. Returning student enrollments are reviewed and approved by the Academic and Student Finance department. Decisions will be made based upon prior academic progress, behavioral conduct and changes in circumstance since dismissal/withdrawal.

If approved for re-entry, the Director of Education will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established and approved by Student Finance.

A re-admitted student is required to sign a new enrollment agreement.

Transfers between SAE Expression and SAE Institute Campuses

Transfers are possible between SAE Expression College and other SAE Institute campuses if a student is in good standing. An SAE Expression College student desiring a transfer to an SAE Institute campus must contact their current Campus Director for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE Expression College will be refunded. Students transferring to an SAE Institute must abide by local rules and regulations.

Transfer of Credit to Other Institutions

SAE Expression College does not make any representation or guarantee that coursework completed and/or credit earned at SAE Expression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Expression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Expression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's degree you earn at SAE Expression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at 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 make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Expression College to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION

Tuition

**Animation & Visual Effects, Digital Filmmaking, Game Art & Design,
Graphic Design & Motion, Interactive Audio and Sound Arts
Bachelors of Applied Science Programs**

Tuition	\$94,400.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$1,196.00
Books and Art Kits - Books as applicable and Art Kits are made available to students at no additional cost for these programs. General Education Books are the property of SAE Institute and must be returned at the end of the relative term.	\$0.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$95,596.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$749.21

Audio Associate of Applied Science Program

Tuition	\$38,000.00
Laptop Package	\$3,950.00
Estimated Cost of Textbooks	\$600.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$43,148.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$593.75

Audio Bachelor of Applied Science Program

Tuition	\$43,000.00
Laptop Package	\$3,950.00
Estimated Cost of Textbooks	\$600.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$48,148.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$671.88

*This tuition does not include the tuition for the AAS in Audio or an equivalent credential, which is a requirement for admission into the BAS in Audio.

Digital Film Bachelor of Applied Science Program

Tuition	\$85,000.00
Estimated Cost of Textbooks	\$1,000.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$1,196.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$87,196.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$664.00

Game Development Bachelor of Applied Science Program

Tuition	\$85,000.00
Estimated Cost of Textbooks	\$1,000.00
Non-Refundable Game Development Technology Fee (The amount of \$599 is charged once per academic year)	\$2,396.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$88,396.00
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$664.06

Entertainment Business Diploma Program

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$29,299.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$568.18

Entertainment Business Associate of Applied Science Program

Tuition	\$38,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$42,998.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$593.75

Music Business Diploma Program

Tuition	\$25,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$300.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$299.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$29,299.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$694.44

Music Business Associate of Applied Science Program

Tuition	\$38,000.00
Laptop Package	\$3,700.00
Estimated Cost of Textbooks	\$700.00
Non-Refundable Tech Fee (The amount of \$299 is charged once per academic year)	\$598.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
Total Charges for the Entire Education Program	\$42,998.00
Course Tuition Charge per credit hour (applies to repeat courses)	\$633.33

Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Expression College. Students can determine the tuition cost for each semester by multiplying the course tuition charge per credit hour by the number of credits attempted for that semester. (For example a Music Business Diploma student pays \$694.44 per credit hour attempted. If that students takes 12 credits in a semester, they would be charged \$8,333.28 for that semester.)

Laptop Package

The Associates and Bachelors Degree in Audio, the Associates and Diploma in Entertainment Business, and the Associates and Diploma in Music Business programs at SAE Institute require the use of a laptop computer with the requisite software bundle. The cost of the laptop package is not included in the cost of tuition, and students may elect to purchase the laptop package from vendors other than SAE Institute. The entire bundle must be purchased as a whole from the school, or a student may use his or her own laptop as long as it meets the system requirements and has the required software for the program (the technical specifications and software package can be found on the campus website). All financial documents must be completed before a laptop is issued to the student.

Text Books

The Audio, Game Development and Digital Film Bachelor's Degrees, the Audio, Entertainment Business and Music Business Associates Degrees and the Audio, Entertainment Business and Music Business Diploma programs require the use of textbooks

that are not provided as part of the cost of tuition. Students may elect to purchase the textbooks from SAE Expression College or an outside vendor. Textbooks purchased from SAE Expression are distributed to students before the corresponding courses, and will be charged at that time. Once a textbook has been issued to a student, it is considered non-refundable, however any payment for books not yet issued are returned to the fund source in accordance with the campus refund policy.

Tech Fee

Students enrolled in programs other than the Game Development Bachelors Degree will be charged a \$299 Tech Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, upkeep of audio consoles and the currency of instructional equipment.

Game Development Technology Fee

Students enrolled in the Game Development Bachelors Degree program will be charged a \$599 Technology Fee for each academic year that they are enrolled at SAE Institute. An academic year is defined as 32 weeks. This fee is designed to cover the cost of maintaining the campus network, computer lab updates, including gaming software licenses and other essential equipment.

Student Tuition Recovery Fund (STRF)

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

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Non-refundable Fees

Parking Permit Fee	\$20.00 (per month)
Replacement ID Badge Fee	\$10.00 (first replacement no charge)
Damaged/Unreturned Library Items & GE Textbook Fees	Price of item
Damaged Equipment Fees	Cost to fix or replace equipment
Unreturned Equipment Fees	Replacement cost of equipment

Additional Costs

The tuition rate for students will not be affected by tuition increases provided a student is continuously enrolled in his or her respective program. SAE Expression College students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Tuition Assistance

SAE Expression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

Applying for Financial Aid

Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:
 U.S. Department of Education – www.ed.gov
 Federal Student Aid Programs – www.studentaid.ed.gov
 Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information

SAE Expression College

6601 Shellmound Street

Emeryville, CA 94608

<http://usa.sae.edu/campuses/emeryville/#programs-and-tuition>

Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

1. Be admitted into an approved program of study
2. Demonstrate financial need (Pell Grants, FSEOG and Subsidized Stafford Loans only)
3. Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
4. Possess a valid Social Security Number
5. Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
6. Certify that the student has not defaulted on a Federal Student Loan
7. Certify that the student does not owe money on a Federal Student Grant
8. Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to SAE Expression College students who qualify are:

Federal Pell Grant

The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor's or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student's FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student's demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, SAE Expression College has set its own limits dependent upon availability of funds; currently students can be awarded up to \$500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded \$500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded \$500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student's Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs

Private student lending and payment institutions are available to assist qualified students in achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program

The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).

Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student's account. A paycheck is issued to the student for the time worked.

Cal Grant

Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid for any qualifying college, university, or technical school in California including SAE Expression College.

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Return of Title IV Funds Policy

Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Expression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Expression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. All refunds and disbursements will be issued within forty-five (45) days of the date of determination.

Title IV funds are returned in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE Expression College that would otherwise have been paid with Federal Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Delinquent Payments to SAE

Students who reach a payment delinquency of 90 days of non-payment, will be required to meet with the Campus Director. If no payment is made and no updated payment plan arrangement is approved by the Campus Director, the student will be dismissed due to delinquent payment.

Refund Policy

SAE Expression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. SAE Expression College

reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student's Right to Cancel

Students and applicants have the right to cancel an enrollment agreement at any time by contacting the admissions office in person, by electronic mail, or by standard mail.

Cancellation occurs in three scenarios:

- A student requests cancellation before the start of classes
- A student fails to attend at least one class during the first five (5) days of classes, or
- A student does not attend classes beyond the 14th calendar day after the start of the program.

In the event of a cancellation, all monies paid will be refunded in full.

Impact on Refund for Withdrawals or Terminations

Students who choose to withdraw or are terminated after attendance has begun and prior to completing more than 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Expression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed more than 60% of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

Any tuition balances remaining on account following cancellation, withdrawal, or dismissal must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

Refund on Third Party Fees

Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement

Non-Title IV refunds will be made within forty-five (45) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Advisor in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds

Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, SAE Expression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds

To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, SAE Expression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount disbursed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a disbursement from VA. SAE Expression College will advise the student to follow up with VA regarding the payment.

Return of Cal Grant Funds

If Cal Grant program funds are disbursed to a recipient's account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, SAE Expression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Entrance Loan Counseling

The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student's rights and responsibilities as a borrower.

Exit Loan Counseling

Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

Repayment of Student Loans

If a student obtains a loan to pay for a program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from SAE Expression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

SAE Expression College Scholarships

SAE Expression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for SAE Expression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

SAE Expression Need Based Scholarships

SAE Expression College's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a diploma or degree program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays up to 25% of the total program tuition cost.

A Need Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen
- Accepted full-time into a diploma or degree program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Need Based Scholarship Application
- Completed and Filed Free Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay

All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:

- Need-based
- Pays up to 25% of program cost
- U.S. citizens only

Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Expression College Merit Based Scholarships

SAE Expression College's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays up to 25% of the total program tuition cost.

A Merit Based Scholarship applicant must be:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into a diploma or degree program at SAE Expression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:

- Completed Merit Based Scholarship Application
- A Letter of Recommendation sent directly to SAE Expression College to ensure authenticity
- Original Essay
- All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:

- Merit based
- Pays up to 25% of program cost
- Open to all full-time diploma and degree program students
- Open to both U.S. citizens, eligible non-citizens, and International Students
- Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program

A combined total of up to four (4) Need and Merit based scholarships may be awarded for each new class start at each SAE Institute and SAE Expression USA campus.

SAE Expression College International Student Scholarship

The International Student Scholarship is for full-time students attending SAE Expression College who are attending college on an appropriate student visa. The International Student Scholarship pays up to 10% of the total program tuition costs.

An International Student Scholarship applicant must meet the admissions requirements of SAE Expression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an SAE Expression College faculty member. The college must receive all materials no later than three months prior to the applicant's expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.

All Scholarships are reflected as a credit on the student ledger and are awarded at each billing point in the program. The scholarships have no cash equivalency. A recipient of a scholarship must be continuously enrolled at SAE Expression College and remain in good standing as defined by the Satisfactory Academic Progress Policy in their program of study to continue to receive the tuition credit.

2017-18 CALENDAR SCHEDULE

Program Start Dates

SAE Expression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

Bachelor Degree Program

Start Date	Projected Graduation Date
September 11, 2017	April 24, 2020
January 16, 2018	August 21, 2020
May 14, 2018	December 18, 2020

Associate Degree Programs

Start Date	Projected Graduation Date
September 11, 2017	December 21, 2018
January 16, 2018	April 26, 2019
May 14, 2018	August 23, 2019

Diploma Program

Start Date	Projected Graduation Date
September 11, 2017	August 24, 2018
January 16, 2018	December 21, 2018
May 14, 2018	April 26, 2019

Holiday Schedule

SAE Expression College is closed for all U.S. national holidays.

If a class is scheduled on a holiday, a make-up day will be required.

Holiday	2017	2018
New Year's Day	Monday, January 2 (observed)	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Presidents' Day	Monday, February 20	Monday, February 19
Memorial Day	Monday, May 29	Monday, May 28
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Columbus Day	Monday, October 9	Monday, October 8
Veterans' Day	Friday, November 10 (observed)	Monday, November 12 (observed)
Thanksgiving	Thursday & Friday, November 23 & 24	Thursday & Friday, November 22 & 23
Christmas Eve	Monday, December 25 (observed)	Monday, December 24
Christmas Day	Tuesday, December 26 (observed)	Tuesday, December 25
Boxing Day	Wednesday, December 27 (observed)	Wednesday, December 26
New Years Eve	Friday, December 29 (observed)	Friday, December 28 (observed)

2017-18 Academic Calendar

Term	Start	End
Fall Term	September 11, 2017	December 23, 2017
Winter Break (no classes)	December 24, 2017	January 15, 2018
Spring Term	January 16, 2018	April 27, 2018
Spring Break (no classes)	April 28, 2018	May 13, 2018
Summer Term	May 14, 2018	August 24, 2018

Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

Hours of Operation

SAE Expression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process. Access to offices and building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at <http://portal.expression.edu> prior to the beginning of each new term. Students are responsible for knowing their own schedule. SAE Expression College reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an SAE Expression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

ACADEMIC POLICIES

Definition of an Academic Year

One academic year at SAE Institute is approximately 32 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE Institute consists of approximately 15 weeks.

Grading

Each course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled term dates, the student may request an

incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the term. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes
F	59% or Below = Failing	0.0	Yes	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	No	No	Yes

Clock to Credit Hour Conversion

One Semester credit hour equals 45 units comprised of the following activities:

1. Didactic (classroom) instruction: 2 Units
2. Supervised Lab work: 1.5 Units
3. Out-of-class and/or preparation for class or lab: .5 Unit

One hour of class time is defined as 50 minutes of instruction.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals. SAE Expression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE Expression College and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard

qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Expression College. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Expression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

Satisfactory Academic Progress (SAP) Criteria

SAE Expression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
Bachelors of Applied Science Programs				
1	4-31	1.0	50%	Academic Warning
2	32-63	1.5	55%	Academic Warning
3	64 or more	2.0	67%	Dismissal

Associates of Applied Science Programs				
1	4-16	1.0	50%	Academic Warning
2	17-31	1.5	60%	Dismissal
3	32-47	2.0	67%	Dismissal
4	48 or more	2.0	67%	Dismissal
Diploma				
1	4-12	1.0	50%	Academic Warning
2	13-21	1.5	60%	Dismissal
3	22 or more	2.0	67%	Dismissal

Academic Warning

A student without an existing SAP status who fails to meet any or all of the SAP standards will be placed on Academic Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from SAE Expression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

SAP Appeal and Reinstatement

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the Dean of SAE North America or her designee for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within 3 business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the Dean of SAE North America or her designee is final and cannot be appealed.

Academic/Financial Aid Probation

If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from SAE Expression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from SAE Expression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in a Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing a term on Academic/Financial Aid Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the Regional Office of Academic and Student Services. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

At the end of the student's extended enrollment period, the student's CGPA and ICR will be recalculated to determine if the student is making satisfactory academic progress at that Evaluation Point. If so, the student will be considered in good standing and will be allowed to continue with the program.

Students on extended enrollment are not considered to be making Satisfactory Academic Progress. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study during the student's extended enrollment status.

A student may not be granted an extended enrollment status more than once during their enrollment in any program of study at SAE Expression College.

Repeating Courses

All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student's CGPA, but the original grade will remain on the student's official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

Transfer of Credit and Test Out Implications to SAP

When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn and Incomplete Grades Implications to SAP

While a "W" or "Withdrawn" grade does not impact a student's CGPA, it does impact the student's ICR and maximum timeframe calculation. An "I" or "Incomplete" grade counts as a failed grade in the student's CGPA and unsuccessful attempted credit hours in the student's ICR and maximum timeframe.

Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements

To graduate from SAE Expression College and receive a degree or diploma, students must meet the following requirements:

- successfully complete (pass) all required courses
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher

Students who have met all the listed graduation requirements will be awarded a Bachelors of Applied Science Degree, Associates of Applied Science Degree or Diploma in the respective program of study

Transcripts and Diplomas

To receive Transcripts or Diplomas from completed coursework, graduates must meet the following requirements:

- complete a career services exit interview
- submit a resume to the Career Services office
- current on all financial obligations to the school
- complete a mandatory financial aid exit interview
- return all borrowed equipment, books, media, or other materials

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE Expression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by SAE Expression College.

A student who seeks accommodations for a disability at SAE Expression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (Associate Dean of Academics) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student's responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

Course Numbering System

SAE Expression College's degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a "0" prefix indicate non-college level courses.

100	Beginner, usually taken in the first or second academic year
200	Beginner to Intermediate, usually taken in the first or second academic years
300	Intermediate to Advanced, usually taken in the third or fourth academic years
400	Advanced, usually taken in the third or fourth academic years

ART	Fine Arts
AUD	Audio
AVE	Animation and Visual Effects
CAR	Career Preparation
CC	Common Core
COM & ECOM	Communications
DF	Digital Filmmaking
ENG	English
ENT	Entertainment Business

ENV & ESCI	Science
FLM	Digital Film
GAD	Game Art and Design
GAM	Game Development
GDM	Graphic Design and Motion
HIS & EHIS	History
IA	Interactive Audio
MAT & EMAT	Mathematics
MBP	Music Business
MGD	Motion Graphic Design
PSY & EPSY	Psychology
SOC	Sociology
SA	Sound Arts

Prerequisites

Many upper-level courses at SAE Expression College are built on concepts introduced in lower-level courses. The successful completion of lower-level courses may serve as a prerequisite condition to enrolling in upper-level courses. These prerequisites may be waived with permission by the program directors.

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions forwarded directly to the Student Advisor's office at SAE Institute. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first term of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE Institute. SAE Institute will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Institute to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education course work at the awarding campus.

Test Out

SAE Expression College provides opportunities for students to acquire credit for learning that

has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that withdrew from a class or earned a failing grade may not request test out of that class on subsequent attempts.

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. Students may only attempt a test out of a course one-time, and the score assigned to the assessment is considered final. Successful test outs will be designated on the student's transcript as a "TO."

There is no cost to attempt a course test out. Successful course test outs will result in the cost of that course work, determined by number of credits awarded, to be deducted from the total tuition of the program.

Articulation Agreements

SAE Expression College students can apply eligible credits from Diploma and Degree programs towards a Bachelor Degree at the McNally Smith College of Music in Minneapolis, MN. The current terms of this agreement are available on the SAE Expression College website (<http://usa.sae.edu/admissions/continue-your-education/credit-transfer/>)

Class Size

Class sizes vary depending on a number of factors. A classroom may not have more than 60 students, and a studio may not have more than 36 students. Average class sizes are generally lower than the maximum allowable size.

Homework Expectations

Homework is assigned by instructors to reinforce the information presented during class sessions. SAE Institute follows the U.S. Department of Education definition of a credit hour for semester schools, which includes homework expectations. For every one (1) hour of classroom lecture, students are expected to complete two (2) hours of outside homework.

Add/Drop Policy

During the first five (5) business days of each term, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Any student who has not attended a course in the first week will be withdrawn from the course without incurring any academic penalty in week two of the semester unless prior permission is received from the Director of Education for the absence.

Students who wish to add or drop courses must contact the Student Advisor.

Withdrawal and Termination from SAE Expression College

Students wishing to voluntarily withdraw from an SAE Expression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student's last day of physical attendance.

The student will be considered terminated from SAE Expression College when any of the following occur:

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance
4. Fails to meet financial obligations

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

Attendance Policy

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at SAE Expression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.

If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAE Expression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before SAE Expression College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Expression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Expression College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Expression College.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE Expression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

SAE Expression College may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including teachers, within SAE Expression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
10. In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a

violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

13. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Transcript Request

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Statement of Student Record Retention Program

SAE Expression College maintains student transcripts indefinitely. Student files including academic and financial information are kept for at least ten years.

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

SAE Expression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, veteran status, pregnancy or disability and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Expression College. SAE Expression College does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, veteran status, pregnancy or disability in admissions, employment services, or access to its programs and activities.

Title IX of the Education Amendments

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SAE Expression College's efforts to comply with its obligations under Title IX and the Title IX regulations. The Title IX Coordinator is available to meet with any party to discuss the school's policy or any Title IX related concerns.

Deputy Title IX Coordinator
Kathleen Kosiec
6601 Shellmound Street
Emeryville, CA 94608
k.kosiec@sae.edu
510-654-2934

Title IX Disciplinary Action and Sanction

SAE Expression uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, sexual harassment or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting

Reporting a sex offense, domestic violence, dating violence, sexual assault, sexual harassment or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE Expression community may choose to file a complaint or report an incident to SAE Expression College instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Expression College may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement and/or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or other member of the Executive Leadership Team has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

1. If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
2. If a respondent is allowed to remain on campus, a "no contact" order may be

issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

1. Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
2. Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
3. Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
4. The respondent and complainant will be treated with dignity, courtesy, and professionalism.
5. In an effort to follow Civil Rights Law, and Title IV guidelines, SAE Expression College will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
6. No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

Penalties

The range of college penalties and sanctions include, but are not limited to: alteration of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Expression College disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE Expression College will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE Expression College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement.

Security and Crime Statistics

The SAE Expression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a

school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. SAE Expression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at SAE Expression College at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from SAE Expression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

SAE Expression College facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Campus Director or his designee. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.

Harassment

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

SAE Expression College is a Smoke-Free facility. Smoking, including the use of e-cigarettes, is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided.

Student Conduct

Students are expected to conduct themselves courteously and professionally at all times and are expected to maintain high standards of conduct and honesty. Conduct considered harmful to or interfering with the rights of others or the reputation of SAE Expression College, will not be tolerated and may be subject to disciplinary action.

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Disciplinary Offences

SAE Expression College reserves the right to place on probation, suspend or dismiss any student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Plagiarism, cheating, and other forms of academic dishonesty
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Conduct dangerous to others
- Any theft, misappropriation, or unauthorized sale of SAE Expression College property
- Misuse of or damage to SAE Expression College property
- Disorderly conduct
- Obstruction of or interference with SAE Expression College activities or facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE Expression College event or facility
- The obstruction or delay of any SAE Expression College official in the performance of his/her duty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, gang affiliation or other inappropriate depictions or suggestions
- Violations of state and/or federal laws
- Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Expression College business
- Any unlawful possession or use of any drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any sale or distribution of any such drug or controlled substance on any SAE Expression College campus or SAE Expression College event
- Any use and/or possession of alcoholic beverages on SAE Expression College property
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Expression College
- An act of hazing in any form
- Alteration or unauthorized use of SAE Expression College documents, forms, records, or identification badges

- An unauthorized occupancy of SAE Expression College facilities
- Failure to cooperate with SAE Expression College staff or faculty
- Possession, copying, or distribution of illegal or unlicensed software
- Violation of any signed waiver or agreement with SAE Expression College
- Aiding and abetting others in any of the foregoing offenses

The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students, faculty, and staff.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on SAE Expression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE Expression College activity or the missions, processes, and functions of SAE Expression College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the SAE Expression College community. SAE Expression College will impose disciplinary sanctions on students and employees consistent with SAE Expression College policy and local, state, and federal laws.

Student Complaints and Grievances

Students have the right to communicate their personal ideas and opinions in such a way that does not threaten the academic or physical wellbeing of others. Students are encouraged to share suggestions or concerns regarding their experiences at SAE Expression College to the Campus Director or other appropriate college administrator. Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at SAE Expression College. Below is the process a student should follow when he/she has a grievance:

- If the grievance is with a faculty member, the student must bring the concern to the faculty member.
- If after addressing the issue with the faculty member the student's concern has not been resolved, the student should then take the concern to the Program Chair.
- If after addressing the issue with the Program Chair the student's concern has not been resolved, the student should then take the concern to the Director of Education.
- If after addressing the issue with the Director of Education the student's concern has not been resolved, the student should then write to the Campus Director to address the concern.

The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Blvd, Suite 302

Arlington, VA 22201

703.247.4212

www.accsc.org

webinquiry@accsc.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at any time by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over behavior and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Expression College.

Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Expression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretionary authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

Student Disciplinary Action

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior.

Dismissals and Suspensions may be appealed to in writing to the Dean of SAE North America. The Dean or her designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Dean is final.

Appropriate Attire

SAE Expression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

Wintzen Library and Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Expression College. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Tutorials on the use of electronic learning resources and access to the online catalog are available through the online student portal. Students may also see the LRC staff for training on the use of online resources. Additional resources are available on a sign-out basis.

Labs for Online Courses

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located adjacent to the LRC. Tutors are available during posted hours to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.

Drug Free Campus and Workplace

SAE Expression College forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution.

SAE Institute Alcohol and Drug Policy

SAE Institute forbids the use, possession, distribution, or sale of illegal drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both school disciplinary action and criminal prosecution, up to and including school expulsion for students or termination of employment for employees

Alcohol and Drug Abuse Prevention Information

Alcohol and illegal drug consumption causes a number of changes in behavior and physiology, posing a significant threat to the health and welfare of our nation's citizens. Even minor usage can impair judgment, coordination, and abstract mental functioning. Statistics show that the vast majority of violent behaviors (including acquaintance rape, vandalism and assaults) involve alcohol and/or drug use. Additionally, continued use stresses

social relationships and may lead to dependency, which often causes permanent damage to vital organs and is counterproductive to a healthy lifestyle.

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest or liver deterioration. Below is a chart taken from the National Substance Abuse website which shows the stages of how a body responds to the consumption of alcohol, including the finality of death:

Blood Alcohol Content	Stage	Clinical Symptoms
0.01 – 0.05%	Subclinical	Behavior almost normal by routine observation
0.03 – 0.12%	Euphoria	Increased self-confidence; reduced inhibitions Increased sociability, talkativeness, slight euphoria Decreased attention, judgment and control Onset of sensory-motor impairment Reduced efficiency in finer performance tasks
0.09 – 0.25%	Excitement	Impaired perception, memory and comprehension Emotional instability, lack of critical judgment Decreased sensory response; Increased reaction time Reduced focus and peripheral vision Impaired sensory-motor coordination and balance Drowsiness
0.18 – 0.30 %	Confusion	Emotional highs and lows Confusion, disorientation, and dizziness Distorted vision Reduced sensitivity to pain Reduced muscle control; difficulty walking and balancing; slurred speech Listlessness, sluggishness
0.25 – 0.40 %	Stupor	Decreased responsiveness to stimuli Lack of motor function; low energy Inability to stand or walk; poor muscle coordination Loss of bladder and bowel control; vomiting Partial unconsciousness; apathy
0.35 – 0.50%	Coma	Total unconsciousness Diminished autonomic responses Body temperature dangerously low

		Incontinence Sluggish circulation and respiration Potential Death
0.45 +	Death	Respiratory arrest and death

Preventing Drug and Alcohol Abuse

Drug abuse costs US taxpayers billions of dollars in preventable health care, law enforcement, crime and other costs, not to mention the emotional costs to the abusers and their families. But, as the sentence states, it is preventable. Addiction is a developmental disease, usually starting during adolescence, when the brain is still going through critical developmental phases. Studies have shown that prevention and early intervention work best. Early intervention programs such as D.A.R.E. (Drug Abuse Resistance Education) and The Courage to Speak Foundation, which is “saving lives by empowering youth to be drug free and encouraging parents to communicate effectively with their children about the dangers of drugs” are best at preventing future alcohol and drug abuse.

Sanctions for Violation of Local, State, and Federal Laws

The penalties to illegal alcohol and drug use can be severe. Please see the following links for details of the laws regarding illegal drug and alcohol use:

California: <http://nationalsubstanceabuseindex.org/california/legal.php>

Federal Laws: <http://nationalsubstanceabuseindex.org/act1970.htm>

Alcohol and Drug Abuse Resources

The results of alcohol and drug abuse can be devastating, but students and employees can find help. Please see the links below, which provide resources to assist those that have alcohol and drug abuse problems:

[Alcoholics Anonymous](#) - a national organization that helps those that are struggling with alcohol abuse

In addition to Alcoholics Anonymous, here is a link to other local resources available help students: <http://nationalsubstanceabuseindex.org/california/legal.php>

Studio and Lab Policies

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be ‘broken down’ and cleaned. This includes normalizing the console, removing all patch cords, disposing of all trash, putting away manuals, etc. Students must allow at least 15 minutes for breakdown and cleanup at the conclusion of each session to allow for the prompt start of the next session.

Commercial use of SAE Expression College studios is not permitted unless approved by the Campus Director.

Guests

The number of guests a student can bring into the school at one-time is limited to three. If a student's project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must be at least 17 years of age, sign in upon entry to SAE Expression College and show valid government issued ID. Acceptable government issued IDs includes: Driver's Licenses, State IDs, and government-issued passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Expression College facilities. All guests are required to wear a guest badge at all times when on SAE Expression College premises. Graduates of SAE Expression College are welcome as guests at the college.

Guest must comply with all rules and regulations of SAE Expression College. The student is responsible for making all guests aware of SAE Expression College policies and is responsible for all equipment and fixtures used during these visits. In all cases, only SAE Expression College students are allowed to operate SAE Expression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by SAE Expression College.

SAE Expression College is not liable for the theft of or damage to any student's or guest personal equipment.

Career Services

SAE Expression College does not guarantee employment or salaries. However, SAE Expression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

SAE Expression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.

Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

SAE Expression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

SAE Expression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an SAE Expression College program must apply for Optional Practical Training (OPT) with SAE Expression College's Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Graduate Re-Training

SAE Expression graduates may return to the same campus and retake any classes previously taken in the program without being charged additional tuition. Classroom space priority will be given to currently enrolled students. Graduates who are interested in auditing a course should see the Student Advisor.

Non-Credential Seeking Students

Members of the public may enroll in a single course for credit at SAE Institute without enrolling in an academic program. Students must have access to the required textbooks and equipment (e.g. software) to complete course assignments. Should the selected course have prerequisite coursework, the interested individual must demonstrate appropriate prior knowledge of program content advanced in the selected course.

Enrollment in the single course is subject to available space, and the course is not eligible for Tuition Assistance, including Title IV Federal Financial Aid. Payment for the course must be made in full at the time of enrollment and is subject to the non-Title IV tuition refund policy.

Student Advising

Faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be

required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with financial obligations to the school. SAE Expression College does not provide personal counseling.

Tutoring

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

Housing Assistance

SAE Expression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at SAE Expression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. SAE Expression College students typically pay between \$1,300 and \$2,200 per month. All students are eligible to participate in this housing, however there are a finite number of units available for rent. For more information, visit Collegiate Housing Services website at www.housingservices.com or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing or our student services department.

Student Services

The Student Services Department provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Student Services Department sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

Books and Materials

A complete and current list of books and materials required for each course and program of study can be found online at www.usa.sae.edu.

Parking On-campus

SAE Expression has a limited number of parking spaces on-campus available to students. Active students may purchase a non-refundable parking pass good for one month for a fee of \$20. There is a finite number of parking space and passes are issued on a first-come, first-serve basis. Any cars parked in the campus lot without a current parking pass are subject to towing at the owner's expense.

PROGRAM AND COURSE DESCRIPTIONS

SAE Expression College currently offers six Bachelor's of Applied Science (BAS) Degree programs, an Associate's of Applied Science Degree (AAS) and a Diploma program. Bachelor Degree programs require approximately 32.5 months for completion, the Associate Degree requires approximately 16 months to complete and the Diploma program approximately 12-months.

General Education

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student's program of study; however, SAE Expression College reserves the right to place these courses throughout a student's program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

1. Display screen: minimum of 1024x600 of 12" or greater
2. Operating Systems: Windows XP SP3 and newer, or Mac OSX 10.6 and newer, or Linux Chrome OS
3. Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
4. Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
5. Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Common Core

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students the opportunity to work collaboratively with students from other programs as well as their own. Common Core courses are not required for the Diploma and Associate's Degree programs.

Animation & Visual Effects Bachelor of Applied Science Program

Program Description and Outcomes

The Animation and Visual Effects Bachelor's Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:

1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Animation and Visual Effects program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as:

Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART102	Concept Art	3
ART103	Design Basics	3
AVE104	Concept & Imaging	3
AVE201	Compositing 1	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE207	Current Industry Techniques	2
AVE302	Creative Pre-production	3

AVE315	Character Rigging	4
AVE401	Motion Studies	3
AVE406	Group Project	4
AVE412	Dynamic Effects	3
AVE424	Reel Production 1	3
AVE425	Reel Production 2	3
AVE428	Portfolio	2

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

Core Electives

Students must take 4 of the following 8 program specific electives. SAE Expression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.

Number	Title	Credits
AVE313A	Hard-Surface Modeling	4
AVE313B	Organic Modeling	4
AVE314A	Surface Shading	4
AVE314B	Production Lighting	4
AVE316A	Animation Body Mechanics	4
AVE316B	Facial Animation & Lip Sync	4
AVE413A	Live Action Compositing	4
AVE413B	CG Compositing	4

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Audio Associate of Applied Science Program

Program Description and Outcomes

The Associate of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program

Students in the Associates in Audio program should learn to:

1. Complete an audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement conceptual and theoretical principles of existing media to inform audio production practice
3. Apply fundamental audio production methods and techniques in small range of settings using a small range of hardware and software solutions
4. Demonstrate applied knowledge of fundamental production principles and methods integrated within a small number of basic audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex problems
6. Effectively evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Identify areas for improving professional performance through reflective practice
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Associates of Applied Science in Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Associates in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, ADR Director, ADR Editor, ADR Recordist, Archivist, Assistant Audio Engineer Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator, Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director, Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Associates in Audio Program Schedule

The Associate of Applied Science in Audio program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Audio and General Education courses to receive an Associate of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Audio Bachelors of Applied Science Program

Program Description and Outcomes

The Bachelor of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Bachelor of Applied Science in Audio should learn to:

1. Develop, plan, and complete a complex audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement critical, conceptual and theoretical principles of existing media to inform professional audio production practice
3. Apply professional audio production methods and techniques in a wide variety of settings using a wide range of hardware and software solutions
4. Demonstrate applied knowledge of professional production principles and methods integrated within a variety of complex audio production environments
5. Collaborate with others to effectively plan and execute a range of creative projects and responses to complex problems
6. Critically evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Develop strategies for improving professional performance through reflective practice
8. Design and develop software instruments and audio effect processors using a text-based programming language
9. Create custom software to execute a cohesive audiovisual live performance
10. Prepare a wide variety of audio media to meet required technical and aesthetic requirements
11. Demonstrate effective oral, written, and interpersonal communication skills
12. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
13. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Bachelors of Applied Science in Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Bachelors of Applied Science in Audio program will be prepared for entry-level positions in such careers as:

A/V Director, A/V Installer, A/V Sales Consultant, A/V Technician, Acoustic Consultant, Acoustician, ADR Director, ADR Editor, ADR Recordist, Applications Tester, Archivist, Archivist Technician, Assistant Audio Engineer, Assistant Mix Engineer, Assistant Music Editor, Assistant Recording Engineer, Board Operator Production Assistant, Boom Operator Broadcast & Sound Engineering Tech, Dialogue Editor, Film Sound Engineer, Front of House Engineer, Live Sound Technician, Media Manager, Monitor Engineer, Music Director,

Producer, Production Assistant, Sound Cutter, Sound Designer, Sound Assistant, Sound Editor, Sound Engineer, Sound Technician and Studio Technician.

Bachelors in Audio Program Schedule

The Audio Bachelors Completion program consists of 16 courses taken in 16 months. Students enrolled full-time in the bachelors program take 4 courses per 15-week semester with a short break between terms. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelors of Applied Science in Audio degree.

Course List

Core Required Courses

Number	Course	Credit
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
AUD300	Advanced Studio Production	4
AUD310	Sound Design	4
AUD320	Advanced Studio Maintenance and Audio/Visual Technology	4
AUD330	Advanced Live Sound and Lighting	4
AUD340	Advanced Audio Post Production	4
AUD350	Audio Programming for Interactive Media	4
AUD400	Mastering and Media Preparation	4
AUD410	Audio Scripting	4
AUD420	Intermedia Composition	4
AUD430	Advanced Game Audio	4
AUD440	Capstone Project	4
AUD450	Portfolio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4

Total Credits

128

Digital Film Bachelors of Applied Science

Program Description and Outcomes

The Bachelor of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape visual media design and creation. Students attending this program learn both the technical and creative components of film and video production and the business principles and practices of the entertainment industry. This is a hands-on, collaborative project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Digital Film Bachelors of Applied Science Program should learn to:

1. Conceive, plan, execute and deliver film content that meets project objectives.
2. Integrate historical, critical and theoretical principles in filmmaking practice.
3. Demonstrate proficiency with filmmaking equipment, software and workflows.
4. Apply skills in filmmaking to specific audiences, content areas, and distribution platforms.
5. Collaborate with others to effectively plan and execute a range of creative projects.
6. Analyze, evaluate, and critique film content.
7. Demonstrate creative and technical problem-solving ability.
8. Exhibit professional etiquette skills.
9. Demonstrate effective oral, written and interpersonal communication skills.
10. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate.
11. Locate, retrieve, and evaluate information using appropriate research tools.

Career Prospects

The Digital Film program is classified using the United States Department of Labor's Standard Occupational Classification to result in the careers fields of Producers and Directors – Stage, Motion Pictures, Television and Radio (SOC Code 27-2012), Camera Operators, Television, Video and Motion Picture (SOC Code 27-4031), and Film and Video Editors (SOC Code 27-4032). Graduates of the Digital Filmmaking program will learn skills to be prepared for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Film Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

Core Required Courses

Number	Title	Credits
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4

FLM120	Editing and Post Production I	4
FLM130	Film Studies	4
FLM140	Camera and Lighting	4
FLM150	Production Design	4
FLM200	Short Form Production	4
FLM210	Producing	4
FLM220	Production Audio and Audio Post Production	4
FLM230	Nonfiction Production and Post Production	4
FLM300	Design for the Screen	4
FLM310	Directing	4
FLM320	Screenwriting	4
FLM330	Visual Effects for Film	4
FLM340	Narrative Production	4
FLM350	Editing and Post Production II	4
FLM400	Cinematography	4
FLM410	Capstone I: Development and Production	4
FLM420	Editing and Post Production III	4
FLM430	Emerging Technologies	4
FLM440	Capstone II: Post Production	4
FLM450	Portfolio	4
CAR200	Career Preparation	4

General Education

Number	Title	Credits
ENG100	English Composition	4
COM100	Speech Communications	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
ART200	Modern and Contemporary Art	4
PSY100	Psychology	4
SOC100	Sociology	4
HIS200	U.S. History 1865 to 2001	4
ENG300	Literature	4

Total Credits

128

Entertainment Business Diploma

Program Description and Outcomes (First available in May 2018)

The Entertainment Business Diploma is an intensive course of study that prepares students for a range of careers within the entertainment industry. Students receive training in business fundamentals, marketing, artist development, entertainment management, entrepreneurship, intellectual property rights, distribution, event planning, and common industry structures and practices, and will learn practical contemporary media production skills in video, audio, web, and graphic design to prepare them for a variety of entry-level positions in the entertainment industry.

Students in the Entertainment Business Diploma program should learn to:

1. Demonstrate an understanding of the structure, corporate culture, values, and practices of contemporary entertainment industries, the various roles within them, and their distribution and revenue channels.
2. Understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.
3. Demonstrate an understanding of legal aspects of the entertainment industry, including contracts, copyright, and intellectual property.
4. Apply fundamental media production skills to entertainment business practices.
5. Develop and author a business, marketing, and branding plan.
6. Conceive, plan, and execute an entertainment media event.
7. Develop strategies for improving professional performance through reflective practice.

Entertainment Business Diploma Program Schedule

The Entertainment Business Diploma program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 40 credit hours of core audio and 4 credits in career preparation to receive a Entertainment Business Diploma. The following courses are required to complete the Entertainment Business Diploma:

Entertainment Business Diploma Course List

Number	Course	Credit
ENT100	Introduction to Entertainment Business	4
ENT110	Survey of the Entertainment Industry	4
ENT120	Introduction to Entertainment Law	4
ENT130	Media Production	4
ENT140	Marketing and Social Media	4
ENT150	Event Management and Touring	4
ENT200	Entertainment Business Models	4
ENT230	Web Design and Development for the Entertainment Industry	4
ENT240	Management and Entrepreneurship	4
ENT250	Entertainment Business Project	4
CAR200	Career Preparation	4

Total Credits

44

Entertainment Business Associate of Applied Science Program

Program Description and Outcomes (First available in May 2018)

The Associate of Applied Science in Entertainment Business is an intensive course of study that prepares students for a range of careers within the entertainment industry. Students receive training in business fundamentals, marketing, artist development, entertainment management, entrepreneurship, intellectual property rights, distribution, event planning, and common industry structures and practices as well as effective communication, critical thinking, and research skills, and will learn practical contemporary media production skills in video, audio, web, and graphic design to prepare them for a variety of entry-level positions in the entertainment industry.

Students in the Associate of Applied Science in Audio program should learn to:

1. Demonstrate an understanding of the structure, corporate culture, values, and practices of contemporary entertainment industries, the various roles within them, and their distribution and revenue channels.
2. Understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.
3. Demonstrate an understanding of legal aspects of the entertainment industry, including contracts, copyright, and intellectual property.
4. Apply fundamental media production skills to entertainment business practices.
5. Develop and author a business, marketing, and branding plan.
6. Conceive, plan, and execute an entertainment media event.
7. Develop strategies for improving professional performance through reflective practice.
8. Demonstrate effective oral, written, and interpersonal communication skills.
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate.
10. Locate, retrieve, and evaluate information using appropriate research tools.

Associates in Entertainment Business Program Schedule

The Associate of Applied Science in Entertainment Business program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 4 courses per 15-week term with a short break between terms. Students must successfully complete 64 credit hours of core Entertainment Business and General Education courses to receive an Associate of Applied Science in Entertainment Business degree:

Entertainment Business Associate's Degree Course List

Core Required Courses

Number	Course	Credit
ENT100	Introduction to Entertainment Business	4
ENT110	Survey of the Entertainment Industry	4
ENT120	Introduction to Entertainment Law	4
ENT130	Media Production	4
ENT140	Marketing and Social Media	4
ENT150	Event Management and Touring	4
ENT200	Entertainment Business Models	4

ENT230	Web Design and Development for the Entertainment Industry	4
ENT240	Management and Entrepreneurship	4
ENT250	Entertainment Business Project	4
CAR200	Career Preparation	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4

Total Credits

64

Career Prospects for Entertainment Business Programs

Graduates of the Entertainment Business programs can expect to learn skills to be prepared for entry-level positions in such careers as:

A&R Assistant	Merchandiser
Advertising Agent	Music Director
Artist Liaison	Music Publisher
Artist Manager	Music Supervisor
Assistant Studio Manager	Personal Assistant
Booking Agent	Production Assistant
Business Affairs Assistant	Production Coordinator
Business Development Assistant	Promoter
Catalog Manager	Promotions Coordinator
Conference Planner & Organizer	Promotions Manager
Content Editor	Public Relations Consultant
Contract Manager	Publicist
Digital Marketing Strategist	Radio Time Salesperson
Entrepreneur	Retail Buyer
Event Planner	Social Media Manager
Events and Hospitality Manager	Social Media Moderator
Licensing Agent	Social Media Specialist
Marketing Manager	Tour Manager
Media Relations	Venue Management
Customer Support Representative	Videographer
Account Agent	Royalty Administration
Analytics/Content Supervisor	

Game Art and Design Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Outcomes

The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:

1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
1. Demonstrate respectful and professional communication strategies.

Career Prospects

The Game Art and Design program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

Core Required Courses

Number	Title	Credits
ART101	Drawing Bootcamp	4
ART103	Design Basics	3
AVE104	Concept and Imaging	3
AVE202	3D Modeling 1	4
AVE203	Introduction to Animation	3
AVE204	Animation 1	4
AVE205	Texture & Lighting 1	4
AVE401	Motion Studies	3
GAD100	Principles of Game Design	3
GAD101	Introduction to Game Development	4
GAD201	User Interface Design	4

GAD202	Programming for Artists	4
GAD306	Modeling for Games	4
GAD312	Game Production 1	3
GAD313	Game Production 2	3
GAD314	Advanced Game Production	3
GAD315	Architectural Design & Modeling	4
GAD401	Texture & Lighting for Games	4
GAD412	Character Rigging	3
GAD414	Animation for Games	4
GAD426	Final Game Project 1	4
GAD407	Final Game Project 2	4
GAD428	Final Content	3

Common Core

Number	Title	Credits
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Game Development Bachelors of Applied Science

Program Description

The Game Development program prepares students for a career in the interactive entertainment industry.

Program Outcomes

Students in the Game Development Bachelor of Applied Science should be able to:

1. Demonstrate a strong understanding of the game development pipeline, practices, and tools
2. Work effectively in teams in a simulated studio environment, implementing project management strategies
3. Demonstrate an understanding of and effectively implement the principles of game design
4. Demonstrate an understanding of and effectively implement the principles of programming in a game environment
5. Demonstrate an understanding of and effectively implement principles of audio/visual design and asset production for games
6. Critically reflect on their work and role within project teams
7. Demonstrate an understanding of the nature of the game industry and how to promote themselves effectively
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Career Prospects

The Game Development program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Multimedia Artists and Animators (SOC Code 27-1014.) Graduates of Bachelors of Game Development will be prepared for entry-level positions in such careers as: Game Designer, Game Producer, Game Programmer, Quality Assurance Technician, Level Designer, Interface Designer, Technical Artist, UI/UX Designer, Full-Stack Developer, Game Engine Programmer, VR Developer, Mobile Game Developer, 3D Artist, 3D Modeler, 3D Animator, VFX Artist, Technical Director, Interactive Audio Artist, Project Manager, Game Writer/Author, Creative Director, Instructional Designer, Educational Designer, Systems Engineer and Games Networking Engineer

Game Development Bachelors Program Schedule

The Game Development Bachelors program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelors program take 3-4 courses per 15-week term with a short break between terms. Students must successfully complete 92 credit hours of Game Development courses and 36 credit hours of General Education to receive a Bachelors of Applied Science in Game Development.

Game Development Bachelors of Applied Science Course List

Core Required Courses

Number	Course	Credit Hours
GAM100	Principles of Game Design	4
GAM101	Introduction to Game Development	4
GAM102	Programming for Games	4
GAM103	Visual Art for Game Developers	4
GAM200	Game Development I	4
GAM201	Idea Generation and Prototyping	4
GAM202	Logic and Math for Games	4
GAM210	Game Development 2	4
GAM211	3D Art and Animation for Games	4
GAM212	Game Stories and Characters	4
GAM300	Game Development 3	4
GAM301	Designing Complex Game Systems	4
GAM302	Multiplayer Game Design and Technology	4
GAM310	Game Development 4	4
GAM311	Audio Programming for Interactive Media	4
GAM312	Audio for Game Development	4
GAM400	Level and Environment Design	4
GAM401	Animation for Games	4
GAM402	Game Feel and Juice	4
GAM410	Final Project Preparation	4
GAM411	Game Development Capstone	4
GAM412	Portfolio	4
CAR200	Career Development	4

General Education

ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
ENG300	Literature	4
ENV100	Environmental Science	4
HIS200	U.S. History from 1865 to 2001	4
MAT100	College Mathematics	4
PSY100	Psychology	4
SOC100	Sociology	4
Total Credits		128

Graphic Design & Motion Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Outcomes

The Graphic Design & Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:

1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

The Graphic Design and Motion program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Computer Programmers (SOC Code 15-1131) and Graphic Designers (SOC Code 27-1024.) Graduates of the Graphic Design & Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Composer.

Graduates of the Graphic Design & Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

Course List

Core Required Courses

Number	Title	Credits
MGD102	Graphic Design Basics	3
MGD104	Concept & Imaging	3
MGD111	Visual Storytelling	4
MGD201	Color & Type 1	4
MGD202	Color & Type 2	3
MGD204	Animation & Motion Theory	3
MGD205	Interactivity & Screen Design 1	4
MGD213	Editorial Design	2
MGD301	Interactivity & Screen Design 2	3
MGD302	Advertising Concept & Strategy 1	3
MGD303	Motion Graphics 1	4
MGD304	Advertising Concept & Strategy 2	4
MGD305	Motion Graphics 2	3
MGD306	3D for Designers	4

MGD401	3D Modeling 1	4
MGD403	Music & Video: Short Form Cinema	4
MGD404	Creative Direction	4
MGD405	Final Project	4
MGD412	Title Design	3
MGD416	Music & Video: Advanced Effects	3
MGD419	Social Media	2

Electives: Select one of the two courses

Number	Title	Credits
MGD407	Independent Study	3
MGD408	Beyond the Screen: Motion Graphic Installations	3

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Interactive Audio Bachelor of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Outcomes

The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:

1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects

The Interactive Audio program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound and Lighting 1	3

SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3
SA315	Audio Post Production 1	3
SA426	Multimedia Assembly	4
IA303	Interactive Design	4
IA304	Interactive Audio Fundamentals	4
IA401	Adaptive Audio Integration	3
IA402	Intermedia Composition	3
IA403	Programming for Sound Artists	4
IA414	Senior Research Project	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Music Business Associate of Applied Science Program

Program Description and Outcomes

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

Students in the MBP Associate Degree Program complete a series of general education courses and additional advanced core courses, providing a broader, more thorough education that can lead to a wider range of employment opportunities.

The Music Business Program prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

The Music Business program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Agents and Business Managers of Artists, Performers and Athletes (SOC Code 13-1011). Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Associates in Music Business Schedule

The Music Business Program Associate Degree consists of 16 courses taken in 16 months. Students enrolled in the Music Business Associate Degree program take 4 courses per 15-week semester with a short break between semesters. Students must successfully complete 45 credit hours of music business courses and 15 credit hours of general education courses to receive an Associate Degree in Music Business.

Course List

Core Required Courses

Number	Course	Credit
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4
ENT223	Entrepreneurship	4
MBP222	Music Business Culminating Project Portfolio	5

General Education

Number	Course	Credit
GE101	English Composition*	3
GE102	World History*	3
GE103	Introduction to Mathematical Modelling*	3
GE201	Conceptual Physics*	3
GE202	Speech Communications*	3

Total Credits

60

Music Business Diploma Program

Program Description and Outcomes

The Music Business Program is an intensive course of study that prepares students for careers in the music business and entertainment industry. Students receive training in entertainment management, organizational structure, intellectual property rights and copyrights, business law, and publishing in order to enter the industry with a competitive skill set. Students also learn the content creation side of the business through course work in audio production, video production, and web design. This rigorous program primes students for a diverse variety of career possibilities, from working with established record, publishing, management, and production companies to taking the entrepreneurial path toward creating their own businesses.

The Music Business Program (MBP) prepares students for entry-level positions in the entertainment industry in the areas of music publishing, marketing and promotion, licensing, copyright, artist development, and management. The program also provides extensive preparation in entrepreneurship and networking.

Career Prospects

The Music Business program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Agents and Business Managers of Artists, Performers and Athletes (SOC Code 13-1011). Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: Graduates of the Music Business Program will be prepared for entry-level positions in such careers as: A&R Assistant, Booking Agent, Associate Producer, Business Affairs Assistant, Advertising Agent, Business Development Assistant, Promotions Manager, Catalog Manager, Artist Liaison, Conference Planner & Organizer, Artist Manager, Content Editor, Assistant Studio Manager, Contract Manager, Entrepreneur, Production Assistant, Licensing Agent or Assistant, Production Coordinator, Manager, Promoter, Marketing Manager, Promotions Coordinator, Media Relations, Public Relations Consultant, Event Planner, Publicist, Merchandiser, Radio Time Salesperson, Music Director, Retail Buyer, Music Publisher, Social Media Specialist, Music Supervisor, Street Team Organizer, Personal Assistant and Tour Manager

Diploma in Music Business Schedule

The Music Business Diploma consists of 9 courses taken in 12 months. Students enrolled in the Music Business Diploma program take 3 courses per 15-week semester with a short break between semesters. Students must successfully complete 36 credit hours of music business courses to receive a Diploma in Music Business.

Diploma in Music Business Course List

Core Required Courses

Number	Course	Credit Hours
MBP101	Introduction to Copyright and Music Publishing	4
MBP102	Industry Perspectives	4
AUD103	Audio in Media	4
MBP121	The Record Business	4
MBP122	Entertainment Media Distribution	4
VID123	Video Production	4
MBP201	Business and Legal Foundations	4
MBP202	Contemporary Entertainment Marketing	4
MMW203	Multimedia and Web Development	4

Total Credits

36

Sound Arts Bachelors of Applied Science Program

*** This program is no longer enrolling new students**

Program Description and Outcomes

The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:

1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects

The Sound Arts program is classified using the United States Department of Labor's Standard Occupational Classification to results in the careers fields of Audio and Video Equipment Technicians (SOC Code 27-4011) and Sound Engineering Technicians (SOC Code 27-4014). Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

Course List

Core Required Courses

Number	Title	Credits
SA101	Music Theory 1	3
SA102	Music Theory 2	3
SA201	Basic Recording 1	4
SA202	Basic Recording 2	4
SA203	History of Music Production	3
SA204	Studio Maintenance 1	4
SA205	Studio Maintenance 2	3
SA226	Computer Music Production 1	3
SA302	Intermediate Recording & Production 1	4
SA304	Digital Audio Workstation 1	3
SA306	Live Sound & Lighting 1	3
SA308	Digital Audio Workstation 2	4
SA311	Computer Music Production 2	4
SA313	Intermediate Recording & Production 2	3

SA315	Audio Post Production 1	3
SA317	Live Sound & Lighting 2	4
SA402	Advanced Recording & Production 1	4
SA403	Advanced Recording & Production 2	4
SA404	Studio Etiquette & Psychology	3
SA426	Multimedia Assembly	4
SA417	Audio Post Production 2	4

Common Core

Number	Title	Credits
CC101	Media Sound & Visual 1	4
CC102	Media Sound & Visual 2	4
CC123	Living in a Media World 1	3
CC134	Living in a Media World 2	3
CC421 or CC432	Professional Life Skills or Externship	2

General Education

Number	Title	Credits
ECOMM121	Communications & Critical Thinking	4
EPSY112	Introduction to Psychology	4
EENG121	Creative Writing	4
EENG122	Critical Studies: Analytical Writing & Literature	4
ESOC141	Popular Culture	4
ESCI142	Concepts in Science	4
EMAT161	Mathematical Concepts	4
EHIS222	American History	4
ESCI143	Conceptual Physics	4

Total Credits

126

Course Descriptions

ART101 Drawing Bootcamp

Lecture Hours 36

Supervised Lab Hours 48

Semester Credits 4

Prerequisites: None

Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: ART101

Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

ART200 Modern and Contemporary Art

Lecture Hours 60

Semester Credits 4

Prerequisites: ENG100

This course explores the functions, meanings, and influences of modern and contemporary art. Emphasis will be placed on aesthetic, social, and cultural factors and their relationship to artistic expression. Students will engage with a range of theoretical perspectives for the analysis and interpretation of art.

AUD100 Principles of Sound

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to the science of sound, including basic acoustic measurements commonly used in real-world scenarios.

AUD103 Audio in Media

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students an understanding of the necessary processes involved in creating a professional recording. Students will have a deeper comprehension of the different roles performed by the individuals involved in making a record.

AUD110 Music Theory

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course provides an overview of introductory concepts in music theory and notation and covers music terminology and the basics of rhythm, harmony, and chord progressions in popular music.

AUD120 Studio Production

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: None

This course introduces students to basic studio concepts and fundamental recording processes and equipment.

AUD200 Signal Processing

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: AUD100 and AUD120

This course examines the audio signal processing that is commonly applied using analog and digital outboard processors and digital audio workstation plug-ins throughout the audio production process.

AUD210 Electronic Music Production

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisites: AUD100 and AUD120

This course explores the art and craft of electronic music production using industry-standard computer-based audio production environments.

AUD220 Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD100 and AUD120**

This course introduces the basic skills and practices of studio maintenance and audio-visual technicians.

AUD230 Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

AUD240 Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course introduces the processes, methods, and workflows involved in producing sound for picture.

AUD250 Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD 200**

This course focuses on the creation and integration of game audio within interactive environments.

AUD300 Advanced Studio Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD120, AUD200 and AUD210**

This course explores advanced concepts and procedures as they relate to studio recording and production, including advanced equipment and digital audio workstation operation, mixing techniques and approaches, music production, control surface workflows, and session procedures.

AUD310 Sound Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines the tools, theory, and skill set needed to critically evaluate and create effective sound design for film, games, TV, radio, and multimedia.

AUD320 Advanced Studio Maintenance and Audio/Visual Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD220**

This course introduces advanced skills and practices of studio maintenance and audio-visual technicians. Students learn practical technical including system integration, electronic diagnostics and repair, basic server principals, video editing, and light for video.

AUD330 Advanced Live Sound and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD230**

This course introduces advanced skills and concepts in audio and lighting production, including large-scale production signal flow, microphone techniques, and amplification.

AUD340 Advanced Audio Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD240**

This course examines advanced audio post-production workflows as they pertain to film, TV, commercials, and other forms of visual media, including surround recording techniques, advanced digital audio workstation routing and configuration, field recording, and production audio.

AUD350 Audio Programming for Interactive Media**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

AUD400 Mastering and Media Preparation**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD200**

This course explores the concepts and tools used in the final compilation and mastering of a variety of media, including vinyl, CD, DVD and various web and mobile technologies.

AUD410 Audio Scripting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on core elements of text-based scripting languages for audio and multimedia software and hardware.

AUD420 Intermedia Composition**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD350**

This course focuses on audio and visual synthesis, asset creation, and composition for live performance. Students integrate adaptive music, audio, visual, and physical components into a cohesive multimedia experience

AUD430 Advanced Game Audio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: AUD410**

This course is focused on advanced game audio theory and practices including native game audio integration, interactive sound design, game audio scripting, and middleware tools employed within contemporary game types.

AUD440 Capstone Project**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD450**

Students plan and develop a creative media asset. A quality framework is adopted which will lead to the publication of a final folio piece.

AUD450 Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Co-requisites: AUD440**

This course focuses on the completion of a student's professional portfolio, including selection, development, evaluation, and refinement of portfolio pieces.

AVE104 Concept & Imaging**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Fundamentals of compositing. Emphasis on photographic principals, lighting, and compositing still and moving images

AVE202 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods

AVE204 Animation 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE203**

Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE203**

Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animatics, and pre-visualization.

AVE313A Hard-Surface Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE205**

Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering

strategies, and matching lighting to photographic plates.

AVE315 Character Rigging**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE316A Animation Body Mechanics**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE204**

Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE401 Motion Studies**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: Complete all program electives**

Production course on a collaborative animation & visual effects pipeline.

AVE412 Dynamic Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE204**

Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE413A Live Action Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.

AVE413B CG Compositing**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE201**

Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

AVE424 Reel Production 1**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE406**

Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2**Lecture Hours 8****Supervised Lab Hours 74****Semester Credits 3****Prerequisites: AVE424**

Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio**Lecture Hours 30****Semester Credits 2****Prerequisites: AVE406**

Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

CAR200 Career Preparation**Semester Credits 4**

Prerequisites: Must be taken within final two semester of program

This course focuses on developing professional life skills to help students succeed and advance in industry careers. Subjects explored include personal development, networking, writing resumes and cover letters, personal marketing, negotiation, interviewing skills, working in collaborative environments, and developing an online presence

CC101 Media Sound & Visual 1**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisites: None**

Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2**Lecture Hours 33****Supervised Lab Hours 54****Semester Credits 4****Prerequisite: CC101**

Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisite: None**

Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2**Lecture Hours 31****Supervised Lab Hours 28****Semester Credits 3****Prerequisite: CC123**

Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills**Lecture Hours 21****Supervised Lab Hours 18****Semester Credits 2****Prerequisite: None**

Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship
Externship Hours 90
Semester Credits 2

Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.

The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

COM100 Speech Communication
Lecture Hours 60
Semester Credits 4

Prerequisites: None

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

DF106 Still Photography & Digital Manipulation
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3

Prerequisites: None

Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2

Prerequisites: None

Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2

Prerequisites: None

Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.

DF203 Film History & Storytelling Techniques
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3

Prerequisites: None

History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3

Prerequisites: None

Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3

Prerequisites: None

Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3

Prerequisites: None

Introduction to directing. Topics include the director's role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2

Prerequisites: None

Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

Prerequisites: DF211

Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF205**

Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF301**

Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF211**

Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.

DF307 Post-Production 2: Non-fiction Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF305**

Editing techniques for non-fiction filmmaking. Focus non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF303**

Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project**Lecture Hours 10****Supervised Lab Hours 42****Semester Credits 2****Prerequisites: DF206**

Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: DF301**

Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming

DF405 Post-Production 3: Editing**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: DF307**

Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques**Lecture Hours 30****Semester Credits 2****Prerequisites: None**

In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: DF307**

Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

ECOMM121 Communications & Critical Thinking**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.

EHIS222 American History**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

The experience of the American people from the colonial era to the present, emphasizing themes of

immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

EMAT161 Mathematical Concepts**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ENG100 English Composition**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course develops fundamental composition skills for writing clear, coherent, and effective written prose. Coursework focuses on paragraph and essay construction, the conventions of academic writing, audience awareness, research methods, reading comprehension, critical analysis and interpretation, rhetorical persuasion, and Standard English usage.

ENG300 Literature**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

In this course, students will engage critically with a variety of literary forms including fiction, poetry, and drama.

ENT100 Introduction to Entertainment Business**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to common business practices both in general and as they relate to the creative industries. Students will explore subjects including accounting, business planning and analysis, publishing, copyright, contracts, taxes, and royalties as they relate to entertainment industries.

ENT110 Survey of the Entertainment Industry**Lecture Hours 60****4 Credit Hours****Prerequisites: None**

This course provides students a broad-based perspective on the creative industries. Students will learn about the history, development, current state,

and potential future directions of the entertainment industry, as well as the various roles and positions within them.

ENT120 Introduction to Entertainment Law

Lecture Hours 60

4 Credit Hours

Prerequisites: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

ENT130 Media Production

Lecture Hours 60

4 Credit Hours

Prerequisites: None

This course will cover the creation and integration of electronic media in the entertainment industries, including planning, production, post-production, and distribution.

ENT140 Marketing and Social Media

Lecture Hours 60

4 Credit Hours

Prerequisites: None

This course provides students with a foundation in marketing principles, concepts, and practices as well as current social media platforms and their application in advertising, marketing, and branding within the entertainment industry.

ENT150 Event Management and Touring

Lecture Hours 60

4 Credit Hours

Prerequisites: None

This course is designed to provide students an understanding of the timeline, logistics, and legal and business factors involved in planning different kinds of entertainment business events. The course will cover strategies and tools to plan and execute events within a range of environments across the entertainment industry.

ENT200 Entertainment Business Models

Lecture Hours 60

4 Credit Hours

Prerequisites: ENT100 and ENT110

This course addresses advanced business structures, roles, and relationships within different segments of the entertainment industry. Emphasis is placed on new and emerging business structures, relationships, and distribution channels.

ENT223 Entrepreneurship

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: Last term or Permission of the Director of Education

This course examines all possible career options pertaining to the music and entertainment industry. The focus will be to prepare students to start and build their own businesses in today's entertainment business, using the knowledge and skills learned in the previous semesters.

ENT230 Web Design and Development for the Entertainment Industry

Lecture Hours 60

4 Credit Hours

Prerequisites: None

This course introduces students to the structure of the Internet, including server systems and software, web protocols, programming languages, content management systems, databases, and general web design principles. Students will create and maintain commercial-quality web pages using contemporary web design practices and systems.

ENT240 Management and Entrepreneurship

Lecture Hours 60

4 Credit Hours

Prerequisites: ENT100 and ENT140

This course introduces students to fundamental concepts in entrepreneurship, business management, and organizational leadership as they relate to the entertainment industries. Emphasis will be placed on decision-making, ethics, communication, and business planning.

ENT250 Entertainment Business Project

Lecture Hours 60

4 Credit Hours

Prerequisites: ENT140 and ENT150

This course is a final culminating project for the Entertainment Business Program. In this course, students will apply principles and concepts of entertainment business to create, execute, and present on a real-world entertainment business project.

ENV100 Environmental Science**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the natural environment and how nature works, with an emphasis on human society's interaction with and impact on ecosystems and humans' interaction with them.

EPSY112 Introduction to Psychology**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESCI142 Concepts in Science**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

ESOC141 Popular Culture**Lecture Hours 60****Semester Credits 4****Prerequisite: None**

Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

FLM100 Storytelling for Contemporary Media**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course provides an introduction to the art of storytelling in contemporary media.

FLM110 Introduction to Film Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course introduces the fundamentals of film production concepts, techniques, and practices.

FLM120 Editing and Post Production I**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course introduces fundamental principles and techniques for editing visuals and sound.

FLM130 Film Studies**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course provides a critical introduction to film studies, including film history and film theory.

FLM140 Camera and Lighting**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course introduces fundamental camera and lighting techniques.

FLM150 Production Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course explores how props, dressing, and sets inform the visual appearance of a film and how art departments function within a film production.

FLM200 Short Form Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

In this course, students will create and manage a small production such as a music video or television commercial from pre-production through post-production.

FLM210 Producing**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

FLM220 Production and Audio Post Production
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

FLM230 Nonfiction Production and Post Production
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course explores production and editing techniques for nonfiction filmmaking.

FLM300 Design for the Screen
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course provides an introduction to visual design and animation principles for the screen, with an emphasis on layout, title design, and motion graphics.

FLM310 Directing
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

FLM320 Screenwriting
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

FLM330 Visual Effects for Film
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course explores advanced on-set and post-production techniques for visual effects.

FLM340 Narrative Production
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course focuses on narrative filmmaking, with an emphasis on generating pre-production materials and performing multiple crew positions.

FLM350 Editing and Post Production II
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

FLM400 Cinematography
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

FLM410 Capstone I: Development and Production
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

In this course, students will begin development and production on their capstone film project as well as serve in a range of crew roles both for pre-production and on set for other students' capstone projects.

FLM420 Editing and Post Production III
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

FLM430 Emerging Technologies
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4

In this course, students will critically examine emerging and evolving industry technologies and techniques.

FLM440 Capstone II: Post Production**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

In this course, students will complete post production on their capstone film project as well as serve in a range of crew roles for post production on other students' capstone projects.

FLM450 Portfolio**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4**

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

GAD100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAD201 User Interface Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Concepts of User Interface in games and creation of games and the workflow using multiple methods.

GAD202 Programming for Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course will introduce programming concepts and techniques for artists including basic shader programming, automation, and data clean up.

GAD306 Modeling for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: AVE202**

Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: AVE205**

Groups will build levels with added texture, lighting and interactivity to make it function effectively inside the game engine.

GAD313 Game Production 2**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: GAD312**

Continuation of levels started in Game Production 1. The final critique is done inside the game engine, where the students can actually explore each other's work as a character within the game.

GAD314 Advanced Game Production**Lecture Hours 27****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD313**

This class will begin by studying existing levels, characters, weapons and vehicles, discussing what makes them successful. The final project for this class will include character profiles that utilize three point turns maps, blueprints of level, color palettes, final goals and prop designs.

GAD315 Architectural Design & Modeling**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 3****Prerequisites: GAD313**

Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instancing and hard surface modeling are explored.

GAD401 Texture & Lighting for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD306**

Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real time effects such as reflections and particle effects.

GAD407 Final Game Project 2**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 4****Prerequisites: GAD426**

Continuation of creating a completed demo reel.

GAD412 Character Rigging**Lecture Hours 27****Supervised Lab Hours 46****Semester Credits 3****Prerequisites: AVE204**

Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: GAD412**

Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1**Lecture Hours 30****Supervised Lab Hours 70****Semester Credits 3****Prerequisites: GAD414**

Synthesize skills developed throughout program to create a final game.

GAD428 Final Content**Lecture Hours 30****Supervised Lab Hours 40****Semester Credits 3****Prerequisites: GAD426**

Final polishing methods and presentation of demo reel content.

GAM100 Principles of Game Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the design of video games. Students should be able to discuss the design of games in an analytical capacity and be able to propose new mechanics to interact with existing game designs.

GAM101 Introduction to Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course introduces students to the tools and processes involved in the development of games. Students will analyze game requirements and implement them in appropriate tools and programming languages and will explore basic and some intermediate programming techniques and technologies.

GAM102 Programming for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will focus on intermediate programming skills in order to produce a range of games and game mechanics based on existing design documentation. The course will also develop greater skills for incorporating pre-existing art assets into a game as well as concepts such as object oriented programming and design patterns.

GAM103 Visual Art for Game Developers**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: None**

This course will introduce students to the basics of creating visual assets for computer games in both 2D and 3D and will focus on the development of prototypes.

GAM200 Game Development 1**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAM100, GAM101, GAM102, GAM103**

This course will focus on project management and game design practices to produce a simple original game through the development of game ideas, prototypes, and working products.

GAM201 Idea Generation and Prototyping**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: GAM100**

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

GAM202 Logic and Math for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites:** GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

GAM210 Game Development 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course is a continuation of the skills developed in Game Development 1 and will further develop project management methods to build a new game in a different genre, with a focus on thematic goals, characters, and storytelling.

GAM211 3D Art and Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will cover 3D animation for game development, emphasizing organic modeling and topology for animation, basic principles of animation, and techniques for building game-ready 3D characters.

GAM212 Game Stories and Characters**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM200

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

GAM300 Game Development 3**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course builds on the skills developed in Game Development 2 and will further develop project and team management methods to build a new game, with a focus on designing systems- and strategy-based games.

GAM302 Multiplayer Game Design and Technology**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course will address multiplayer games, with an emphasis on the concept and design stage, balancing, and the basics of networking in game engines to implement different kinds of multiplayer games.

GAM310 Game Development 4**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM300

This course builds on the skills developed in Game Development 3 and addresses advanced project management strategies and game development skills, with an emphasis on developing and pitching an original game.

GAM311 Interface Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course will explore game-specific interface issues, the principles of information architecture, and layout and design practices for software and visual media.

GAM312 Audio for Game Development**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM210

This course will address the implementation of game audio applications in game development and the principles of game audio design.

GAM400 Level and Environment Design**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM310

This course addresses the design and development of levels and environments in games.

GAM401 Animation for Games**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisite:** GAM310

In this course, students will craft multiple 3D assets using different modeling and sculpting techniques based on character, environment, and prop design

principles and will explore visual effects such as particles and lighting.

GAM402 Game Feel and Juice

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisite: GAM310

This course provides students the opportunity to polish one or more of their game prototypes or mechanics by combining several key aspects of game design fundamentals to improve the quality and feel of the gaming experience.

GAM410 Final Project Preparation

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisite: GAM310

Co-requisite: GAM411

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

GAM411 Game Development Capstone

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisite: GAM310

Co-requisite: GAM411

This course concludes the major game development project and is dedicated to development time for students to produce and publish or exhibit the game designed in Final Project Preparation.

GAM412 Game Development Portfolio

Lecture Hours 30

Supervised Lab Hours 60

Semester Credits 4

Prerequisite: Must be taken in final semester of program

This course will focus on development of an online portfolio presence, polishing existing assets into a demo reel or other package. Students will reflect on the state of their work, and learn how to effectively present themselves to the industry.

GE101 English Composition

Lecture Hours 45

Semester Credits 3

Prerequisite: None

This course is designed to increase students' fundamental composition skills and will focus on audience awareness, effective paragraph and

essay construction, as well as Standard English language usage (punctuation, spelling, and grammar). Emphasis will be placed on developing clear, coherent, and effective written prose. The course will also introduce students to different research methods and familiarize them with the conventions of academic writing they will be expected to apply to a college-level paper they will write for other courses in the program.

GE102 World History

Lecture Hours 45

Semester Credits 3

Prerequisite: None

This course is designed to increase students' fundamental understanding of the world from an assemblage of relatively isolated regions through the present day. Emphasis will be placed on tracing the origins of globalization and its relation to European hegemony through invasions and colonization. The course will also introduce students to the contributions of the non-western world and how the assemblage of these factors shaped the early modern world.

GE103 Introduction to Mathematical Modeling

Lecture Hours 45

Semester Credits 3

Prerequisite: None

This course will cover skills needed for applied algebra, linear, piecewise, exponential and quadratic functions. The aim is to strengthen mathematics skills by increasing mathematical knowledge and focusing on logical problem solving techniques required for critical thinking. Statistical analysis and probability will be used to explore real world data. Emphasis is placed on developing a clear understanding of the role and function of quantitative analysis in the real world. This course also focuses on skills needed in the real world to ensure students acquire better decision-making processes for money management in their personal and business profiles.

GE201 Conceptual Physics

Lecture Hours 45

Semester Credits 3

Prerequisite: None

This course aims to build a fundamental understanding of the physical laws that govern nature: mechanics, heat, sound, electricity and magnetism. Emphasis is placed on developing critical thinking skills. This course is appropriate for students who will have careers in technical fields.

GE202 Speech Communications**Lecture Hours 45****Semester Credits 3****Prerequisite: None**

This course is designed to increase students' fundamental understanding of the world of communications and encourages students to be active media consumers and gives them a deeper understanding of the role that the media play in both shaping and reflecting culture. Through this cultural perspective, students learn that audience members are as much a part of the mass communication process as are the media producers, technologies, and industries. Emphasis will be placed on tracing the origins of various forms of media and their impact on the world today, from issues of ethics to the shaping of personal and social identities. By examining the interconnectedness of these forms of communication and analyzing the social, cultural, political, economic, demographic, and ecological implications that created it, an understanding of our communication process may be obtained.

HIS200 U.S. History from 1865 to 2001**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course examines the history of the United States from 1865 to 2001. Emphasis will be placed on understanding how historical developments have influenced contemporary social, political, economic, and cultural conditions, as well as the narrative and ideological perspectives of historiography.

IA303 Interactive Design**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application

prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: IA403**

Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.

IA402 Intermedia Composition**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.

IA403 Programming for Sound Artists**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA304**

Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.

IA414 Senior Research Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: IA303, IA401, IA402 & IA403**

Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.

MAT100 College Mathematics**Lecture Hours 60****Semester Credits 4****Prerequisites: None**

This course provides an overview of college-level mathematics and will cover concepts from formal logic, algebra, geometry, statistics, and probability. Emphasis will be placed on developing critical thinking and quantitative reasoning skills.

MBP101 Intro to Copyright and Music Publishing

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed as an introduction to the modern music business. It gives the students a broad-based foundation to build from on topics such as copyright, publishing, income sources, touring, and film composition.

MBP102 Industry Perspectives

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students a broad-based perspective on the music industry. They will learn about the history and development of the record business and the various roles and positions that make up the modern music industry.

MBP121 The Record Business

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students a working knowledge of record label operations. It will offer insights into the various roles that are available inside a major or independent label, and what goes into getting an artist signed to a record deal.

MBP122 Entertainment Media Distribution

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students a working knowledge of modern distribution methods in the music business. They will learn about traditional CD sales and distribution, sales tracking, online distribution and distribution through radio markets.

MBP201 Business and Legal Foundations

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: MBP101

This course is designed to give students a deeper understanding of copyright concepts, record deals, and legal issues that may be encountered in the music business profession. Students will be introduced to several types of contracts that are commonly used in the industry, and an overview of support organizations that supplement the process.

MBP202 Contemporary Entertainment Marketing

Lecture Hours 45

Supervised Lab Hours 30

Semester Credits 4

Prerequisites: None

This course is designed to give students the knowledge they need to effectively market an artist in the modern music business. They will gain skills in Internet marketing, selling a vision, and creating a press kit. They will also gain knowledge in marketing philosophy, promotions, and merchandising.

MBP222 Music Business Culminating Project Portfolio*

Lecture Hours 60

Supervised Lab Hours 30

Semester Credits 5

Prerequisites: Last term or Permission of the Director of Education

This course is designed to be the final culminating project of the Music Business program. It allows students to put into practice in a real world scenario all the things they have learned during the course. This will include students creating a press kit, marketing materials, and promoting their artist, making their recordings available for sale and organizing a live event for the promotion of their artist.

MGD102 Graphic Design Basics

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: None

Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.

MGD104 Concept & Imaging

Lecture Hours 27

Supervised Lab Hours 36

Semester Credits 3

Prerequisites: CC123

Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.

MGD111 Visual Storytelling**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.

MGD201 Color & Type 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others' work.

MGD202 Color & Type 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD201**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.

MGD204 Animation & Motion Theory**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: None**

Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.

MGD205 Interactivity and Screen Design 1**Lecture Hours 37****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

This course focuses on the design and concept process using front-end web technologies.

MGD213 Editorial Design**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: None**

Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of

typography: special characters, ligatures, dashes, hyphens, and more.

MGD301 – Interactivity and Screen Design 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202**

Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD204**

Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD302**

Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD303**

Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD401**

Using 3D for animated motion graphics projects.

Focus on cameras and animation.

MGD401 3D Modeling 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD104**

Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: (MGD306 & MGD412) or DF301**

Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD301, MGD304, MGD416**

Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: MGD404 or DF405**

Creation of website and reel for student portfolio.

Focus on design and branding.

MGD407 Elective: Independent Study**Lecture Hours 90****Semester Credits 3****Prerequisites: MGD306. Students must also have a faculty sponsor.**

Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD306**

Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

MGD412 Title Design**Lecture Hours 28****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD202 & MGD305**

Advanced instruction in motion graphic design.

Focus on creative critical thinking and problem-solving.

MGD416 Music & Video: Advanced Effects**Lecture Hours 27****Supervised Lab Hours 36****Semester Credits 3****Prerequisites: MGD403**

Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media**Lecture Hours 15****Supervised Lab Hours 30****Semester Credits 2****Prerequisites: MGD306**

Instruction in navigating social media landscape. Focus on student branding.

MMW203 Multimedia and Web Development**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students a working knowledge of basic HTML coding, web page construction and Internet, and web operations. Students will learn about the basic hardware and software necessary for web operations and HTML and CSS editing techniques to manipulate web data.

PSY100 Psychology**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior

SA101 Music Theory 1**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: None**

Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA101**

Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA201**

Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production**Lecture Hours 45****Semester Credits 3****Prerequisites: None**

Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA204**

Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.

SA226 Computer Music Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: None**

Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2**Lecture Hours 30****Supervised Lab Hours 60****Semester Credits 4****Prerequisites: SA304**

Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA226**

Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA313 Intermediate Recording & Production 2**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: SA302**

Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA315 Audio Post Production 1**Lecture Hours 24****Supervised Lab Hours 42****Semester Credits 3****Prerequisites: None**

Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA306**

Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA402 Advanced Recording & Production 1**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA308 & SA313**

Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.

SA403 Advanced Recording & Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA402**

Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology**Lecture Hours 30****Supervised Lab Hours 30****Semester Credits 3****Prerequisites: SA403**

Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA315**

Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly**Lecture Hours 36****Supervised Lab Hours 48****Semester Credits 4****Prerequisites: SA403 or IA414**

Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.

SOC100 Sociology**Lecture Hours 60****Semester Credits 4****Prerequisites: ENG100**

This course explores and analyzes the dynamics and structure of human society.

VID123 Video Production**Lecture Hours 45****Supervised Lab Hours 30****Semester Credits 4****Prerequisites: None**

This course is designed to give students the basic skills and techniques necessary to produce a music video or promotional video. They will learn about the history and development of music video as a genre as well as the modern tools and techniques used in creating them.

SAE EXPRESSION COLLEGE TEAM

SAE Expression College National Advisors

Michael Bottrill	President and General Manager
Dr. Michele Ernst	Dean

SAE Expression College Staff & Faculty

Campus Administration

Elmo Frazer	Campus Director
Miok Kim	Associate Director of Admissions
Kathleen Kosiec	Library Learning Resource Manager & Deputy Title IX Coordinator
Cameron Parker	Associate Director of Career Services
Shelly Picinich	Director of Financial Aid
Dr. Adam Ruch	Director of Education
Jacob Warren	Director of Facilities
Sean Rodriguez	Student Advisor
Gabriel Jones	Title IX Coordinator and 504 Coordinator

Full-Time Faculty

Christopher Colatos	MSc Digital Education, The University of Edinburgh (Hons); BAS Sound Arts, SAE Expression College
Michael G Cox	MFA Electronic Music, Mills College; BA Music, State University of New York
Edward Dees	MS Recording Arts & Sciences Conservatory of Recording Arts
Nathanial Garcia	MFA, California Institute of the Arts
Rick D Giachino	MA Professional Practice (Creative Media Industries), Middlesex University
Steve Hammond	MFA in Animation, Savanna College of Fine Arts and Design
Shanti Jones	MA Professional Practice (Creative Media Industries), Middlesex University; BA in Interdisciplinary Studies in Creative Arts, San Francisco State Univ.
Mick Mancuso	MFA, Acting, University of Washington
Scott Miller	MBA Texas A&M University; BA Radio/Television, San Francisco State University
Lauren Morrison	MFA in Experimental Animation, California Institute of the Arts
Demetrius Pennebaker	Master's of Interactive Technology, The Guildhall, Southern Methodist University Fine Arts and Design
Christopher Potter	MFA in Motion Pictures & Television, Academy of Art University

Michael Russell	MA Professional Practice (Creative Media Industries), Middlesex University; BA in Film, San Francisco State University
Jerry R Smith Jr.	MFA Painting, Boston University, BFA Painting, Kansas City Art Institute
Jennifer Stovell	MFA in Screenwriting, UCLA
Thomas M. Sylla	MFA in Cinema & Television, USC
Mary Ann Zahorsky	M.Ed in in Educational Technology, Bachelor of Arts in Music