

# LET YOUR CREATIVITY OUT



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	9
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	14
<i>Entertainment Business.....</i>	14
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT.....	15
<i>Re-Enter Policy.....</i>	15
<i>Transfers between SAE Campuses.....</i>	15
<i>Transfer of Credit to Other Institutions.....</i>	16
<b>FINANCIAL INFORMATION .....</b>	<b>17</b>
TUITION AND FEES.....	17
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	17
<i>BAS Programs for Nashville.....</i>	17
<i>Entertainment Business Diploma Program for Emeryville.....</i>	18
<i>Audio Diploma Program for Emeryville.....</i>	18
<i>AAS Degree Programs for Emeryville.....</i>	18

<i>AAS in Audio Degree Program for Emeryville</i> .....	18
<i>BAS Programs for Emeryville</i> .....	19
<i>BAS in Audio Degree Program for Emeryville</i> .....	19
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	19
<i>Non-Refundable Fees</i> .....	19
<i>Total Charges for the Current Period of Enrollment</i> .....	20
<i>Technology Package</i> .....	20
<i>Technology Fee</i> .....	20
STUDENT TUITION RECOVERY FUND (STRF).....	20
ADDITIONAL COSTS.....	21
TUITION ASSISTANCE.....	21
<i>Applying for Financial Aid</i> .....	21
TITLE IV FEDERAL STUDENT AID.....	21
<i>Federal Pell Grant</i> .....	22
<i>Subsidized Federal Stafford Loan</i> .....	22
<i>Unsubsidized Federal Stafford Loan</i> .....	22
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	22
<i>Alternative Loan Programs</i> .....	22
<i>Federal Work Study (FWS) Program</i> .....	22
<i>Cal Grant</i> .....	23
<i>Verification</i> .....	23
REFUND POLICY.....	23
<i>Return of Title IV Funds Policy</i> .....	23
<i>Impact on Refund for Withdrawals or Terminations</i> .....	24
<i>Refund on Third Party Fees</i> .....	24
<i>Refund on Technology Packages</i> .....	24
<i>Refund Disbursement</i> .....	24
<i>Return of Cal Grant Funds</i> .....	24
<i>Entrance Loan Counseling</i> .....	24
<i>Exit Loan Counseling</i> .....	25
TUITION OPTIONS.....	25
DELINQUENT PAYMENTS TO SAE.....	25
<i>Repayment of Student Loans</i> .....	25
<i>Students with VA Funding</i> .....	25
STUDENT'S RIGHT TO CANCEL.....	25
SCHOLARSHIPS.....	25
<i>Merit Based Scholarships</i> .....	25
<i>Need Based Scholarships</i> .....	26
<i>International Scholarship</i> .....	26
<b>2020-2021 CALENDAR SCHEDULE</b> .....	<b>27</b>
PROGRAM START DATES.....	27
<i>Bachelor Degree Programs</i> .....	27
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	27
<i>Diploma Programs</i> .....	27
HOLIDAY SCHEDULE.....	27
2020 - 2021 ACADEMIC CALENDAR.....	28
CLASS SCHEDULES.....	28
<i>Atlanta</i> .....	28
<i>Chicago</i> .....	28
<i>Emeryville</i> .....	28
<i>Nashville</i> .....	28
INCLEMENT WEATHER POLICY.....	28
HOURS OF OPERATION.....	29
<i>Atlanta</i> .....	29

Chicago.....	29
Emeryville.....	29
Nashville.....	29
<b>ACADEMIC POLICIES .....</b>	<b>30</b>
DEFINITION OF AN ACADEMIC YEAR.....	30
GRADING .....	30
<i>Grading Scale</i> .....	30
SATISFACTORY ACADEMIC PROGRESS (SAP).....	31
<i>Incremental Completion Rate (ICR)</i> .....	31
<i>Cumulative Grade Point Average (CGPA)</i> .....	31
<i>Maximum Timeframe</i> .....	31
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	32
<i>Academic Warning</i> .....	32
<i>Remaining Evaluation Periods</i> .....	32
<i>SAP Appeal and Reinstatement</i> .....	32
<i>Academic/Probation</i> .....	33
<i>Extended Enrollment</i> .....	33
<i>Repeating Courses</i> .....	33
<i>Changing Programs</i> .....	33
<i>Additional Credential</i> .....	33
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	34
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	34
CLASS SIZE.....	34
HOMWORK EXPECTATIONS .....	34
AUDITING A COURSE .....	34
CLOCK TO CREDIT HOUR CONVERSION .....	34
GRADUATION REQUIREMENTS .....	34
TRANSCRIPTS AND DIPLOMAS.....	34
<i>Transcript Request</i> .....	35
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	35
COURSE NUMBERING SYSTEM.....	35
TRANSFER OF CREDIT.....	36
TEST OUT.....	36
PREREQUISITES .....	36
ARTICULATION AGREEMENTS.....	36
ADD/DROP POLICY.....	37
ATTENDANCE POLICY .....	37
WITHDRAWAL FROM SAE.....	37
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	37
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	39
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>40</b>
NONDISCRIMINATION POLICY .....	40
TITLE IX OF THE EDUCATION AMENDMENTS .....	40
<i>Atlanta:</i> .....	40
<i>Chicago:</i> .....	40
<i>Emeryville:</i> .....	40
<i>Nashville:</i> .....	40
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	41
<i>Reporting</i> .....	41
<i>Notification</i> .....	41
<i>Pre-Hearing Conference</i> .....	42
<i>Hearing</i> .....	42
<i>Appealing</i> .....	42

<i>Penalties</i> .....	42
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT .....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	43
STUDENT CONDUCT .....	44
<i>Disciplinary Offenses</i> .....	44
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	45
STUDENT COMPLAINTS AND GRIEVANCES .....	45
<i>Appealing Grievance Decision</i> .....	45
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY.....	47
<i>Alcohol and Drug Abuse Prevention Information</i> .....	47
<i>Preventing Drug and Alcohol Abuse</i> .....	48
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	48
<i>Alcohol and Drug Abuse Resources</i> .....	48
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	49
CAREER SERVICES .....	49
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	50
STUDENT SERVICES.....	50
<i>Student Advising</i> .....	50
<i>Tutoring</i> .....	50
PARKING AND TRANSPORTATION .....	50
<i>Chicago Transit Authority U-Pass</i> .....	50
<i>Emeryville Parking On-campus</i> .....	50
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>52</b>
DIPLOMA IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Diploma in Audio Program Schedule</i> .....	52
<i>Diploma in Audio Course List</i> .....	52
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Associate of Applied Science in Audio Program Schedule</i> .....	53
<i>Associate of Applied Science in Audio Course List</i> .....	53
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	54
<i>Bachelor of Applied Science in Audio Course List</i> .....	55
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	56
<i>Program Description and Outcomes</i> .....	56
<i>Diploma in Entertainment Business Program Schedule</i> .....	56
<i>Diploma in Entertainment Business Course List</i> .....	57
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	57
<i>Program Description and Outcomes</i> .....	57
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	57
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	58
<i>Career Prospects for Entertainment Business Programs</i> .....	58

ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	59
<i>Program Description and Objectives</i> .....	59
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	59
<i>Associate of Applied Science in Digital Film Course List</i> .....	59
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM.....	60
<i>Program Description and Outcomes</i> .....	60
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	60
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	61
<i>Career Prospects for Digital Film</i> .....	61
BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	62
<i>Associate of Applied Science in Animation &amp; Visual Effects Course List</i> .....	63
<i>Career Prospects for Animation and Visual Effects Program</i> .....	64
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	65
<i>Bachelor of Applied Science in Game Development Course List</i> .....	66
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES.....	67
MATERIALS.....	67
COURSE DESCRIPTIONS.....	68
<b>SAE TEAM.....</b>	<b>81</b>
SAE GROUP INC. ....	81
EXECUTIVE MANAGEMENT TEAM.....	81
CAMPUS ADMINISTRATION.....	81
<i>Atlanta:</i> .....	81
<i>Chicago:</i> .....	81
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	82
FULL TIME FACULTY.....	82
<i>Atlanta</i> .....	82
<i>Chicago</i> .....	82
<i>Emeryville</i> .....	82
<i>Nashville</i> .....	83

# ABOUT SAE

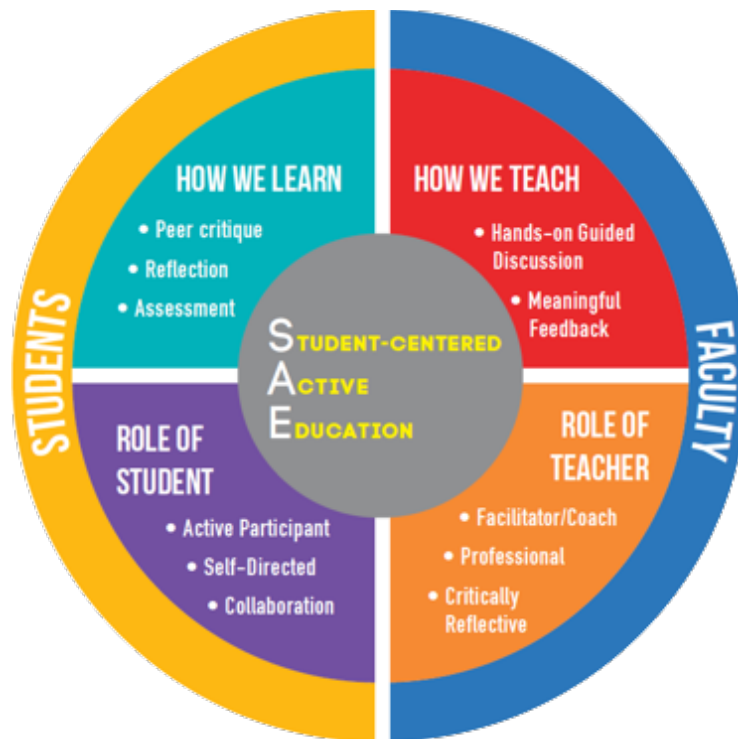
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.



## Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

## Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## Nashville

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thec](http://www.state.tn.us/thec)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## SAE Institute San Jose Program Teachout

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

# ADMISSIONS

Admission to SAE 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 fifth class day (for Atlanta students) or the ninth class day (for all other campuses) after the corresponding cohort start date as long as all requirements have been met (including attending class by the fifth or ninth day of the corresponding cohort start date, depending on campus) and if there is space available.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation
- Attend class by the fifth day (for Atlanta Students) or the ninth day (for all other campuses) of the first semester

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

## **Wonderlic Distance Learning Assessment**

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 semester. The orientation to online learning is held at SAE Emeryville.

## **Proof of Graduation Policy**

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

Animation and Visual Effects: Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

Audio: Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone, frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

### Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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 Campuses

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the



transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

### **Transfer of Credit to Other Institutions**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,154.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,154.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a one-time fee applied to the first semester at \$200 after a student has attended classes beyond the 14<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## 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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)



4. Federal Pell Grants
5. 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 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.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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 Emeryville 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.

## Tuition Options

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## 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 may be dismissed due to delinquent payment.

## 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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## Students with VA Funding

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## 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 **or**
- A student fails to attend at least one class during the first five (5) days of the semester for the Atlanta campus or the first nine (9) days of the semester for all other campuses **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.

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older

- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

## Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

## International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
January 21, 2020	August 19, 2022
May 11, 2020	December 16, 2022
September 8, 2020	April 21, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
January 21, 2020	April 23, 2021
May 11, 2020	August 20, 2021
September 8, 2020	December 17, 2021

### Diploma Programs

Start Date	Projected Graduation Date
January 21, 2020	December 18, 2020
May 11, 2020	April 23, 2021
September 8, 2020	August 20, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Monday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Semester</b>	<b>May 11, 2020</b>	<b>August 21, 2020</b>
Summer 2020 Break	August 22, 2020	September 6, 2020
<b>Fall 2020 Semester</b>	<b>September 7, 2020</b>	<b>December 18, 2020</b>
Winter 2020 Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Semester</b>	<b>January 11, 2021</b>	<b>April 23, 2021</b>

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every semester. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

### Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

### Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

### Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

One academic year at SAE is approximately 30 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE is approximately 15 weeks.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 semester 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 semester. 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)



## Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each evaluation point:

<b>Satisfactory Academic Progress (SAP) Criteria</b>				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's

decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

### **Academic/Probation**

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlines in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

### **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

### **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

### **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

## **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English

MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology
SOC	Sociology

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first semester of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## **Add/Drop Policy**

During the first five (5) business days of each semester, 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 by the second week of the semester will be withdrawn from the course in week three without incurring any academic penalty 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.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.

3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))

- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

### Nashville:

Deputy Title IX Coordinator

Craig Schultz

7 Music Circle, North

Nashville, TN 37203

[c.schultz@sae.edu](mailto:c.schultz@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.
- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or

proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## **Copyright Policy**

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section

107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## **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 will not be tolerated and may be subject to disciplinary action.

## **Disciplinary Offenses**

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## **Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## **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 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. 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.

## **Appealing Grievance Decision**

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

**Atlanta:**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

**Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

**Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

**Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form %28Rev. 12.16%29 1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## Appropriate Attire

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## Career Services

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

## **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.

# PROGRAM AND COURSE DESCRIPTIONS

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3 to 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 of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

# **Bachelor of Applied Science in Audio Program**

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

## **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

## **Bachelor of Applied Science in Audio Program Schedule**

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor 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 Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>



## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant
- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

## Diploma in Entertainment Business

### Program Description and Outcomes

The Diploma in Entertainment Business program 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.

### Diploma in Entertainment 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 to -4 courses per 15-week term with a short break between terms. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film 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 Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 16 months. Students enrolled full-time in the associate program take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepared for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## **Bachelor of Applied Science in Animation & Visual Effects Program**

This program is available at the Emeryville campus.

### **Program Description and Outcomes**

The Bachelor of Applied Science in Animation and Visual Effects 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.

### **Bachelor of Applied Science in Animation & Visual Effects Program Schedule**

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program:

## Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>126</b>



## Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

## Career Prospects for Animation and Visual Effects Program

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
- 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.

## Bachelor of Applied Science in Game Development

This program is available at the Emeryville Campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelor program take 3 to 4 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## SAE Emeryville General Education Courses

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 as attendance that week. 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 resolution of 1024x600 on 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)

## Materials

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**AUD300 Advanced Studio Production****4 Credits 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 Credits Hours**

Prerequisite: 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 Credits Hours**

Prerequisite: 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 Credits 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 Credits Hours**

Prerequisite: 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 Credits Hours**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credits Hours**

Prerequisite: 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 Credits Hours**

Prerequisite: AUD350

This course focuses on core elements of text-based scripting languages for audio and multimedia software and hardware.

### **AUD420 Intermedia Composition**

#### **4 Credits Hours**

Prerequisite: 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 Credits Hours**

Prerequisite: AUD410, or AUD250 and approval by program chair

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 Credits Hours**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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 Credits Hours**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

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

70

2020 Catalog Volume 02.04.20

Effective: 02.04.20

**AVE203 Introduction to Animation****3 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

Prerequisite: AVE203

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

**AVE207 Current Industry Techniques****2 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE313A Hard-Surface Modeling****4 Credit Hours**

Prerequisite: AVE202

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

**AVE313B Organic Modeling****4 Credit Hours**

Prerequisite: AVE202

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

**AVE314A Surface Shading****4 Credit Hours**

Prerequisite: AVE205

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

**AVE314B Production Lighting****4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

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

**AVE428 Portfolio****2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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****4 Credit Hours**

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****4 Credit Hours**

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****3 Credit Hours**

Prerequisites: 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****3 Credit Hours**

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****2 Credit Hours**

Prerequisites: None

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

**CC432 Externship****2 Credit Hours**

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 Chair.

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.

### **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**

Prerequisite: 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 Credits**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

### **ENT130 Media Production**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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.

**HIS200 U.S. History from 1865 to 2001****4 Credit Hours**

Prerequisite: 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.

**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.

**SOC100 Sociology****4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

**PSY100 Psychology****4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Joi Flemming	Admissions Enrollment Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
James Stringfellow	Career Services Manager
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Alaina Higgins	Financial Aid Representative
Bridgett Weatherly	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Dennis Brown	Studio Technician
Maxwell Scupham	Studio Technician
Jake St. Pierre	Studio Technician
Whitney Moulton	Student Advisor
Denise Barclay	Student Advisor
Quandra Wright	Assistant Registrar

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Robert Doti	Studio Technician
Bernard Holmes	Career Services Advisor

## Emeryville:

Chris Colatos  
Miok Kim  
Jenny Gilette

Shelly Picinich  
Amy Heindselman  
Crystal DeMello  
Victoria Terrell  
Sean Rodriguez  
Cameron Parker  
Cassandra Cargile  
Robin Garcia

Director of Education  
Admissions Manager  
Librarian and  
Deputy Title IX Coordinator  
Director of Financial Services  
Financial Aid Representative  
Financial Aid Representative  
Student Accounts Specialist  
Student Advisor  
Career Services Manager  
Career Services Advisor  
Registrar

## Nashville:

Greg Gossett  
Shane Prine  
Kevin White  
Craig Schultz

Brandy Jones  
Brianna Morris  
Gail Musser  
Sam Sourinho  
Elizabeth Robinson  
Lidia Sullivan  
Chris Dilday  
Bens Hans  
Jose Calix  
Rick Franklin

Campus Director  
Director of Education  
Career Services Advisor  
Financial Services Manager and  
Deputy Title IX Coordinator  
Financial Aid Advisor  
Student Accounts Specialist  
Admissions Manager  
Admissions Representative  
Admissions Representative  
Administrative Assistant  
Technology Supervisor  
Student Advisor  
Studio Technician  
Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts

Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry: Production and Technology, Middle Tennessee State University

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Daudi Fletcher	Instructor	Audio	MFA Recording Arts and Technology, Middle Tennessee State University BS Audio Engineering, New England School of Communications Diploma Audio Engineering, CRAS
Zak Jablow	Instructor	Entertainment Business and Audio	BA Arts Entertainment, Media Management, Columbia College Chicago

# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	9
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	14
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT.....	15
<i>Re-Enter Policy.....</i>	15
<i>Transfers between SAE Campuses.....</i>	16
<i>Transfer of Credit to Other Institutions.....</i>	16
<b>FINANCIAL INFORMATION .....</b>	<b>17</b>
TUITION AND FEES.....	17
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	17
<i>BAS Programs for Nashville.....</i>	17
<i>Entertainment Business Diploma Program for Emeryville.....</i>	18
<i>Audio Diploma Program for Emeryville.....</i>	18
<i>AAS Degree Programs for Emeryville.....</i>	18

<i>AAS in Audio Degree Program for Emeryville</i> .....	18
<i>BAS Programs for Emeryville</i> .....	19
<i>BAS in Audio Degree Program for Emeryville</i> .....	19
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	19
<i>Non-Refundable Fees</i> .....	19
<i>Total Charges for the Current Period of Enrollment</i> .....	20
<i>Technology Package</i> .....	20
<i>Technology Fee</i> .....	20
STUDENT TUITION RECOVERY FUND (STRF).....	20
ADDITIONAL COSTS.....	21
TUITION ASSISTANCE.....	21
<i>Applying for Financial Aid</i> .....	21
TITLE IV FEDERAL STUDENT AID.....	21
<i>Federal Pell Grant</i> .....	22
<i>Subsidized Federal Stafford Loan</i> .....	22
<i>Unsubsidized Federal Stafford Loan</i> .....	22
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	22
<i>Alternative Loan Programs</i> .....	22
<i>Federal Work Study (FWS) Program</i> .....	22
<i>Cal Grant</i> .....	23
<i>Verification</i> .....	23
REFUND POLICY .....	23
<i>Return of Title IV Funds Policy</i> .....	23
<i>Impact on Refund for Withdrawals or Terminations</i> .....	24
<i>Refund on Third Party Fees</i> .....	24
<i>Refund on Technology Packages</i> .....	24
<i>Refund Disbursement</i> .....	24
<i>Return of Cal Grant Funds</i> .....	24
<i>Entrance Loan Counseling</i> .....	24
<i>Exit Loan Counseling</i> .....	25
TUITION OPTIONS .....	25
DELINQUENT PAYMENTS TO SAE.....	25
<i>Repayment of Student Loans</i> .....	25
<i>Students with VA Funding</i> .....	25
STUDENT'S RIGHT TO CANCEL .....	25
SCHOLARSHIPS.....	25
<i>Merit Based Scholarships</i> .....	25
<i>Need Based Scholarships</i> .....	26
<i>International Scholarship</i> .....	26
<b>2020-2021 CALENDAR SCHEDULE.....</b>	<b>27</b>
PROGRAM START DATES .....	27
<i>Bachelor Degree Programs</i> .....	27
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	27
<i>Diploma Programs</i> .....	27
HOLIDAY SCHEDULE.....	27
2020 - 2021 ACADEMIC CALENDAR .....	28
CLASS SCHEDULES .....	28
<i>Atlanta</i> .....	28
<i>Chicago</i> .....	28
<i>Emeryville</i> .....	28
<i>Nashville</i> .....	28
INCLEMENT WEATHER POLICY .....	28
HOURS OF OPERATION.....	29
<i>Atlanta</i> .....	29

Chicago.....	29
Emeryville.....	29
Nashville.....	29
<b>ACADEMIC POLICIES .....</b>	<b>30</b>
DEFINITION OF AN ACADEMIC YEAR.....	30
GRADING .....	30
<i>Grading Scale</i> .....	30
SATISFACTORY ACADEMIC PROGRESS (SAP).....	31
<i>Incremental Completion Rate (ICR)</i> .....	31
<i>Cumulative Grade Point Average (CGPA)</i> .....	31
<i>Maximum Timeframe</i> .....	31
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	32
<i>Academic Warning</i> .....	32
<i>Remaining Evaluation Periods</i> .....	32
<i>SAP Appeal and Reinstatement</i> .....	32
<i>Academic/Probation</i> .....	33
<i>Extended Enrollment</i> .....	33
<i>Repeating Courses</i> .....	33
<i>Changing Programs</i> .....	33
<i>Additional Credential</i> .....	33
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	34
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	34
CLASS SIZE.....	34
HOMWORK EXPECTATIONS .....	34
AUDITING A COURSE .....	34
CLOCK TO CREDIT HOUR CONVERSION .....	34
GRADUATION REQUIREMENTS .....	34
TRANSCRIPTS AND DIPLOMAS.....	34
<i>Transcript Request</i> .....	35
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	35
COURSE NUMBERING SYSTEM.....	35
TRANSFER OF CREDIT.....	36
TEST OUT.....	36
PREREQUISITES .....	36
ARTICULATION AGREEMENTS.....	36
ADD/DROP POLICY.....	37
ATTENDANCE POLICY .....	37
WITHDRAWAL FROM SAE.....	37
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	37
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	39
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>40</b>
NONDISCRIMINATION POLICY .....	40
TITLE IX OF THE EDUCATION AMENDMENTS .....	40
<i>Atlanta:</i> .....	40
<i>Chicago:</i> .....	40
<i>Emeryville:</i> .....	40
<i>Nashville:</i> .....	40
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	41
<i>Reporting</i> .....	41
<i>Notification</i> .....	41
<i>Pre-Hearing Conference</i> .....	42
<i>Hearing</i> .....	42
<i>Appealing</i> .....	42



<i>Penalties</i> .....	42
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT .....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	43
STUDENT CONDUCT .....	44
<i>Disciplinary Offenses</i> .....	44
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	45
STUDENT COMPLAINTS AND GRIEVANCES .....	45
<i>Appealing Grievance Decision</i> .....	45
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY.....	47
<i>Alcohol and Drug Abuse Prevention Information</i> .....	47
<i>Preventing Drug and Alcohol Abuse</i> .....	48
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	48
<i>Alcohol and Drug Abuse Resources</i> .....	48
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	49
CAREER SERVICES .....	49
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	50
STUDENT SERVICES.....	50
<i>Student Advising</i> .....	50
<i>Tutoring</i> .....	50
PARKING AND TRANSPORTATION .....	50
<i>Chicago Transit Authority U-Pass</i> .....	50
<i>Emeryville Parking On-campus</i> .....	50
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>52</b>
DIPLOMA IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Diploma in Audio Program Schedule</i> .....	52
<i>Diploma in Audio Course List</i> .....	52
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Associate of Applied Science in Audio Program Schedule</i> .....	53
<i>Associate of Applied Science in Audio Course List</i> .....	53
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	54
<i>Bachelor of Applied Science in Audio Course List</i> .....	55
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	56
<i>Program Description and Outcomes</i> .....	56
<i>Diploma in Entertainment Business Program Schedule</i> .....	56
<i>Diploma in Entertainment Business Course List</i> .....	57
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	57
<i>Program Description and Outcomes</i> .....	57
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	57
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	58
<i>Career Prospects for Entertainment Business Programs</i> .....	58

ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	59
<i>Program Description and Objectives</i> .....	59
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	59
<i>Associate of Applied Science in Digital Film Course List</i> .....	59
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM.....	60
<i>Program Description and Outcomes</i> .....	60
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	60
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	61
<i>Career Prospects for Digital Film</i> .....	61
BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	62
<i>Associate of Applied Science in Animation &amp; Visual Effects Course List</i> .....	63
<i>Career Prospects for Animation and Visual Effects Program</i> .....	64
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	65
<i>Bachelor of Applied Science in Game Development Course List</i> .....	66
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES.....	67
MATERIALS.....	67
COURSE DESCRIPTIONS.....	68
<b>SAE TEAM.....</b>	<b>81</b>
SAE GROUP INC. ....	81
EXECUTIVE MANAGEMENT TEAM.....	81
CAMPUS ADMINISTRATION.....	81
<i>Atlanta:</i> .....	81
<i>Chicago:</i> .....	81
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	82
FULL TIME FACULTY.....	82
<i>Atlanta</i> .....	82
<i>Chicago</i> .....	82
<i>Emeryville</i> .....	82
<i>Nashville</i> .....	83

# ABOUT SAE

## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

## Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offer diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

## Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## Nashville

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## SAE Institute San Jose Program Teachout

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.



# ADMISSIONS

Admission to SAE 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 fifth class day (for Atlanta students) or the ninth class day (for all other campuses) after the corresponding cohort start date as long as all requirements have been met (including attending class by the fifth or ninth day of the corresponding cohort start date, depending on campus) and if there is space available.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation
- Attend class by the fifth day (for Atlanta Students) or the ninth day (for all other campuses) of the first semester

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q twice. Additional attempts may be made on campus using the SLE exam. All additional stipulations to the entrance evaluation still apply.

## Wonderlic Distance Learning Assessment

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 semester. The orientation to online learning is held at SAE Emeryville.

## Proof of Graduation Policy

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institution that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

Animation and Visual Effects: Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

Audio: Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone,

frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## **Entertainment Business**

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## **Digital Film**

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## **Game Development**

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## **Enrollment Agreement**

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## **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, changes in circumstance since dismissal/withdrawal, and space availability.

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 Campuses

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## Transfer of Credit to Other Institutions

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,154.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,154.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first semester at \$200 after a student has attended classes beyond the 14<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)



## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## **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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)

4. Federal Pell Grants
5. 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 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.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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 Emeryville 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.

## Tuition Options

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## 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 may be dismissed due to delinquent payment.

## 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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## Students with VA Funding

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## 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 **or**
- A student fails to attend at least one class during the first five (5) days of the semester for the Atlanta campus or the first nine (9) days of the semester for all other campuses **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.

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older

- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
January 21, 2020	August 19, 2022
May 11, 2020	December 16, 2022
September 8, 2020	April 21, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
January 21, 2020	April 23, 2021
May 11, 2020	August 20, 2021
September 8, 2020	December 17, 2021

### Diploma Programs

Start Date	Projected Graduation Date
January 21, 2020	December 18, 2020
May 11, 2020	April 23, 2021
September 8, 2020	August 20, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Monday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31



## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Semester</b>	<b>May 11, 2020</b>	<b>August 21, 2020</b>
Summer 2020 Break	August 22, 2020	September 6, 2020
<b>Fall 2020 Semester</b>	<b>September 8, 2020</b>	<b>December 18, 2020</b>
Winter 2020 Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Semester</b>	<b>January 11, 2021</b>	<b>April 23, 2021</b>

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every semester. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

### Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

### Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

### Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

One academic year at SAE is approximately 30 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE is approximately 15 weeks.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 semester 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 semester. 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.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, the incomplete period will be extended until the curriculum returns to a residential format. Once the campus resumes a residential format, students will have 30 days to complete all assignments. All other stipulations regarding the incomplete period will apply.

## 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

## Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each evaluation point:

<b>Satisfactory Academic Progress (SAP) Criteria</b>				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's

decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

### **Academic/Probation**

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlines in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

### **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

### **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

### **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## 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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## Class Size

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## Clock to Credit Hour Conversion

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

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

One class hour unit is defined as 50 minutes.

## Graduation Requirements

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English



MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology
SOC	Sociology

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first semester of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## Add/Drop Policy

During the first five (5) business days of each semester, 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 by the second week of the semester will be withdrawn from the course in week three without incurring any academic penalty 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.

## Attendance Policy

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

**Accommodation due to COVID-19:** If a student cannot attend class within the required 14 day attendance policy due to issues arising from COVID-19, they will be afforded an extension. The extension may last up to 7 additional days, for a total of 21 consecutive days. All other stipulations regarding the attendance policy listed above will apply.

## Withdrawal from SAE

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## 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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor

that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. 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 Student Advisor 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.
3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)

- 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))
- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

### Nashville:

Deputy Title IX Coordinator

Craig Schultz

7 Music Circle, North

Nashville, TN 37203

[c.schultz@sae.edu](mailto:c.schultz@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.
- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or

proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## **Copyright Policy**

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section



107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## **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 will not be tolerated and may be subject to disciplinary action.

## **Disciplinary Offenses**

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## **Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## **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 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. 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.

## **Appealing Grievance Decision**

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

**Atlanta:**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

**Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

**Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

**Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## Appropriate Attire

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## **Studio and Lab Policies**

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## **Guest Musicians**

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## **Career Services**

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

## **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.



# PROGRAM AND COURSE DESCRIPTIONS

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3 to 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 of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

# **Bachelor of Applied Science in Audio Program**

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

## **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

## **Bachelor of Applied Science in Audio Program Schedule**

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor 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 Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant
- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

## Diploma in Entertainment Business

### Program Description and Outcomes

The Diploma in Entertainment Business program 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.

### Diploma in Entertainment 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 to -4 courses per 15-week term with a short break between terms. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

# Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

## Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

## Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film 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 Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

## Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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



# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 16 months. Students enrolled full-time in the associate program take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepared for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## **Bachelor of Applied Science in Animation & Visual Effects Program**

This program is available at the Emeryville campus.

### **Program Description and Outcomes**

The Bachelor of Applied Science in Animation and Visual Effects 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.

### **Bachelor of Applied Science in Animation & Visual Effects Program Schedule**

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program:

## Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>126</b>

## Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

## Career Prospects for Animation and Visual Effects Program

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
- 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.

## Bachelor of Applied Science in Game Development

This program is available at the Emeryville Campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelor program take 3 to 4 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## SAE Emeryville General Education Courses

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 as attendance that week. 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 resolution of 1024x600 on 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)

## Materials

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).



## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

70

2020 Catalog Volume 03.18.20

Effective: 03.18.20

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

72

2020 Catalog Volume 03.18.20

Effective: 03.18.20

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

73

2020 Catalog Volume 03.18.20

Effective: 03.18.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.



**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

78

2020 Catalog Volume 03.18.20

Effective: 03.18.20

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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.

**HIS200 U.S. History from 1865 to 2001****4 Credit Hours**

Prerequisite: 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.

**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.

**SOC100 Sociology****4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

**PSY100 Psychology****4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Joi Flemming	Admissions Enrollment Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
James Stringfellow	Career Services Manager
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Alaina Higgins	Financial Aid Representative
Bridgett Weatherly	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Dennis Brown	Studio Technician
Maxwell Scupham	Studio Technician
Jake St. Pierre	Studio Technician
Whitney Moulton	Student Advisor
Denise Barclay	Student Advisor
Quandra Wright	Assistant Registrar

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Robert Doti	Studio Technician
Bernard Holmes	Career Services Advisor

## Emeryville:

Chris Colatos  
Miok Kim  
Jenny Gilette

Shelly Picinich  
Amy Heindselman  
Crystal DeMello  
Victoria Terrell  
Sean Rodriguez  
Cassandra Cargile  
Robin Garcia

Director of Education  
Admissions Manager  
Librarian and  
Deputy Title IX Coordinator  
Director of Financial Services  
Financial Aid Representative  
Financial Aid Representative  
Student Accounts Specialist  
Student Advisor  
Career Services Advisor  
Registrar

## Nashville:

Greg Gossett  
Shane Prine  
Kevin White  
Craig Schultz

Brandy Jones  
Brianna Morris  
Gail Musser  
Sam Sourinho  
Elizabeth Robinson  
Lidia Sullivan  
Chris Dilday  
Bens Hans  
Jose Calix  
Rick Franklin

Campus Director  
Director of Education  
Career Services Advisor  
Financial Services Manager and  
Deputy Title IX Coordinator  
Financial Aid Advisor  
Student Accounts Specialist  
Admissions Manager  
Admissions Representative  
Admissions Representative  
Administrative Assistant  
Technology Supervisor  
Student Advisor  
Studio Technician  
Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts

Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry: Production and Technology, Middle Tennessee State University

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Daudi Fletcher	Instructor	Audio	MFA Recording Arts and Technology, Middle Tennessee State University BS Audio Engineering, New England School of Communications Diploma Audio Engineering, CRAS
Zak Jablow	Instructor	Entertainment Business and Audio	BA Arts Entertainment, Media Management, Columbia College Chicago



# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	9
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	15
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT.....	15
<i>Re-Enter Policy.....</i>	15
<i>Transfers between SAE Campuses.....</i>	16
<i>Transfer of Credit to Other Institutions.....</i>	16
<b>FINANCIAL INFORMATION .....</b>	<b>17</b>
TUITION AND FEES.....	17
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	17
<i>BAS Programs for Nashville.....</i>	17
<i>Entertainment Business Diploma Program for Emeryville.....</i>	18
<i>Audio Diploma Program for Emeryville.....</i>	18
<i>AAS Degree Programs for Emeryville.....</i>	18

<i>AAS in Audio Degree Program for Emeryville</i> .....	18
<i>BAS Programs for Emeryville</i> .....	19
<i>BAS in Audio Degree Program for Emeryville</i> .....	19
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	19
<i>Non-Refundable Fees</i> .....	19
<i>Total Charges for the Current Period of Enrollment</i> .....	20
<i>Technology Package</i> .....	20
<i>Technology Fee</i> .....	20
STUDENT TUITION RECOVERY FUND (STRF).....	20
ADDITIONAL COSTS.....	21
TUITION ASSISTANCE.....	21
<i>Applying for Financial Aid</i> .....	21
TITLE IV FEDERAL STUDENT AID.....	21
<i>Federal Pell Grant</i> .....	22
<i>Subsidized Federal Stafford Loan</i> .....	22
<i>Unsubsidized Federal Stafford Loan</i> .....	22
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	22
<i>Alternative Loan Programs</i> .....	22
<i>Federal Work Study (FWS) Program</i> .....	22
<i>Cal Grant</i> .....	23
<i>Verification</i> .....	23
REFUND POLICY.....	23
<i>Return of Title IV Funds Policy</i> .....	23
<i>Impact on Refund for Withdrawals or Terminations</i> .....	24
<i>Refund on Third Party Fees</i> .....	24
<i>Refund on Technology Packages</i> .....	24
<i>Refund Disbursement</i> .....	24
<i>Return of Cal Grant Funds</i> .....	24
<i>Entrance Loan Counseling</i> .....	24
<i>Exit Loan Counseling</i> .....	25
TUITION OPTIONS.....	25
DELINQUENT PAYMENTS TO SAE.....	25
<i>Repayment of Student Loans</i> .....	25
<i>Students with VA Funding</i> .....	25
STUDENT'S RIGHT TO CANCEL.....	25
SCHOLARSHIPS.....	25
<i>Merit Based Scholarships</i> .....	25
<i>Need Based Scholarships</i> .....	26
<i>International Scholarship</i> .....	26
<b>2020-2021 CALENDAR SCHEDULE</b> .....	<b>27</b>
PROGRAM START DATES.....	27
<i>Bachelor Degree Programs</i> .....	27
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	27
<i>Diploma Programs</i> .....	27
HOLIDAY SCHEDULE.....	27
2020 - 2021 ACADEMIC CALENDAR.....	28
CLASS SCHEDULES.....	28
<i>Atlanta</i> .....	28
<i>Chicago</i> .....	28
<i>Emeryville</i> .....	28
<i>Nashville</i> .....	28
INCLEMENT WEATHER POLICY.....	28
HOURS OF OPERATION.....	29
<i>Atlanta</i> .....	29

Chicago.....	29
Emeryville.....	29
Nashville.....	29
<b>ACADEMIC POLICIES .....</b>	<b>30</b>
DEFINITION OF AN ACADEMIC YEAR.....	30
GRADING .....	30
<i>Grading Scale</i> .....	30
SATISFACTORY ACADEMIC PROGRESS (SAP).....	31
<i>Incremental Completion Rate (ICR)</i> .....	31
<i>Cumulative Grade Point Average (CGPA)</i> .....	31
<i>Maximum Timeframe</i> .....	31
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	32
<i>Academic Warning</i> .....	32
<i>Remaining Evaluation Periods</i> .....	32
<i>SAP Appeal and Reinstatement</i> .....	32
<i>Academic/Probation</i> .....	33
<i>Extended Enrollment</i> .....	33
<i>Repeating Courses</i> .....	33
<i>Changing Programs</i> .....	33
<i>Additional Credential</i> .....	33
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	34
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	34
CLASS SIZE.....	34
HOMWORK EXPECTATIONS .....	34
AUDITING A COURSE .....	34
CLOCK TO CREDIT HOUR CONVERSION .....	34
GRADUATION REQUIREMENTS .....	34
TRANSCRIPTS AND DIPLOMAS.....	34
<i>Transcript Request</i> .....	35
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	35
COURSE NUMBERING SYSTEM.....	35
TRANSFER OF CREDIT.....	36
TEST OUT.....	36
PREREQUISITES .....	36
ARTICULATION AGREEMENTS.....	36
ADD/DROP POLICY.....	37
ATTENDANCE POLICY .....	37
WITHDRAWAL FROM SAE.....	37
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	37
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	39
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>40</b>
NONDISCRIMINATION POLICY .....	40
TITLE IX OF THE EDUCATION AMENDMENTS .....	40
<i>Atlanta:</i> .....	40
<i>Chicago:</i> .....	40
<i>Emeryville:</i> .....	40
<i>Nashville:</i> .....	40
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	41
<i>Reporting</i> .....	41
<i>Notification</i> .....	41
<i>Pre-Hearing Conference</i> .....	42
<i>Hearing</i> .....	42
<i>Appealing</i> .....	42

<i>Penalties</i> .....	42
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT .....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	43
STUDENT CONDUCT .....	44
<i>Disciplinary Offenses</i> .....	44
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	45
STUDENT COMPLAINTS AND GRIEVANCES .....	45
<i>Appealing Grievance Decision</i> .....	45
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY.....	47
<i>Alcohol and Drug Abuse Prevention Information</i> .....	47
<i>Preventing Drug and Alcohol Abuse</i> .....	48
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	48
<i>Alcohol and Drug Abuse Resources</i> .....	48
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	49
CAREER SERVICES .....	49
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	50
STUDENT SERVICES.....	50
<i>Student Advising</i> .....	50
<i>Tutoring</i> .....	50
PARKING AND TRANSPORTATION .....	50
<i>Chicago Transit Authority U-Pass</i> .....	50
<i>Emeryville Parking On-campus</i> .....	50
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>52</b>
DIPLOMA IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Diploma in Audio Program Schedule</i> .....	52
<i>Diploma in Audio Course List</i> .....	52
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Associate of Applied Science in Audio Program Schedule</i> .....	53
<i>Associate of Applied Science in Audio Course List</i> .....	53
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	54
<i>Bachelor of Applied Science in Audio Course List</i> .....	55
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	56
<i>Program Description and Outcomes</i> .....	56
<i>Diploma in Entertainment Business Program Schedule</i> .....	56
<i>Diploma in Entertainment Business Course List</i> .....	57
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	57
<i>Program Description and Outcomes</i> .....	57
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	57
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	58
<i>Career Prospects for Entertainment Business Programs</i> .....	58

ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	59
<i>Program Description and Objectives</i> .....	59
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	59
<i>Associate of Applied Science in Digital Film Course List</i> .....	59
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM .....	60
<i>Program Description and Outcomes</i> .....	60
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	60
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	61
<i>Career Prospects for Digital Film</i> .....	61
BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	62
<i>Associate of Applied Science in Animation &amp; Visual Effects Course List</i> .....	63
<i>Career Prospects for Animation and Visual Effects Program</i> .....	64
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT .....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	65
<i>Bachelor of Applied Science in Game Development Course List</i> .....	66
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES .....	67
MATERIALS .....	67
COURSE DESCRIPTIONS.....	68
<b>SAE TEAM.....</b>	<b>81</b>
SAE GROUP INC. ....	81
EXECUTIVE MANAGEMENT TEAM .....	81
CAMPUS ADMINISTRATION.....	81
<i>Atlanta:</i> .....	81
<i>Chicago:</i> .....	81
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	82
FULL TIME FACULTY .....	82
<i>Atlanta</i> .....	82
<i>Chicago</i> .....	82
<i>Emeryville</i> .....	82
<i>Nashville</i> .....	83

# ABOUT SAE

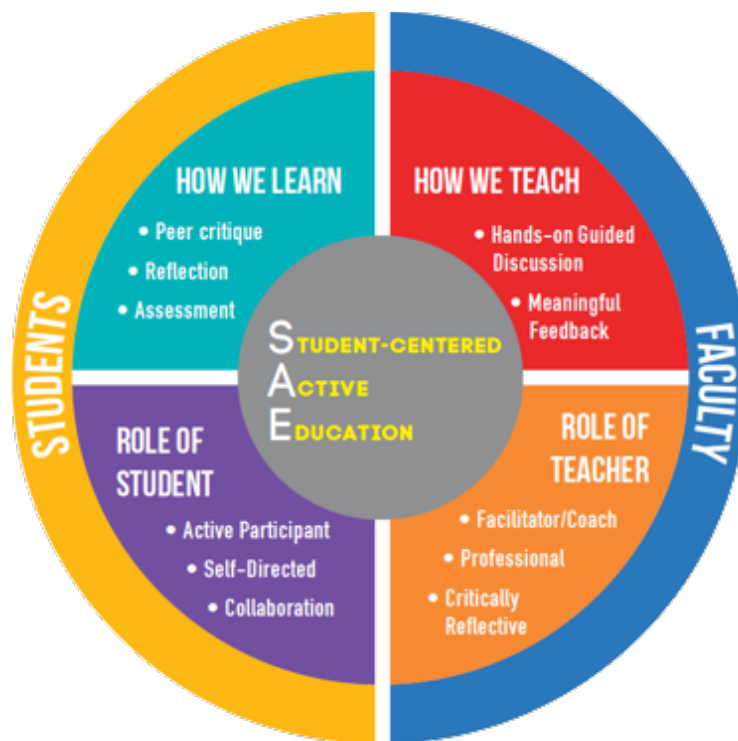
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.



## Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offer diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

## Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## Nashville

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## SAE Institute San Jose Program Teachout

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

# ADMISSIONS

Admission to SAE 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 fifth class day (for Atlanta students) or the ninth class day (for all other campuses) after the corresponding cohort start date as long as all requirements have been met (including attending class by the fifth or ninth day of the corresponding cohort start date, depending on campus) and if there is space available.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation
- Attend class by the fifth day (for Atlanta Students) or the ninth day (for all other campuses) of the first semester

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q twice. Additional attempts may be made on campus using the SLE exam. All additional stipulations to the entrance evaluation still apply.

## Wonderlic Distance Learning Assessment

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 semester. The orientation to online learning is held at SAE Emeryville.

## Proof of Graduation Policy

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institution that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Audio

Audio: Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone, frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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 Campuses**

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## **Transfer of Credit to Other Institutions**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,154.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,154.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first semester at \$200 after a student has attended classes beyond the 14<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## 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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)



4. Federal Pell Grants
5. 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 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.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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 Emeryville 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.

## Tuition Options

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## 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 may be dismissed due to delinquent payment.

## 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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## Students with VA Funding

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## 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 **or**
- A student fails to attend at least one class during the first five (5) days of the semester for the Atlanta campus or the first nine (9) days of the semester for all other campuses **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.

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older

- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
January 21, 2020	August 19, 2022
May 11, 2020	December 16, 2022
September 8, 2020	April 21, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
January 21, 2020	April 23, 2021
May 11, 2020	August 20, 2021
September 8, 2020	December 17, 2021

### Diploma Programs

Start Date	Projected Graduation Date
January 21, 2020	December 18, 2020
May 11, 2020	April 23, 2021
September 8, 2020	August 20, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Monday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Semester</b>	<b>May 11, 2020</b>	<b>August 21, 2020</b>
Summer 2020 Break	August 22, 2020	September 6, 2020
<b>Fall 2020 Semester</b>	<b>September 8, 2020</b>	<b>December 18, 2020</b>
Winter 2020 Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Semester</b>	<b>January 11, 2021</b>	<b>April 23, 2021</b>

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every semester. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

### Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

### Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

### Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

One academic year at SAE is approximately 30 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE is approximately 15 weeks.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 semester 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 semester. 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.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, the incomplete period will be extended until the curriculum returns to a residential format. Once the campus resumes a residential format, students will have 30 days to complete all assignments. All other stipulations regarding the incomplete period will apply.

## 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)



## Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each evaluation point:

<b>Satisfactory Academic Progress (SAP) Criteria</b>				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's

decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

### **Academic/Probation**

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlines in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

### **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

### **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

### **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## 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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## Class Size

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## Clock to Credit Hour Conversion

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

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

One class hour unit is defined as 50 minutes.

## Graduation Requirements

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English

MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology
SOC	Sociology

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first semester of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## Add/Drop Policy

During the first five (5) business days of each semester, 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 by the second week of the semester will be withdrawn from the course in week three without incurring any academic penalty 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.

## Attendance Policy

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

**Accommodation due to COVID-19:** If a student cannot attend class within the required 14 day attendance policy due to issues arising from COVID-19, they will be afforded an extension. The extension may last up to 7 additional days, for a total of 21 consecutive days. All other stipulations regarding the attendance policy listed above will apply.

## Withdrawal from SAE

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## 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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor

that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. 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 Student Advisor 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.
3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)

- 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))
- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

### Nashville:

Deputy Title IX Coordinator

Craig Schultz

7 Music Circle, North

Nashville, TN 37203

[c.schultz@sae.edu](mailto:c.schultz@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.
- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or

proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## **Copyright Policy**

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section

107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## **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 will not be tolerated and may be subject to disciplinary action.

## **Disciplinary Offenses**

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## **Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## **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 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. 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.

## **Appealing Grievance Decision**

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

**Atlanta:**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

**Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

**Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

**Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## Appropriate Attire

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## Career Services

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

## **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.

# PROGRAM AND COURSE DESCRIPTIONS

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3 to 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 of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

# **Bachelor of Applied Science in Audio Program**

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

## **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

## **Bachelor of Applied Science in Audio Program Schedule**

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor 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 Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>



## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant
- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

## Diploma in Entertainment Business

### Program Description and Outcomes

The Diploma in Entertainment Business program 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.

### Diploma in Entertainment 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 to -4 courses per 15-week term with a short break between terms. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

## 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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film 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 Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 16 months. Students enrolled full-time in the associate program take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepared for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## **Bachelor of Applied Science in Animation & Visual Effects Program**

This program is available at the Emeryville campus.

### **Program Description and Outcomes**

The Bachelor of Applied Science in Animation and Visual Effects 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.

### **Bachelor of Applied Science in Animation & Visual Effects Program Schedule**

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program:

## Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>126</b>



## Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

## Career Prospects for Animation and Visual Effects Program

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
- 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.

## Bachelor of Applied Science in Game Development

This program is available at the Emeryville Campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelor program take 3 to 4 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## SAE Emeryville General Education Courses

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 as attendance that week. 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 resolution of 1024x600 on 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)

## Materials

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

70

2020 Catalog Volume 03.18.20

Effective: 03.18.20

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

72

2020 Catalog Volume 03.18.20

Effective: 03.18.20

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

73

2020 Catalog Volume 03.18.20

Effective: 03.18.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

78

2020 Catalog Volume 03.18.20

Effective: 03.18.20

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

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.

**HIS200 U.S. History from 1865 to 2001****4 Credit Hours**

Prerequisite: 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.

**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.

**SOC100 Sociology****4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

**PSY100 Psychology****4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Joi Flemming	Admissions Enrollment Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
James Stringfellow	Career Services Manager
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Alaina Higgins	Financial Aid Representative
Bridgett Weatherly	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Dennis Brown	Studio Technician
Maxwell Scupham	Studio Technician
Jake St. Pierre	Studio Technician
Whitney Moulton	Student Advisor
Denise Barclay	Student Advisor
Quandra Wright	Assistant Registrar

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Robert Doti	Studio Technician
Bernard Holmes	Career Services Advisor

## Emeryville:

Chris Colatos  
Miok Kim  
Jenny Gilette

Shelly Picinich  
Amy Heindselman  
Crystal DeMello  
Victoria Terrell  
Sean Rodriguez  
Cassandra Cargile  
Robin Garcia

Director of Education  
Admissions Manager  
Librarian and  
Deputy Title IX Coordinator  
Director of Financial Services  
Financial Aid Representative  
Financial Aid Representative  
Student Accounts Specialist  
Student Advisor  
Career Services Advisor  
Registrar

## Nashville:

Greg Gossett  
Shane Prine  
Kevin White  
Craig Schultz

Brandy Jones  
Brianna Morris  
Gail Musser  
Sam Sourinho  
Elizabeth Robinson  
Lidia Sullivan  
Chris Dilday  
Bens Hans  
Jose Calix  
Rick Franklin

Campus Director  
Director of Education  
Career Services Advisor  
Financial Services Manager and  
Deputy Title IX Coordinator  
Financial Aid Advisor  
Student Accounts Specialist  
Admissions Manager  
Admissions Representative  
Admissions Representative  
Administrative Assistant  
Technology Supervisor  
Student Advisor  
Studio Technician  
Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts

Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry: Production and Technology, Middle Tennessee State University

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Daudi Fletcher	Instructor	Audio	MFA Recording Arts and Technology, Middle Tennessee State University BS Audio Engineering, New England School of Communications Diploma Audio Engineering, CRAS
Zak Jablow	Instructor	Entertainment Business and Audio	BA Arts Entertainment, Media Management, Columbia College Chicago

# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	9
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	15
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT .....	15
<i>Re-Enter Policy.....</i>	15
<i>Transfers between SAE Campuses.....</i>	16
<i>Transfer of Credit to Other Institutions.....</i>	16
<b>FINANCIAL INFORMATION .....</b>	<b>17</b>
TUITION AND FEES.....	17
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	17
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	17
<i>BAS Programs for Nashville.....</i>	17
<i>Entertainment Business Diploma Program for Emeryville.....</i>	18
<i>Audio Diploma Program for Emeryville.....</i>	18
<i>AAS Degree Programs for Emeryville.....</i>	18

<i>AAS in Audio Degree Program for Emeryville</i> .....	18
<i>BAS Programs for Emeryville</i> .....	19
<i>BAS in Audio Degree Program for Emeryville</i> .....	19
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	19
<i>Non-Refundable Fees</i> .....	19
<i>Total Charges for the Current Period of Enrollment</i> .....	20
<i>Technology Package</i> .....	20
<i>Technology Fee</i> .....	20
STUDENT TUITION RECOVERY FUND (STRF).....	20
ADDITIONAL COSTS.....	21
TUITION ASSISTANCE.....	21
<i>Applying for Financial Aid</i> .....	21
TITLE IV FEDERAL STUDENT AID.....	21
<i>Federal Pell Grant</i> .....	22
<i>Subsidized Federal Stafford Loan</i> .....	22
<i>Unsubsidized Federal Stafford Loan</i> .....	22
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	22
<i>Alternative Loan Programs</i> .....	22
<i>Federal Work Study (FWS) Program</i> .....	22
<i>Cal Grant</i> .....	23
<i>Verification</i> .....	23
REFUND POLICY.....	23
<i>Return of Title IV Funds Policy</i> .....	23
<i>Impact on Refund for Withdrawals or Terminations</i> .....	24
<i>Refund on Third Party Fees</i> .....	24
<i>Refund on Technology Packages</i> .....	24
<i>Refund Disbursement</i> .....	24
<i>Return of Cal Grant Funds</i> .....	24
<i>Entrance Loan Counseling</i> .....	24
<i>Exit Loan Counseling</i> .....	25
TUITION OPTIONS.....	25
DELINQUENT PAYMENTS TO SAE.....	25
<i>Repayment of Student Loans</i> .....	25
<i>Students with VA Funding</i> .....	25
STUDENT'S RIGHT TO CANCEL.....	25
SCHOLARSHIPS.....	25
<i>Merit Based Scholarships</i> .....	25
<i>Need Based Scholarships</i> .....	26
<i>International Scholarship</i> .....	26
<b>2020-2021 CALENDAR SCHEDULE</b> .....	<b>27</b>
PROGRAM START DATES.....	27
<i>Bachelor Degree Programs</i> .....	27
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	27
<i>Diploma Programs</i> .....	27
HOLIDAY SCHEDULE.....	27
2020 - 2021 ACADEMIC CALENDAR.....	28
CLASS SCHEDULES.....	28
<i>Atlanta</i> .....	28
<i>Chicago</i> .....	28
<i>Emeryville</i> .....	28
<i>Nashville</i> .....	28
INCLEMENT WEATHER POLICY.....	28
HOURS OF OPERATION.....	29
<i>Atlanta</i> .....	29

Chicago.....	29
Emeryville.....	29
Nashville.....	29
<b>ACADEMIC POLICIES .....</b>	<b>30</b>
DEFINITION OF AN ACADEMIC YEAR.....	30
GRADING .....	30
<i>Grading Scale</i> .....	30
SATISFACTORY ACADEMIC PROGRESS (SAP).....	31
<i>Incremental Completion Rate (ICR)</i> .....	31
<i>Cumulative Grade Point Average (CGPA)</i> .....	31
<i>Maximum Timeframe</i> .....	31
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	32
<i>Academic Warning</i> .....	32
<i>Remaining Evaluation Periods</i> .....	32
<i>SAP Appeal and Reinstatement</i> .....	32
<i>Academic/Probation</i> .....	33
<i>Extended Enrollment</i> .....	33
<i>Repeating Courses</i> .....	33
<i>Changing Programs</i> .....	33
<i>Additional Credential</i> .....	33
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	34
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	34
CLASS SIZE.....	34
HOMework EXPECTATIONS .....	34
AUDITING A COURSE .....	34
CLOCK TO CREDIT HOUR CONVERSION .....	34
GRADUATION REQUIREMENTS .....	34
TRANSCRIPTS AND DIPLOMAS.....	34
<i>Transcript Request</i> .....	35
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	35
COURSE NUMBERING SYSTEM.....	35
TRANSFER OF CREDIT.....	36
TEST OUT.....	36
PREREQUISITES .....	36
ARTICULATION AGREEMENTS.....	36
ADD/DROP POLICY.....	37
ATTENDANCE POLICY .....	37
WITHDRAWAL FROM SAE.....	37
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	37
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	39
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>40</b>
NONDISCRIMINATION POLICY .....	40
TITLE IX OF THE EDUCATION AMENDMENTS .....	40
<i>Atlanta:</i> .....	40
<i>Chicago:</i> .....	40
<i>Emeryville:</i> .....	40
<i>Nashville:</i> .....	40
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	41
<i>Reporting</i> .....	41
<i>Notification</i> .....	41
<i>Pre-Hearing Conference</i> .....	42
<i>Hearing</i> .....	42
<i>Appealing</i> .....	42



<i>Penalties</i> .....	42
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT .....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	43
STUDENT CONDUCT .....	44
<i>Disciplinary Offenses</i> .....	44
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	45
STUDENT COMPLAINTS AND GRIEVANCES .....	45
<i>Appealing Grievance Decision</i> .....	45
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY.....	47
<i>Alcohol and Drug Abuse Prevention Information</i> .....	47
<i>Preventing Drug and Alcohol Abuse</i> .....	48
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	48
<i>Alcohol and Drug Abuse Resources</i> .....	48
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	49
CAREER SERVICES .....	49
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	50
STUDENT SERVICES.....	50
<i>Student Advising</i> .....	50
<i>Tutoring</i> .....	50
PARKING AND TRANSPORTATION .....	50
<i>Chicago Transit Authority U-Pass</i> .....	50
<i>Emeryville Parking On-campus</i> .....	50
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>52</b>
DIPLOMA IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Diploma in Audio Program Schedule</i> .....	52
<i>Diploma in Audio Course List</i> .....	52
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	52
<i>Program Description and Outcomes</i> .....	52
<i>Associate of Applied Science in Audio Program Schedule</i> .....	53
<i>Associate of Applied Science in Audio Course List</i> .....	53
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	54
<i>Bachelor of Applied Science in Audio Course List</i> .....	55
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	56
<i>Program Description and Outcomes</i> .....	56
<i>Diploma in Entertainment Business Program Schedule</i> .....	56
<i>Diploma in Entertainment Business Course List</i> .....	57
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	57
<i>Program Description and Outcomes</i> .....	57
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	57
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	58
<i>Career Prospects for Entertainment Business Programs</i> .....	58

ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	59
<i>Program Description and Objectives</i> .....	59
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	59
<i>Associate of Applied Science in Digital Film Course List</i> .....	59
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM.....	60
<i>Program Description and Outcomes</i> .....	60
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	60
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	61
<i>Career Prospects for Digital Film</i> .....	61
BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	62
<i>Associate of Applied Science in Animation &amp; Visual Effects Course List</i> .....	63
<i>Career Prospects for Animation and Visual Effects Program</i> .....	64
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	65
<i>Bachelor of Applied Science in Game Development Course List</i> .....	66
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES.....	67
MATERIALS.....	67
COURSE DESCRIPTIONS.....	68
<b>SAE TEAM.....</b>	<b>81</b>
SAE GROUP INC. ....	81
EXECUTIVE MANAGEMENT TEAM.....	81
CAMPUS ADMINISTRATION.....	81
<i>Atlanta:</i> .....	81
<i>Chicago:</i> .....	81
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	82
FULL TIME FACULTY.....	82
<i>Atlanta</i> .....	82
<i>Chicago</i> .....	82
<i>Emeryville</i> .....	82
<i>Nashville</i> .....	83

# ABOUT SAE

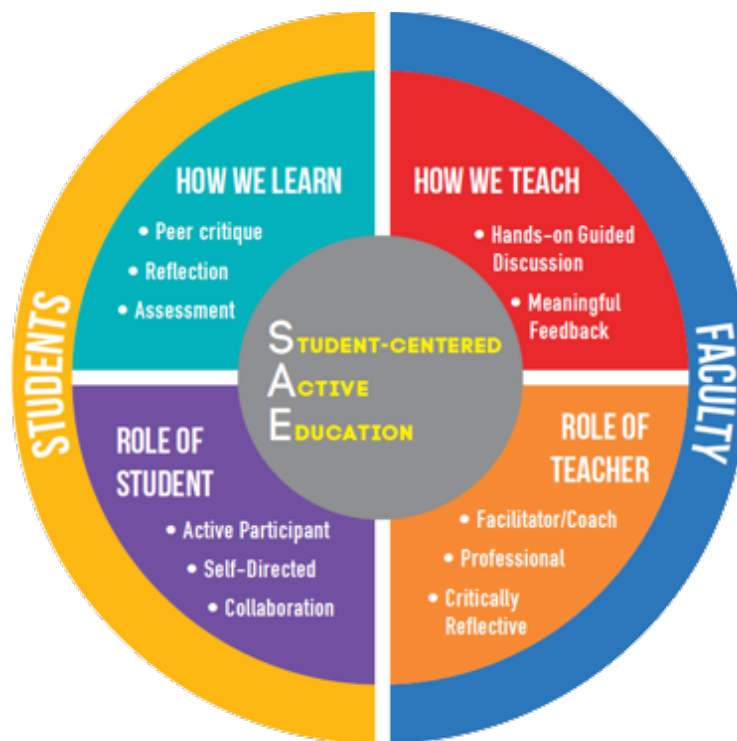
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

## Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

## Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## Nashville

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## SAE Institute San Jose Program Teachout

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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 foot facility that consists of offices, classrooms, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.



# ADMISSIONS

Admission to SAE 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 fifth class day (for Atlanta students) or the ninth class day (for all other campuses) after the corresponding cohort start date as long as all requirements have been met (including attending class by the fifth or ninth day of the corresponding cohort start date, depending on campus) and if there is space available.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation
- Attend class by the fifth day (for Atlanta Students) or the ninth day (for all other campuses) of the first semester

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## Wonderlic Distance Learning Assessment

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 semester. The orientation to online learning is held at SAE Emeryville.

## Proof of Graduation Policy

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institution that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Audio

Audio: Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone, frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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 Campuses**

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

### **Transfer of Credit to Other Institutions**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,154.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,154.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first semester at \$200 after a student has attended classes beyond the 14<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)



## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## 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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)

4. Federal Pell Grants
5. 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 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.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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 Emeryville 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.

## Tuition Options

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## 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 may be dismissed due to delinquent payment.

## 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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## Students with VA Funding

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## 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 **or**
- A student fails to attend at least one class during the first five (5) days of the semester for the Atlanta campus or the first nine (9) days of the semester for all other campuses **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.

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older

- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

## Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

## International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of four (4) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
January 21, 2020	August 19, 2022
May 11, 2020	December 16, 2022
September 8, 2020	April 21, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
January 21, 2020	April 23, 2021
May 11, 2020	August 20, 2021
September 8, 2020	December 17, 2021

### Diploma Programs

Start Date	Projected Graduation Date
January 21, 2020	December 18, 2020
May 11, 2020	April 23, 2021
September 8, 2020	August 20, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Monday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31



## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Semester</b>	<b>May 11, 2020</b>	<b>August 21, 2020</b>
Summer 2020 Break	August 22, 2020	September 6, 2020
<b>Fall 2020 Semester</b>	<b>September 8, 2020</b>	<b>December 18, 2020</b>
Winter 2020 Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Semester</b>	<b>January 11, 2021</b>	<b>April 23, 2021</b>

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every semester. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

### Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

### Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

### Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

### Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

One academic year at SAE is approximately 30 weeks. Each academic year is comprised of 2 semesters. Each semester at SAE is approximately 15 weeks.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 semester 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 semester. 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.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, the incomplete period will be extended until the curriculum returns to a residential format. Once the campus resumes a residential format, students will have 30 days to complete all assignments. All other stipulations regarding the incomplete period will apply.

## 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

## Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each evaluation point:

<b>Satisfactory Academic Progress (SAP) Criteria</b>				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's

decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

### **Academic/Probation**

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlines in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

### **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

### **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

### **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## 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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## Class Size

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## Auditing a Course

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## Clock to Credit Hour Conversion

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

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

One class hour unit is defined as 50 minutes.

## Graduation Requirements

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English



MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology
SOC	Sociology

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first semester of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## Add/Drop Policy

During the first five (5) business days of each semester, 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 by the second week of the semester will be withdrawn from the course in week three without incurring any academic penalty 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.

## Attendance Policy

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

**Accommodation due to COVID-19:** If a student cannot attend class within the required 14 day attendance policy due to issues arising from COVID-19, they will be afforded an extension. The extension may last up to 7 additional days, for a total of 21 consecutive days. All other stipulations regarding the attendance policy listed above will apply.

## Withdrawal from SAE

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## 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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor

that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. 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 Student Advisor 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.
3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)

- 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))
- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

### Nashville:

Deputy Title IX Coordinator

Craig Schultz

7 Music Circle, North

Nashville, TN 37203

[c.schultz@sae.edu](mailto:c.schultz@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.
- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or

proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## **Copyright Policy**

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section



107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## **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 will not be tolerated and may be subject to disciplinary action.

## **Disciplinary Offenses**

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## **Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## **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 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. 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.

## **Appealing Grievance Decision**

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

**Atlanta:**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

**Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

**Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

**Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form %28Rev. 12.16%29 1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form%28Rev.12.16%291-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## Appropriate Attire

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## Career Services

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

## **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.



# PROGRAM AND COURSE DESCRIPTIONS

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3 to 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 of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

# **Bachelor of Applied Science in Audio Program**

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

## **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

## **Bachelor of Applied Science in Audio Program Schedule**

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor 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 Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant
- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

## Diploma in Entertainment Business

### Program Description and Outcomes

The Diploma in Entertainment Business program 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.

### Diploma in Entertainment 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 to -4 courses per 15-week term with a short break between terms. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## Associate of Applied Science 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, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film 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 Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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



# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 16 months. Students enrolled full-time in the associate program take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepared for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## **Bachelor of Applied Science in Animation & Visual Effects Program**

This program is available at the Emeryville campus.

### **Program Description and Outcomes**

The Bachelor of Applied Science in Animation and Visual Effects 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.

### **Bachelor of Applied Science in Animation & Visual Effects Program Schedule**

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time take 4 to 5 courses per 15-week term with a short break between terms. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program:

## Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>126</b>

## Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

## Career Prospects for Animation and Visual Effects Program

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
- 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.

## Bachelor of Applied Science in Game Development

This program is available at the Emeryville Campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled in the Game Development Bachelor program take 3 to 4 courses per 15-week term with a short break between terms. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## SAE Emeryville General Education Courses

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 as attendance that week. 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 resolution of 1024x600 on 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)

## Materials

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).



## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

70

2020 Catalog Volume 03.30.20

Effective: 03.30.2

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

72

2020 Catalog Volume 03.30.20

Effective: 03.30.2

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

73

2020 Catalog Volume 03.30.20

Effective: 03.30.2

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.



**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

78

2020 Catalog Volume 03.30.20

Effective: 03.30.2

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

### **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.

### **SOC100 Sociology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

### **PSY100 Psychology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Joi Flemming	Admissions Enrollment Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
James Stringfellow	Career Services Manager
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Alaina Higgins	Financial Aid Representative
Bridgett Weatherly	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Dennis Brown	Studio Technician
Maxwell Scupham	Studio Technician
Jake St. Pierre	Studio Technician
Whitney Moulton	Student Advisor
Denise Barclay	Student Advisor
Quandra Wright	Assistant Registrar

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Robert Doti	Studio Technician
Bernard Holmes	Career Services Advisor

## Emeryville:

Chris Colatos  
Miok Kim  
Jenny Gilette

Shelly Picinich  
Amy Heindselman  
Crystal DeMello  
Victoria Terrell  
Sean Rodriguez  
Cassandra Cargile  
Robin Garcia

Director of Education  
Admissions Manager  
Librarian and  
Deputy Title IX Coordinator  
Director of Financial Services  
Financial Aid Representative  
Financial Aid Representative  
Student Accounts Specialist  
Student Advisor  
Career Services Advisor  
Registrar

## Nashville:

Greg Gossett  
Shane Prine  
Kevin White  
Craig Schultz

Brandy Jones  
Brianna Morris  
Gail Musser  
Sam Sourinho  
Elizabeth Robinson  
Lidia Sullivan  
Chris Dilday  
Bens Hans  
Jose Calix  
Rick Franklin

Campus Director  
Director of Education  
Career Services Advisor  
Financial Services Manager and  
Deputy Title IX Coordinator  
Financial Aid Advisor  
Student Accounts Specialist  
Admissions Manager  
Admissions Representative  
Admissions Representative  
Administrative Assistant  
Technology Supervisor  
Student Advisor  
Studio Technician  
Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts

Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry: Production and Technology, Middle Tennessee State University

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Daudi Fletcher	Instructor	Audio	MFA Recording Arts and Technology, Middle Tennessee State University BS Audio Engineering, New England School of Communications Diploma Audio Engineering, CRAS
Zak Jablow	Instructor	Entertainment Business and Audio	BA Arts Entertainment, Media Management, Columbia College Chicago



# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	9
<i>Emeryville.....</i>	9
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	10
DISCLOSURE STATEMENTS .....	10
CAMPUS FACILITIES .....	11
<i>Atlanta.....</i>	11
<i>Chicago.....</i>	11
<i>Emeryville.....</i>	12
<i>Nashville.....</i>	12
<b>ADMISSIONS.....</b>	<b>14</b>
REQUIREMENTS FOR ADMISSION .....	14
ENTRANCE EVALUATION .....	14
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	15
PROOF OF GRADUATION POLICY .....	15
ENGLISH LANGUAGE PROFICIENCY POLICY.....	16
TECHNICAL STANDARDS.....	17
<i>Animation and Visual Effects.....</i>	17
<i>Audio.....</i>	17
<i>Entertainment Business.....</i>	17
<i>Digital Film.....</i>	17
<i>Game Development.....</i>	18
ENROLLMENT AGREEMENT.....	18
<i>Re-Enter Policy.....</i>	18
<i>Transfers between SAE Campuses.....</i>	18
<i>Transfer of Credit to Other Institutions.....</i>	19
<b>FINANCIAL INFORMATION .....</b>	<b>20</b>
TUITION AND FEES.....	20
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	20
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	20
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	20
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	20
<i>BAS Programs for Nashville.....</i>	20
<i>Entertainment Business Diploma Program for Emeryville.....</i>	21
<i>Audio Diploma Program for Emeryville.....</i>	21
<i>AAS Degree Programs for Emeryville.....</i>	21

<i>AAS in Audio Degree Program for Emeryville</i> .....	21
<i>BAS Programs for Emeryville</i> .....	22
<i>BAS in Audio Degree Program for Emeryville</i> .....	22
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	22
<i>Non-Refundable Fees</i> .....	22
<i>Total Charges for the Current Period of Enrollment</i> .....	23
<i>Technology Package</i> .....	23
<i>Technology Fee</i> .....	23
STUDENT TUITION RECOVERY FUND (STRF).....	23
ADDITIONAL COSTS.....	24
TUITION ASSISTANCE.....	24
<i>Applying for Financial Aid</i> .....	24
TITLE IV FEDERAL STUDENT AID.....	25
<i>Federal Pell Grant</i> .....	25
<i>Subsidized Federal Stafford Loan</i> .....	25
<i>Unsubsidized Federal Stafford Loan</i> .....	25
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	26
<i>Alternative Loan Programs</i> .....	26
<i>Federal Work Study (FWS) Program</i> .....	26
<i>Cal Grant</i> .....	26
<i>Verification</i> .....	27
REFUND POLICY.....	27
<i>Return of Title IV Funds Policy</i> .....	27
<i>Impact on Refund for Withdrawals or Terminations</i> .....	28
<i>Refund on Third Party Fees</i> .....	28
<i>Refund on Technology Packages</i> .....	28
<i>Refund Disbursement</i> .....	28
<i>Return of Cal Grant Funds</i> .....	29
<i>Entrance Loan Counseling</i> .....	29
<i>Exit Loan Counseling</i> .....	29
TUITION OPTIONS.....	29
DELINQUENT PAYMENTS TO SAE.....	29
<i>Repayment of Student Loans</i> .....	29
<i>Students with VA Funding</i> .....	30
STUDENT'S RIGHT TO CANCEL.....	30
SCHOLARSHIPS.....	30
<i>Merit Based Scholarships</i> .....	30
<i>Need Based Scholarships</i> .....	30
<i>International Scholarship</i> .....	31
<b>2020-2021 CALENDAR SCHEDULE</b> .....	<b>32</b>
PROGRAM START DATES.....	32
<i>Bachelor Degree Programs</i> .....	32
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	32
<i>Diploma Programs</i> .....	32
HOLIDAY SCHEDULE.....	32
2020 - 2021 ACADEMIC CALENDAR.....	33
CLASS SCHEDULES.....	33
<i>Atlanta</i> .....	34
<i>Chicago</i> .....	34
<i>Emeryville</i> .....	34
<i>Nashville</i> .....	34
INCLEMENT WEATHER POLICY.....	34
HOURS OF OPERATION.....	34

<i>Atlanta</i> .....	34
<i>Chicago</i> .....	34
<i>Emeryville</i> .....	35
<i>Nashville</i> .....	35
<b>ACADEMIC POLICIES .....</b>	<b>36</b>
DEFINITION OF AN ACADEMIC YEAR.....	36
GRADING .....	36
<i>Grading Scale</i> .....	36
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	37
<i>Incremental Completion Rate (ICR)</i> .....	37
<i>Cumulative Grade Point Average (CGPA)</i> .....	37
<i>Maximum Timeframe</i> .....	38
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	38
<i>Academic Warning</i> .....	38
<i>Remaining Evaluation Periods</i> .....	39
<i>SAP Appeal and Reinstatement</i> .....	39
<i>Academic/Probation</i> .....	39
<i>Extended Enrollment</i> .....	40
<i>Repeating Courses</i> .....	40
<i>Changing Programs</i> .....	40
<i>Additional Credential</i> .....	40
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	41
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	41
CLASS SIZE .....	41
HOMEWORK EXPECTATIONS .....	41
AUDITING A COURSE .....	41
CLOCK TO CREDIT HOUR CONVERSION .....	41
GRADUATION REQUIREMENTS .....	41
TRANSCRIPTS AND DIPLOMAS.....	42
<i>Transcript Request</i> .....	42
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	42
COURSE NUMBERING SYSTEM .....	43
TRANSFER OF CREDIT .....	43
TEST OUT.....	44
PREREQUISITES .....	44
ARTICULATION AGREEMENTS .....	44
ADD/DROP POLICY.....	44
ATTENDANCE POLICY .....	45
WITHDRAWAL FROM SAE.....	45
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	46
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	47
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>48</b>
NONDISCRIMINATION POLICY .....	48
TITLE IX OF THE EDUCATION AMENDMENTS .....	48
<i>Atlanta:</i> .....	48
<i>Chicago:</i> .....	48
<i>Emeryville:</i> .....	48
<i>Nashville:</i> .....	49
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	49
<i>Reporting</i> .....	49
<i>Notification</i> .....	50
<i>Pre-Hearing Conference</i> .....	50

<i>Hearing</i> .....	50
<i>Appealing</i> .....	51
<i>Penalties</i> .....	51
SECURITY AND CRIME STATISTICS.....	51
HARASSMENT .....	52
SMOKING POLICY.....	52
COPYRIGHT POLICY.....	52
STUDENT CONDUCT .....	53
<i>Disciplinary Offenses</i> .....	53
<i>Student Academic and Classroom Misconduct</i> .....	54
<i>Student Disciplinary Action</i> .....	54
STUDENT COMPLAINTS AND GRIEVANCES .....	54
<i>Appealing Grievance Decision</i> .....	55
APPROPRIATE ATTIRE .....	56
LEARNING RESOURCE CENTER.....	56
SAE ALCOHOL AND DRUG POLICY.....	56
<i>Alcohol and Drug Abuse Prevention Information</i> .....	57
<i>Preventing Drug and Alcohol Abuse</i> .....	58
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	58
<i>Alcohol and Drug Abuse Resources</i> .....	59
STUDIO AND LAB POLICIES.....	59
<i>Guest Musicians</i> .....	59
CAREER SERVICES .....	60
<i>Graduate Re-Training</i> .....	60
<i>Non-Credential Seeking Students</i> .....	60
<i>Internships</i> .....	60
STUDENT SERVICES.....	61
<i>Student Advising</i> .....	61
<i>Tutoring</i> .....	61
PARKING AND TRANSPORTATION .....	61
<i>Chicago Transit Authority U-Pass</i> .....	61
<i>Emeryville Parking On-campus</i> .....	61
<i>Atlanta Public Transportation and Parking</i> .....	61
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>63</b>
DIPLOMA IN AUDIO .....	63
<i>Program Description and Outcomes</i> .....	63
<i>Diploma in Audio Program Schedule</i> .....	63
<i>Diploma in Audio Course List</i> .....	63
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	64
<i>Program Description and Outcomes</i> .....	64
<i>Associate of Applied Science in Audio Program Schedule</i> .....	64
<i>Associate of Applied Science in Audio Course List</i> .....	64
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	66
<i>Program Description and Outcomes</i> .....	66
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	66
<i>Bachelor of Applied Science in Audio Course List</i> .....	67
<i>Career Prospects for Audio Programs</i> .....	68
DIPLOMA IN ENTERTAINMENT BUSINESS .....	68
<i>Program Description and Outcomes</i> .....	68
<i>Diploma in Entertainment Business Program Schedule</i> .....	68
<i>Diploma in Entertainment Business Course List</i> .....	70
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	70
<i>Program Description and Outcomes</i> .....	70

<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	71
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	72
<i>Career Prospects for Entertainment Business Programs</i> .....	72
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	74
<i>Program Description and Objectives</i> .....	74
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	74
<i>Associate of Applied Science in Digital Film Course List</i> .....	74
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM.....	75
<i>Program Description and Outcomes</i> .....	75
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	75
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	76
<i>Career Prospects for Digital Film</i> .....	76
BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	78
<i>Program Description and Outcomes</i> .....	78
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	78
<i>Associate of Applied Science in Animation &amp; Visual Effects Course List</i> .....	79
<i>Career Prospects for Animation and Visual Effects Program</i> .....	80
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	80
<i>Program Description and Outcomes</i> .....	80
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	81
<i>Bachelor of Applied Science in Game Development Course List</i> .....	82
<i>Career Prospects for Game Development Program</i> .....	83
SAE EMERYVILLE GENERAL EDUCATION COURSES.....	83
MATERIALS.....	83
COURSE DESCRIPTIONS.....	84
<b>SAE TEAM.....</b>	<b>101</b>
SAE GROUP INC. ....	101
EXECUTIVE MANAGEMENT TEAM.....	101
CAMPUS ADMINISTRATION.....	101
<i>Atlanta:</i> .....	101
<i>Chicago:</i> .....	101
<i>Emeryville:</i> .....	102
<i>Nashville:</i> .....	102
FULL TIME FACULTY.....	102
<i>Atlanta</i> .....	102
<i>Chicago</i> .....	102
<i>Emeryville</i> .....	103
<i>Nashville</i> .....	103

# ABOUT SAE

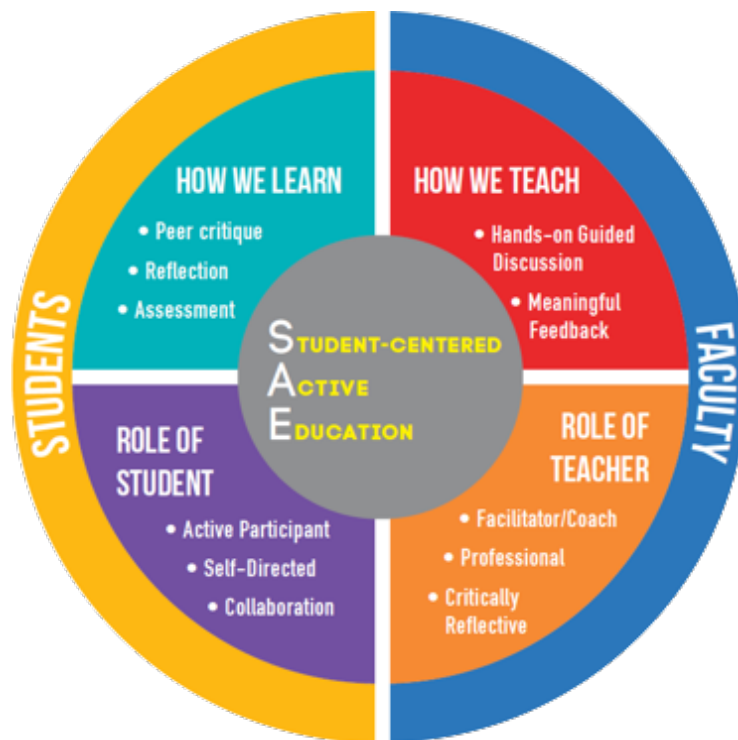
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## **Ownership and Control**

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History**

### **Atlanta**

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet



in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

## **Chicago**

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

## **Emeryville**

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## **Nashville**

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## **Authorization and Approvals**

### **Atlanta**

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, GA 30084

Phone: 770-414-3300

Fax: 770-414-3309

Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

8

2020 Catalog Volume 04.13.20

Effective: 04.13.20

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

## Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

## Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## Nashville

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **SAE Institute San Jose Program Teachout**

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## **Disclosure Statements**

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:

6601 Shellmound Street

Emeryville, CA 94608

Phone: 510-654-2934

Toll Free: 877-833-8800

Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:

7 Music Circle North

Nashville, TN 37203

Phone: 615-244-5848

Email: [nashville@sae.edu](mailto:nashville@sae.edu)

Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.



# ADMISSIONS

Admission to SAE 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 must meet all admissions requirements, including having a fully executed enrollment agreement, by the first day of the module.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Complete, sign and submit the Enrollment Agreement
- Attend a new student orientation

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## **Wonderlic Distance Learning Assessment**

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 module. The orientation to online learning is held at SAE Emeryville.

## **Proof of Graduation Policy**

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential



For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## **English Language Proficiency Policy**

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## **Technical Standards**

### **Animation and Visual Effects**

Animation and Visual Effects: Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### **Audio**

Audio: Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone, frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

### **Entertainment Business**

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### **Digital Film**

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ

necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### **Game Development**

Game Development: Candidates must be able to ability to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### **Enrollment Agreement**

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

### **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, changes in circumstance since dismissal/withdrawal, and space availability.

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 Campuses**

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining

financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

### **Transfer of Credit to Other Institutions**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,154.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1280.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment	\$0.00
<b>Total</b>	<b>\$27,154.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first module at \$200 after a student has attended classes beyond the 14<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment

Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

### Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

### Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

### Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

### Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## **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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant
- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## **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 the last week of their final semester.

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.

## **Refund Policy**

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

## **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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
4. Federal Pell Grants
5. 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 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.

**Accommodation due to COVID-19 Effective March 27, 2020:** Due to the outbreak of COVID-19, as stated in the Coronavirus Aid, Relief, and Economic Security Act (CARES) the Secretary of Education shall waive the amounts that students are required to return under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to Federal Pell grants or other grant assistance if the withdrawals on which the returns are based are withdrawals from SAE Institute from the results of COVID-19.

Additionally the Secretary of Education shall waive the institutional requirement under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to the amount of Federal grant or loan assistance (other than assistance received under Part C of Title IV of such act) to be returned under such section if the recipient of assistance under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) withdraws from SAE Institute during the payment period or periods of enrollment due to COVID-19.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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 Emeryville 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.

### **Tuition Options**

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

### **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 may be dismissed due to delinquent payment.

### **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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## **Students with VA Funding**

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## **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 two scenarios:

- A student requests cancellation before the start 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.

## **Scholarships**

### **Merit Based Scholarships**

SAE 's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

**Due Date:** Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### **Need Based Scholarships**

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### **International Scholarship**

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term



# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
May 11, 2020	December 17, 2022
July 6, 2020	February 25, 2023
September 8, 2020	April 22, 2023
November 2, 2020	June 24, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
May 11, 2020	August 21, 2021
July 6, 2020	October 23, 2021
September 8, 2020	December 18, 2021
November 2, 2020	February 26, 2022

### Diploma Programs

Start Date	Projected Graduation Date
May 11, 2020	April 24, 2021
July 6, 2020	June 26, 2021
September 8, 2020	August 21, 2021
November 2, 2020	October 23, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Wednesday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25

Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Mod A</b>	<b>May 11, 2020</b>	<b>June 30, 2020</b>
Break Week	July 1, 2020	July 5, 2020
<b>Summer 2020 Mod B</b>	<b>July 6, 2020</b>	<b>August 21, 2020</b>
Break Week	August 22, 2020	September 7, 2020
<b>Fall 2020 Mod A</b>	<b>September 8, 2020</b>	<b>October 27, 2020</b>
Break Week	October 28, 2020	November 1, 2020
<b>Fall 2020 Mod B</b>	<b>November 2, 2020</b>	<b>December 18, 2020</b>
Winter Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Mod A</b>	<b>January 11, 2021</b>	<b>March 2, 2021</b>
Break Week	March 3, 2021	March 7, 2021
<b>Spring 2021 Mod B</b>	<b>March 8, 2021</b>	<b>April 23, 2021</b>
Break Week	April 24, 2021	May 9, 2021
<b>Summer 2021 Mod A</b>	<b>May 10, 2021</b>	<b>June 29, 2021</b>
Break Week	June 30, 2021	July 5, 2021
<b>Summer 2021 Mod B</b>	<b>July 6, 2021</b>	<b>August 20, 2021</b>
Break Week	August 21, 2021	September 6, 2021

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

## **Atlanta**

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

## **Chicago**

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## **Emeryville**

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

## **Nashville**

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## **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**

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

## **Atlanta**

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## **Chicago**

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## **Emeryville**

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## **Nashville**

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

The academic year at SAE is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 module 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 module. 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.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, the incomplete period will be extended until the curriculum returns to a residential format. Once the campus resumes a residential format, students will have 30 days to complete all assignments. All other stipulations regarding the incomplete period will apply.

## 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## **Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

### Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

<b>Satisfactory Academic Progress (SAP) Criteria</b>				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental Completion Rate (ICR)	Result if Minimum Is Not Met
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

### Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain

eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

### **Remaining Evaluation Periods**

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

### **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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, a student who demonstrates that they were not able to complete attempted credits due to COVID-19 will not be required to appeal if the ICR rate is below the required evaluation points. All other SAP guidelines still apply.

### **Academic/Probation**

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlines in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

### **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

### **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

### **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

### **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

### **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

### **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

### **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

### **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

### **Transcript Request**

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## **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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology
SOC	Sociology

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first module of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## **Test Out**

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## **Prerequisites**

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## **Articulation Agreements**

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## **Add/Drop Policy**

During the first five (5) business days of each module, 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 by the second week of the module will be withdrawn from the course in week three without incurring any academic penalty 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.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

**Accommodation due to COVID-19:** If a student cannot attend class within the required 14 day attendance policy due to issues arising from COVID-19, they will be afforded an extension. The extension may last up to 7 additional days, for a total of 21 consecutive days. All other stipulations regarding the attendance policy listed above will apply.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.
3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))
- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

## **Nashville:**

Deputy Title IX Coordinator

Craig Schultz

7 Music Circle, North

Nashville, TN 37203

[c.schultz@sae.edu](mailto:c.schultz@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.
- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## **Copyright Policy**

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## **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 will not be tolerated and may be subject to disciplinary action.

## **Disciplinary Offenses**

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus

when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

### **Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

### **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 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. 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.

### **Appealing Grievance Decision**

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

#### **Atlanta:**

Georgia Nonpublic Postsecondary Education Commission  
 2082 East Exchange Place – Suite #220  
 Tucker, GA 30084  
 Phone: 770-414-3300  
 Fax: 770-414-3309  
 Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

#### **Chicago:**

Illinois Board of Higher Education  
 431 East Adams, 2nd Floor  
 Springfield, Ill 62701-1404  
 Phone: 217-782-2551  
 Fax: 217-782-8548  
 TTY: 888-261-2881  
 Email: [info@ibhe.org](mailto:info@ibhe.org)  
 Institutional Complaint Hotline: 217-557-7359

#### **Emeryville:**

Bureau for Private Postsecondary Education  
 2535 Capitol Oaks Drive, Suite 400  
 Sacramento, CA 95833  
 Telephone: (916) 431-6959  
 FAX: (916) 263-1897  
 A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

#### **Nashville:**

Tennessee Higher Education Commission (THEC)  
 Division of Postsecondary School Authorization



Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845

A complaint form is available at:

[http://www.tn.gov/assets/entities/thec/attachments/Complaint\\_Form\\_%28Rev.\\_12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev._12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## **Appropriate Attire**

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## **Learning Resource Center**

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## **SAE Alcohol and Drug Policy**

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver’s Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## **Career Services**

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

### **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.



# PROGRAM AND COURSE DESCRIPTIONS

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44



## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

### Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

### Associate of Applied Science in Audio Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## **Bachelor of Applied Science in Audio Program**

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

### **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

### **Bachelor of Applied Science in Audio Program Schedule**

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant
- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

## Diploma in Entertainment Business Program Description and Outcomes

The Diploma in Entertainment Business program 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.

## Diploma in Entertainment 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 1-2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:



## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## **Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:



## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

# Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

## Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

## Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

## Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

## **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

### **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 Bachelor of Applied Science in Digital Film 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.

### **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepare for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Production Designer
- Camera Operator
- Production Manager

- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip

- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## **Bachelor of Applied Science in Animation & Visual Effects Program**

This program is available at the Emeryville campus.

### **Program Description and Outcomes**

The Bachelor of Applied Science in Animation and Visual Effects 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.

### **Bachelor of Applied Science in Animation & Visual Effects Program Schedule**

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program:

## Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
Required Core Courses		
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
Required Common Core Courses		
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
Required General Education Courses		
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



### Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

### Career Prospects for Animation and Visual Effects Program

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
- 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.

### Bachelor of Applied Science in Game Development

This program is available at the Emeryville Campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## SAE Emeryville General Education Courses

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 as attendance that week. 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 resolution of 1024x600 on 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)

## Materials

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

Accommodation due to COVID-19: Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

### **AUD240 Audio Post Production**

#### **4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

### **AUD250 Game Audio**

#### **4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

### **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**

85

2020 Catalog Volume 04.13.20

Effective: 04.13.20

**4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

**AUD400 Mastering and Media Preparation****4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

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****3 Credit Hours**

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****4 Credit Hours**

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****4 Credit Hours**

Prerequisite: AVE203

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

**AVE207 Current Industry Techniques****2 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE313A Hard-Surface Modeling****4 Credit Hours**

Prerequisite: AVE202

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

**AVE313B Organic Modeling****4 Credit Hours**

Prerequisite: AVE202

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

**AVE314A Surface Shading****4 Credit Hours**

Prerequisite: AVE205

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

**AVE314B Production Lighting****4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

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

**AVE428 Portfolio****2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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****4 Credit Hours**

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****4 Credit Hours**

Prerequisite: CC101

90

2020 Catalog Volume 04.13.20

Effective: 04.13.20

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**

#### **3 Credit Hours**

Prerequisites: 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**

#### **3 Credit Hours**

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**

#### **2 Credit Hours**

Prerequisites: None

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

### **CC432 Externship**

#### **2 Credit Hours**

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 Chair. 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.

### **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**

Prerequisite: 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 Credits**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

### **ENT130 Media Production**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

### **FLM300 Design for the Screen**

#### **4 Credit Hours**

Prerequisite: FLM220

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**

#### **4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

### **FLM320 Screenwriting**

#### **4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

### **FLM330 Visual Effects for Film**

#### **4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

### **FLM340 Narrative Production**

#### **4 Credit Hours**

Prerequisite: FLM220

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**

#### **4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

### **FLM400 Cinematography**

#### **4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.



### **FLM410 Capstone I: Development and Production**

#### **4 Credit Hours**

Prerequisite: FLM340

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**

#### **4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

### **FLM430 Emerging Technologies**

#### **4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

### **FLM440 Capstone II: Post Production**

#### **4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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**

#### **4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM210

98

2020 Catalog Volume 04.13.20

Effective: 04.13.20

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

### **GAM411 Game Development Capstone**

#### **4 Credit Hours**

Prerequisite: GAM310

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

**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.

**SOC100 Sociology**

**4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

**PSY100 Psychology**

**4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Elani Temple	Financial Aid Representative
Parlar Halley	Financial Aid Representative
Kelley Hickman Coordinator	LRC Manager and Deputy Title IX
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Whitney Moulton	Student Advisor

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Bernard Holmes	Career Services Advisor

## Emeryville:

Chris Colatos  
Miok Kim  
Jenny Gillette

Shelly Picinich  
Amy Heindselman  
Crystal DeMello  
Victoria Terrell  
Sean Rodriguez  
Cassandra Cargile  
Robin Garcia

Director of Education  
Admissions Manager  
Librarian and  
Deputy Title IX Coordinator  
Director of Financial Services  
Financial Aid Representative  
Financial Aid Representative  
Student Accounts Specialist  
Student Advisor  
Career Services Advisor  
Registrar

## Nashville:

Greg Gossett  
Shane Prine  
Kevin White  
Michael Copeland  
Brianna Morris  
Gail Musser  
Sam Sourinho  
Lauren Novack  
Lidia Sullivan  
Chris Dilday  
Ben Hans  
Jose Calix  
Rick Franklin

Campus Director  
Director of Education  
Career Services Advisor  
Financial Aid Advisor  
Student Accounts Specialist  
Admissions Manager  
Admissions Representative  
Admissions Representative  
Administrative Assistant  
Technology Supervisor  
Student Advisor  
Studio Technician  
Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta
Oplinger, Alexander	Instructor	Audio	BA, Sound Design, Savannah College of Art and Design

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
----------------------	------------------	-------	--

## Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Expression College for Digital Arts
Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry: Production and Technology, Middle Tennessee State University

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Pentecost, Zack	Instructor	Audio	PhD Music, University of Minnesota MA Music, University of Tennessee BS Music, Austin Peay State University
Chiarella, Anthony	Instructor	Audio	MA Audio Arts, Syracuse University BA Communications, SUNY Albany



# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control</i> .....	7
CAMPUS HISTORY.....	7
<i>Atlanta</i> .....	7
<i>Chicago</i> .....	7
<i>Emeryville</i> .....	7
<i>Nashville</i> .....	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta</i> .....	8
<i>Chicago</i> .....	8
<i>Emeryville</i> .....	8
<i>Nashville</i> .....	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT.....	9
DISCLOSURE STATEMENTS .....	10
CAMPUS FACILITIES.....	10
<i>Atlanta</i> .....	10
<i>Chicago</i> .....	10
<i>Emeryville</i> .....	11
<i>Nashville</i> .....	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION.....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS .....	14
<i>Animation and Visual Effects</i> .....	14
<i>Audio</i> .....	14
<i>Entertainment Business</i> .....	15
<i>Digital Film</i> .....	15
<i>Game Development</i> .....	15
ENROLLMENT AGREEMENT .....	15
<i>Re-Enter Policy</i> .....	15
<i>Transfers between SAE Campuses</i> .....	16
<i>Transfer of Credit to Other Institutions</i> .....	16
<b>FINANCIAL INFORMATION.....</b>	<b>17</b>
TUITION AND FEES .....	17
<i>Diploma Programs for Atlanta, Chicago, Nashville</i> .....	17
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville</i> .....	17
<i>AAS Degree Programs for Atlanta, Chicago, Nashville</i> .....	17
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville</i> .....	17
<i>BAS Programs for Nashville</i> .....	17
<i>Entertainment Business Diploma Program for Emeryville</i> .....	18
<i>Audio Diploma Program for Emeryville</i> .....	18
<i>AAS Degree Programs for Emeryville</i> .....	18
<i>AAS in Audio Degree Program for Emeryville</i> .....	18
<i>BAS Programs for Emeryville</i> .....	19

<i>BAS in Audio Degree Program for Emeryville</i> .....	19
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	19
<i>Non-Refundable Fees</i> .....	19
<i>Total Charges for the Current Period of Enrollment</i> .....	20
<i>Technology Package</i> .....	20
<i>Technology Fee</i> .....	20
STUDENT TUITION RECOVERY FUND (STRF) .....	20
ADDITIONAL COSTS .....	21
TUITION ASSISTANCE .....	21
<i>Applying for Financial Aid</i> .....	21
TITLE IV FEDERAL STUDENT AID .....	21
<i>Federal Pell Grant</i> .....	22
<i>Subsidized Federal Stafford Loan</i> .....	22
<i>Unsubsidized Federal Stafford Loan</i> .....	22
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	22
<i>Alternative Loan Programs</i> .....	22
<i>Federal Work Study (FWS) Program</i> .....	22
<i>Cal Grant</i> .....	23
<i>Verification</i> .....	23
REFUND POLICY .....	23
<i>Return of Title IV Funds Policy</i> .....	23
<i>Impact on Refund for Withdrawals or Terminations</i> .....	24
<i>Refund on Third Party Fees</i> .....	24
<i>Refund on Technology Packages</i> .....	24
<i>Refund Disbursement</i> .....	24
<i>Return of Cal Grant Funds</i> .....	24
<i>Entrance Loan Counseling</i> .....	25
<i>Exit Loan Counseling</i> .....	25
TUITION OPTIONS .....	25
DELINQUENT PAYMENTS TO SAE .....	25
<i>Repayment of Student Loans</i> .....	25
<i>Students with VA Funding</i> .....	25
STUDENT'S RIGHT TO CANCEL .....	25
SCHOLARSHIPS .....	26
<i>Merit Based Scholarships</i> .....	26
<i>Need Based Scholarships</i> .....	26
<i>International Scholarship</i> .....	26
<b>2020-2021 CALENDAR SCHEDULE</b> .....	<b>28</b>
PROGRAM START DATES.....	28
<i>Bachelor Degree Programs</i> .....	28
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	28
<i>Diploma Programs</i> .....	28
HOLIDAY SCHEDULE .....	28
2020 - 2021 ACADEMIC CALENDAR .....	29
CLASS SCHEDULES.....	29
<i>Atlanta</i> .....	29
<i>Chicago</i> .....	29
<i>Emeryville</i> .....	30
<i>Nashville</i> .....	30
INCLEMENT WEATHER POLICY .....	30
HOURS OF OPERATION .....	30
<i>Atlanta</i> .....	30
<i>Chicago</i> .....	30
<i>Emeryville</i> .....	30
<i>Nashville</i> .....	30

<b>ACADEMIC POLICIES .....</b>	<b>31</b>
DEFINITION OF AN ACADEMIC YEAR .....	31
GRADING.....	31
<i>Grading Scale</i> .....	31
SATISFACTORY ACADEMIC PROGRESS (SAP).....	32
<i>Incremental Completion Rate (ICR)</i> .....	32
<i>Cumulative Grade Point Average (CGPA)</i> .....	32
<i>Maximum Timeframe</i> .....	32
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	32
<i>Academic Warning</i> .....	33
<i>Remaining Evaluation Periods</i> .....	33
<i>SAP Appeal and Reinstatement</i> .....	33
<i>Academic/Probation</i> .....	33
<i>Extended Enrollment</i> .....	34
<i>Repeating Courses</i> .....	34
<i>Changing Programs</i> .....	34
<i>Additional Credential</i> .....	34
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	34
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	35
CLASS SIZE.....	35
HOMEWORK EXPECTATIONS.....	35
AUDITING A COURSE .....	35
CLOCK TO CREDIT HOUR CONVERSION.....	35
GRADUATION REQUIREMENTS.....	35
TRANSCRIPTS AND DIPLOMAS.....	35
<i>Transcript Request</i> .....	36
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES .....	36
COURSE NUMBERING SYSTEM .....	36
TRANSFER OF CREDIT.....	37
TEST OUT .....	37
PREREQUISITES.....	37
ARTICULATION AGREEMENTS .....	37
ADD/DROP POLICY.....	37
ATTENDANCE POLICY .....	38
WITHDRAWAL FROM SAE .....	38
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA).....	38
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	40
<b>STUDENT INFORMATION AND SERVICES .....</b>	<b>41</b>
NONDISCRIMINATION POLICY.....	41
TITLE IX OF THE EDUCATION AMENDMENTS .....	41
<i>Atlanta:</i> .....	41
<i>Chicago:</i> .....	41
<i>Emeryville:</i> .....	41
<i>Nashville:</i> .....	41
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	42
<i>Reporting</i> .....	42
<i>Notification</i> .....	42
<i>Pre-Hearing Conference</i> .....	43
<i>Hearing</i> .....	43
<i>Appealing</i> .....	43
<i>Penalties</i> .....	43
SECURITY AND CRIME STATISTICS .....	44
HARASSMENT .....	44
SMOKING POLICY .....	44
COPYRIGHT POLICY .....	45

STUDENT CONDUCT.....	45
<i>Disciplinary Offenses</i> .....	46
<i>Student Academic and Classroom Misconduct</i> .....	46
<i>Student Disciplinary Action</i> .....	47
STUDENT COMPLAINTS AND GRIEVANCES.....	47
<i>Appealing Grievance Decision</i> .....	47
APPROPRIATE ATTIRE.....	48
LEARNING RESOURCE CENTER .....	48
SAE ALCOHOL AND DRUG POLICY .....	49
<i>Alcohol and Drug Abuse Prevention Information</i> .....	49
<i>Preventing Drug and Alcohol Abuse</i> .....	50
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	50
<i>Alcohol and Drug Abuse Resources</i> .....	50
STUDIO AND LAB POLICIES .....	50
<i>Guest Musicians</i> .....	51
CAREER SERVICES .....	51
<i>Graduate Re-Training</i> .....	51
<i>Non-Credential Seeking Students</i> .....	51
<i>Internships</i> .....	52
STUDENT SERVICES .....	52
<i>Student Advising</i> .....	52
<i>Tutoring</i> .....	52
PARKING AND TRANSPORTATION .....	52
<i>Chicago Transit Authority U-Pass</i> .....	52
<i>Emeryville Parking On-campus</i> .....	52
<i>Atlanta Public Transportation and Parking</i> .....	52
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>53</b>
DIPLOMA IN AUDIO .....	53
<i>Program Description and Outcomes</i> .....	53
<i>Diploma in Audio Program Schedule</i> .....	53
<i>Diploma in Audio Course List</i> .....	53
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Associate of Applied Science in Audio Program Schedule</i> .....	54
<i>Associate of Applied Science in Audio Course List</i> .....	54
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	55
<i>Program Description and Outcomes</i> .....	55
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	55
<i>Bachelor of Applied Science in Audio Course List</i> .....	56
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS.....	58
<i>Program Description and Outcomes</i> .....	58
<i>Diploma in Entertainment Business Program Schedule</i> .....	58
<i>Diploma in Entertainment Business Course List</i> .....	58
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	59
<i>Program Description and Outcomes</i> .....	59
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	59
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	60
<i>Career Prospects for Entertainment Business Programs</i> .....	60
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM .....	61
<i>Program Description and Objectives</i> .....	61
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	61
<i>Associate of Applied Science in Digital Film Course List</i> .....	61
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM .....	62
<i>Program Description and Outcomes</i> .....	62

<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	62
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	63
<i>Career Prospects for Digital Film</i> .....	63
<b>BACHELOR OF APPLIED SCIENCE IN ANIMATION &amp; VISUAL EFFECTS PROGRAM</b> .....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	64
<i>Associate of Applied Science in Animation &amp; Visual Effects Course List</i> .....	64
<i>Career Prospects for Animation and Visual Effects Program</i> .....	65
<b>BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT</b> .....	66
<i>Program Description and Outcomes</i> .....	66
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	66
<i>Bachelor of Applied Science in Game Development Course List</i> .....	67
<i>Career Prospects for Game Development Program</i> .....	67
<b>SAE EMERYVILLE GENERAL EDUCATION COURSES</b> .....	68
<b>MATERIALS</b> .....	68
<b>COURSE DESCRIPTIONS</b> .....	69
<b>SAE TEAM</b> .....	<b>82</b>
<b>SAE GROUP INC.</b> .....	82
<b>EXECUTIVE MANAGEMENT TEAM</b> .....	82
<b>CAMPUS ADMINISTRATION</b> .....	82
<i>Atlanta:</i> .....	82
<i>Chicago:</i> .....	82
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	83
<b>FULL TIME FACULTY</b> .....	83
<i>Atlanta</i> .....	83
<i>Chicago</i> .....	83
<i>Emeryville</i> .....	83
<i>Nashville</i> .....	84

# ABOUT SAE

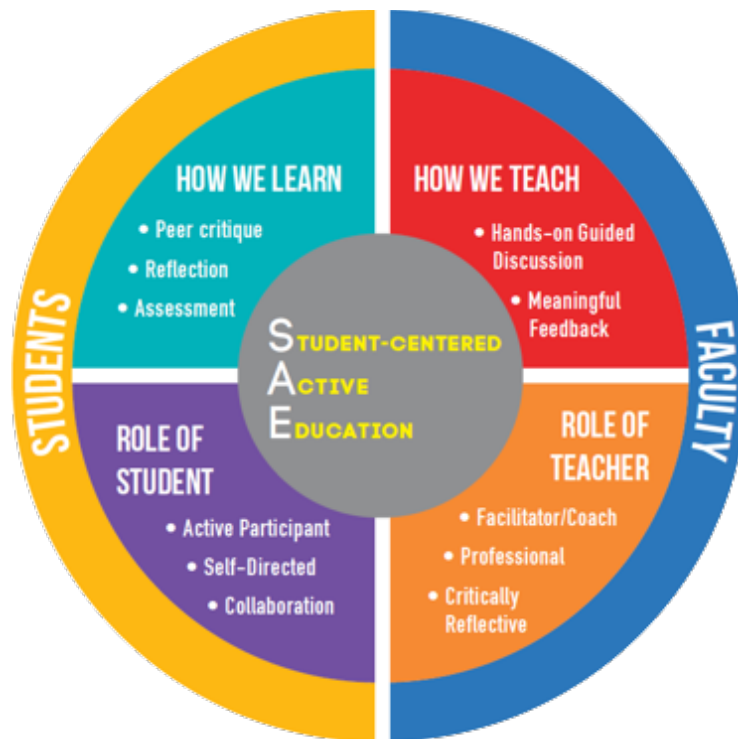
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

### Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

### Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **Nashville**

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **SAE Institute San Jose Program Teachout**

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

# ADMISSIONS

Admission to SAE 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 must meet all admissions requirements, including having a fully executed enrollment agreement, before the first day of the module.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Have a fully executed Enrollment Agreement
- Attend a new student orientation

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## **Wonderlic Distance Learning Assessment**

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 module. The orientation to online learning is held at SAE Emeryville.

## **Proof of Graduation Policy**

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

**Audio:** Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone,

frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## **Entertainment Business**

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## **Digital Film**

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## **Game Development**

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## **Enrollment Agreement**

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## **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, changes in circumstance since dismissal/withdrawal, and space availability.

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. The enrollment agreement must be fully executed before the 1<sup>st</sup> day of the returning module.

## **Transfers between SAE Campuses**

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## **Transfer of Credit to Other Institutions**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$23,774.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$26,774.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first module at \$200 after a student has attended classes beyond the 7<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## **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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)



4. Federal Pell Grants
5. 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 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.

**Accommodation due to COVID-19 Effective March 27, 2020:** Due to the outbreak of COVID-19, as stated in the Coronavirus Aid, Relief, and Economic Security Act (CARES) the Secretary of Education shall waive the amounts that students are required to return under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to Federal Pell grants or other grant assistance if the withdrawals on which the returns are based are withdrawals from SAE Institute from the results of COVID-19.

Additionally the Secretary of Education shall waive the institutional requirement under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to the amount of Federal grant or loan assistance (other than assistance received under Part C of Title IV of such act) to be returned under such section if the recipient of assistance under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) withdraws from SAE Institute during the payment period or periods of enrollment due to COVID-19.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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

Emeryville 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.

### **Tuition Options**

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

### **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 may be dismissed due to delinquent payment.

### **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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

### **Students with VA Funding**

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

### **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 two scenarios:

- A student requests cancellation before the start of classes **or**
- A student does not attend classes beyond the 7th calendar day after the start of the program.

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

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
May 11, 2020	December 16, 2022
July 6, 2020	February 28, 2023
September 8, 2020	April 21, 2023
November 2, 2020	June 27, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
May 11, 2020	August 20, 2021
July 6, 2020	October 26, 2021
September 8, 2020	December 17, 2021
November 2, 2020	March 1, 2022

### Diploma Programs

Start Date	Projected Graduation Date
May 11, 2020	April 23, 2021
July 6, 2020	June 29, 2021
September 8, 2020	August 20, 2021
November 2, 2020	October 26, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Wednesday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Mod A</b>	<b>May 11, 2020</b>	<b>June 30, 2020</b>
Break Week	July 1, 2020	July 5, 2020
<b>Summer 2020 Mod B</b>	<b>July 6, 2020</b>	<b>August 20, 2020</b>
Break Week	August 22, 2020	September 7, 2020
<b>Fall 2020 Mod A</b>	<b>September 8, 2020</b>	<b>October 27, 2020</b>
Break Week	October 28, 2020	November 1, 2020
<b>Fall 2020 Mod B</b>	<b>November 2, 2020</b>	<b>December 18, 2020</b>
Winter Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Mod A</b>	<b>January 11, 2021</b>	<b>March 2, 2021</b>
Break Week	March 3, 2021	March 7, 2021
<b>Spring 2021 Mod B</b>	<b>March 8, 2021</b>	<b>April 23, 2021</b>
Break Week	April 24, 2021	May 9, 2021
<b>Summer 2021 Mod A</b>	<b>May 10, 2021</b>	<b>June 29, 2021</b>
Break Week	June 30, 2021	July 5, 2021
<b>Summer 2021 Mod B</b>	<b>July 6, 2021</b>	<b>August 20, 2021</b>
Break Week	August 21, 2021	September 6, 2021

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## **Emeryville**

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

## **Nashville**

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## **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**

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

## **Atlanta**

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## **Chicago**

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## **Emeryville**

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## **Nashville**

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

The academic year at SAE is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional **10 calendar days from the last day of the module** to complete any missing assignments. The incomplete grade will be converted to the earned grade within **10 days** after the end of the module. 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

### Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental	Result if Minimum Is Not Met

			Completion Rate (ICR)	
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, a student who demonstrates that they were not able to complete attempted credits due to COVID-19 will not be required to appeal if the ICR rate is below the required evaluation points. All other SAP guidelines still apply.

## Academic/Probation

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlined in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

## **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

## **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

## **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

## **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology

SOC	Sociology
-----	-----------

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first module of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## Add/Drop Policy

During the first five (5) business days of each module, 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 by the second week of the module will be withdrawn from the course in week three without incurring any academic penalty 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.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.

3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))



- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

### Nashville:

Deputy Title IX Coordinator

Kevin White

7 Music Circle, North

Nashville, TN 37203

[k.white@sae.edu](mailto:k.white@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.

- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## Copyright Policy

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## 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 will not be tolerated and may be subject to disciplinary action.

## COVID-19 Student Code of Conduct

In order to ensure the safety and security of all students, staff, and employees during the COVID-19 pandemic, SAE Institute has implemented a COVID-19 Student Code of Conduct. Any violation of the COVID-19 Student Code of Conduct could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost:

- **DO NOT COME TO CAMPUS IF YOU ARE SICK OR IF YOU HAVE ANY SIGNS OR SYMPTOMS OF ILLNESS, INCLUDING FEVER, COUGH, OR SHORTNESS OF BREATH. REPORT ANY CONFIRMED CASE OF COVID-19 TO THE CAMPUS DIRECTOR.**

If you are not sick and do not have any symptoms of illness, you agree by returning to campus to abide by the following policies and procedures:

- **Personal Protective Equipment:** All SAE students, staff, and faculty are required to wear protective face coverings while on campus. SAE will supply face masks for anyone who needs a mask, or you are welcome to wear your own. Anyone using a personal, reusable mask should follow [CDC guidelines for maintaining and sanitizing a reusable mask](#).
- **Personal Hygiene:** In addition to wearing personal protective equipment, SAE expects all students, staff, and faculty to follow [CDC guidelines of frequent hand washing](#) using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. SAE will supply disposable gloves for students and staff while on campus. Avoid touching your eyes, nose, and mouth.
- **Social Distancing:** Students and employees must practice social distancing at all times, staying at least 6 feet (about 2 arm lengths) from other people.
- **Avoid Gathering:** Please arrive at the facility as scheduled. Students should not congregate in any campus facility, including parking areas.
- **Entering and Exiting the Building:** All students will be required to enter the main entrance and complete a short health screening questionnaire before being allowed to advance to any other area of the campus. Upon exiting the building, students must sign out with the security guard at the front desk.

## Disciplinary Offenses

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## 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 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. 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.

## Appealing Grievance Decision

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

### Atlanta:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)



### **Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

### **Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

### **Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form\\_%28Rev. 12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## **Appropriate Attire**

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## **Learning Resource Center**

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE.

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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## **Guest Musicians**

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## **Career Services**

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

### **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.

# PROGRAM AND COURSE DESCRIPTIONS

**Accommodation due to COVID-19:** Due to circumstances arising from COVID-19, SAE Institute may offer a course as Independent Study. This accommodation must be approved by the Chief Academic and Compliance Officer prior to the start of the module.

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

### Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

### Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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

## Bachelor of Applied Science in Audio Program

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

### 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

### Bachelor of Applied Science in Audio Program Schedule

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelor of Applied Science in Audio degree.



## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant

- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

# Diploma in Entertainment Business

## Program Description and Outcomes

The Diploma in Entertainment Business program 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.

## Diploma in Entertainment 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 1-2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes**

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## **Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

## 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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepare for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator



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.

## Bachelor of Applied Science in Animation & Visual Effects Program

This program is available at the Emeryville campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Animation and Visual Effects 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.

### Bachelor of Applied Science in Animation & Visual Effects Program Schedule

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program: Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
Required General Education Courses		
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

### Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

### Career Prospects for Animation and Visual Effects Program

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
- 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.

# **Bachelor of Applied Science in Game Development**

This program is available at the Emeryville Campus.

## **Program Description and Outcomes**

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## **SAE Emeryville General Education Courses**

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 as attendance that week. 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 resolution of 1024x600 on 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)

## **Materials**

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

71

2020 Catalog Volume 05.15.20

Effective: 05.15.20



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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

73

2020 Catalog Volume 05.15.20

Effective: 05.15.20

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

74

2020 Catalog Volume 05.15.20

Effective: 05.15.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

**GAM100 Principles of Game Design****4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

**GAM202 Logic and Math for Games****4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

**GAM210 Game Development 2****4 Credit Hours**

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****4 Credit Hours**

Prerequisite: GAM103

79

2020 Catalog Volume 05.15.20

Effective: 05.15.20



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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

### **GAM411 Game Development Capstone**

#### **4 Credit Hours**

Prerequisite: GAM310

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

### **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.

### **SOC100 Sociology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

### **PSY100 Psychology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Elani Temple	Financial Aid Representative
Parlar Halley	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Whitney Moulton	Student Advisor

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Bernard Holmes	Career Services Advisor

##### Emeryville:

Chris Colatos	Director of Education
Miok Kim	Admissions Manager
Jenny Gillette	Librarian and Deputy Title IX Coordinator
Shelly Picinich	Director of Financial Services
Amy Heindselman	Financial Aid Representative
Crystal DeMello	Financial Aid Representative
Victoria Terrell	Student Accounts Specialist
Sean Rodriguez	Student Advisor
Cassandra Cargile	Career Services Advisor
Robin Garcia	Registrar

## Nashville:

Greg Gossett  
 Shane Prine  
 Kevin White  
 Michael Copeland  
 Brianna Morris  
 Gail Musser  
 Sam Sourinho  
 Lauren Novack  
 Lidia Sullivan  
 Chris Dilday  
 Ben Hans  
 Jose Calix  
 Rick Franklin

Campus Director  
 Director of Education  
 Career Services Advisor and Deputy Title IX Coordinator  
 Financial Aid Advisor  
 Student Accounts Specialist  
 Admissions Manager  
 Admissions Representative  
 Admissions Representative  
 Administrative Assistant  
 Technology Supervisor  
 Student Advisor  
 Studio Technician  
 Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta
Oplinger, Alexander	Instructor	Audio	BA, Sound Design, Savannah College of Art and Design

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts
Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demitrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design

Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry: Production and Technology, Middle Tennessee State University
---------------	---------------------	-------	---

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Pentecost, Zack	Instructor	Audio	PhD Music, University of Minnesota MA Music, University of Tennessee BS Music, Austin Peay State University
Chiarella, Anthony	Instructor	Audio	MA Audio Arts, Syracuse University BA Communications, SUNY Albany

# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	7
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	10
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	14
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT .....	15
<i>Arbitration.....</i>	15
<i>Re-Enter Policy.....</i>	17
<i>Transfers between SAE Campuses.....</i>	17
<i>Transfer of Credit to Other Institutions.....</i>	17
<b>FINANCIAL INFORMATION .....</b>	<b>19</b>
TUITION AND FEES.....	19
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	19
<i>BAS Programs for Nashville.....</i>	19
<i>Entertainment Business Diploma Program for Emeryville.....</i>	20
<i>Audio Diploma Program for Emeryville.....</i>	20

<i>AAS Degree Programs for Emeryville</i> .....	20
<i>AAS in Audio Degree Program for Emeryville</i> .....	20
<i>BAS Programs for Emeryville</i> .....	21
<i>BAS in Audio Degree Program for Emeryville</i> .....	21
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	21
<i>Non-Refundable Fees</i> .....	21
<i>Total Charges for the Current Period of Enrollment</i> .....	22
<i>Technology Package</i> .....	22
<i>Technology Fee</i> .....	22
STUDENT TUITION RECOVERY FUND (STRF).....	22
ADDITIONAL COSTS.....	23
TUITION ASSISTANCE.....	23
<i>Applying for Financial Aid</i> .....	23
TITLE IV FEDERAL STUDENT AID.....	23
<i>Federal Pell Grant</i> .....	24
<i>Subsidized Federal Stafford Loan</i> .....	24
<i>Unsubsidized Federal Stafford Loan</i> .....	24
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	24
<i>Alternative Loan Programs</i> .....	24
<i>Federal Work Study (FWS) Program</i> .....	24
<i>Cal Grant</i> .....	25
<i>Verification</i> .....	25
REFUND POLICY.....	25
<i>Return of Title IV Funds Policy</i> .....	25
<i>Impact on Refund for Withdrawals or Terminations</i> .....	26
<i>Refund on Third Party Fees</i> .....	26
<i>Refund on Technology Packages</i> .....	26
<i>Refund Disbursement</i> .....	26
<i>Return of Cal Grant Funds</i> .....	26
<i>Entrance Loan Counseling</i> .....	27
<i>Exit Loan Counseling</i> .....	27
TUITION OPTIONS.....	27
DELINQUENT PAYMENTS TO SAE.....	27
<i>Repayment of Student Loans</i> .....	27
<i>Students with VA Funding</i> .....	27
STUDENT'S RIGHT TO CANCEL.....	27
SCHOLARSHIPS.....	28
<i>Merit Based Scholarships</i> .....	28
<i>Need Based Scholarships</i> .....	28
<i>International Scholarship</i> .....	28
<b>2020-2021 CALENDAR SCHEDULE.....</b>	<b>30</b>
PROGRAM START DATES.....	30
<i>Bachelor Degree Programs</i> .....	30
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	30
<i>Diploma Programs</i> .....	30
HOLIDAY SCHEDULE.....	30
2020 - 2021 ACADEMIC CALENDAR.....	31
CLASS SCHEDULES.....	31
<i>Atlanta</i> .....	31
<i>Chicago</i> .....	31
<i>Emeryville</i> .....	32
<i>Nashville</i> .....	32
INCLEMENT WEATHER POLICY.....	32
HOURS OF OPERATION.....	32



<i>Atlanta</i> .....	32
<i>Chicago</i> .....	32
<i>Emeryville</i> .....	32
<i>Nashville</i> .....	32
<b>ACADEMIC POLICIES .....</b>	<b>33</b>
DEFINITION OF AN ACADEMIC YEAR.....	33
GRADING .....	33
<i>Grading Scale</i> .....	33
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	34
<i>Incremental Completion Rate (ICR)</i> .....	34
<i>Cumulative Grade Point Average (CGPA)</i> .....	34
<i>Maximum Timeframe</i> .....	34
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	34
<i>Academic Warning</i> .....	35
<i>Remaining Evaluation Periods</i> .....	35
<i>SAP Appeal and Reinstatement</i> .....	35
<i>Academic/Probation</i> .....	35
<i>Extended Enrollment</i> .....	36
<i>Repeating Courses</i> .....	36
<i>Changing Programs</i> .....	36
<i>Additional Credential</i> .....	36
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	36
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	37
CLASS SIZE .....	37
HOMEWORK EXPECTATIONS .....	37
AUDITING A COURSE .....	37
CLOCK TO CREDIT HOUR CONVERSION .....	37
GRADUATION REQUIREMENTS .....	37
TRANSCRIPTS AND DIPLOMAS.....	37
<i>Transcript Request</i> .....	38
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	38
COURSE NUMBERING SYSTEM .....	38
TRANSFER OF CREDIT .....	39
TEST OUT.....	39
PREREQUISITES .....	39
ARTICULATION AGREEMENTS .....	39
ADD/DROP POLICY.....	40
ATTENDANCE POLICY .....	40
WITHDRAWAL FROM SAE.....	40
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	40
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	42
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>43</b>
NONDISCRIMINATION POLICY .....	43
TITLE IX OF THE EDUCATION AMENDMENTS .....	43
<i>Atlanta:</i> .....	43
<i>Chicago:</i> .....	43
<i>Emeryville:</i> .....	43
<i>Nashville:</i> .....	43
TITLE IX DISCIPLINARY ACTION AND SANCTION .....	44
<i>Reporting</i> .....	44
<i>Notification</i> .....	44
<i>Pre-Hearing Conference</i> .....	45
<i>Hearing</i> .....	45

<i>Appealing</i> .....	45
<i>Penalties</i> .....	45
SECURITY AND CRIME STATISTICS.....	46
HARASSMENT .....	46
SMOKING POLICY.....	46
COPYRIGHT POLICY.....	47
STUDENT CONDUCT .....	47
COVID-19 STUDENT CODE OF CONDUCT .....	47
<i>Disciplinary Offenses</i> .....	48
<i>Student Academic and Classroom Misconduct</i> .....	48
<i>Student Disciplinary Action</i> .....	49
STUDENT COMPLAINTS AND GRIEVANCES .....	49
<i>Appealing Grievance Decision</i> .....	49
APPROPRIATE ATTIRE .....	50
LEARNING RESOURCE CENTER.....	50
SAE ALCOHOL AND DRUG POLICY.....	51
<i>Alcohol and Drug Abuse Prevention Information</i> .....	51
<i>Preventing Drug and Alcohol Abuse</i> .....	52
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	52
<i>Alcohol and Drug Abuse Resources</i> .....	52
STUDIO AND LAB POLICIES.....	52
<i>Guest Musicians</i> .....	53
CAREER SERVICES .....	53
<i>Graduate Re-Training</i> .....	53
<i>Non-Credential Seeking Students</i> .....	53
<i>Internships</i> .....	54
STUDENT SERVICES.....	54
<i>Student Advising</i> .....	54
<i>Tutoring</i> .....	54
PARKING AND TRANSPORTATION .....	54
<i>Chicago Transit Authority U-Pass</i> .....	54
<i>Emeryville Parking On-campus</i> .....	54
<i>Atlanta Public Transportation and Parking</i> .....	54
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>55</b>
DIPLOMA IN AUDIO .....	55
<i>Program Description and Outcomes</i> .....	55
<i>Diploma in Audio Program Schedule</i> .....	55
<i>Diploma in Audio Course List</i> .....	55
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	56
<i>Program Description and Outcomes</i> .....	56
<i>Associate of Applied Science in Audio Program Schedule</i> .....	56
<i>Associate of Applied Science in Audio Course List</i> .....	56
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	57
<i>Program Description and Outcomes</i> .....	57
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	57
<i>Bachelor of Applied Science in Audio Course List</i> .....	58
<i>Career Prospects for Audio Programs</i> .....	58
DIPLOMA IN ENTERTAINMENT BUSINESS .....	60
<i>Program Description and Outcomes</i> .....	60
<i>Diploma in Entertainment Business Program Schedule</i> .....	60
<i>Diploma in Entertainment Business Course List</i> .....	60
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	61
<i>Program Description and Outcomes</i> .....	61
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	61

<i>Associate of Applied Science in Entertainment Business Course List</i> .....	62
<i>Career Prospects for Entertainment Business Programs</i> .....	62
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	63
<i>Program Description and Objectives</i> .....	63
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	63
<i>Associate of Applied Science in Digital Film Course List</i> .....	63
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	64
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	65
<i>Career Prospects for Digital Film</i> .....	65
BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	66
<i>Program Description and Outcomes</i> .....	66
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	66
<i>Career Prospects for Animation and Visual Effects Program</i> .....	67
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	68
<i>Program Description and Outcomes</i> .....	68
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	68
<i>Bachelor of Applied Science in Game Development Course List</i> .....	69
<i>Career Prospects for Game Development Program</i> .....	69
SAE EMERYVILLE GENERAL EDUCATION COURSES.....	70
MATERIALS.....	70
COURSE DESCRIPTIONS.....	71
<b>SAE TEAM.....</b>	<b>84</b>
SAE GROUP INC. ....	84
EXECUTIVE MANAGEMENT TEAM.....	84
CAMPUS ADMINISTRATION.....	84
<i>Atlanta:</i> .....	84
<i>Chicago:</i> .....	84
<i>Emeryville:</i> .....	84
<i>Nashville:</i> .....	85
FULL TIME FACULTY.....	85
<i>Atlanta</i> .....	85
<i>Chicago</i> .....	85
<i>Emeryville</i> .....	85
<i>Nashville</i> .....	86

# ABOUT SAE

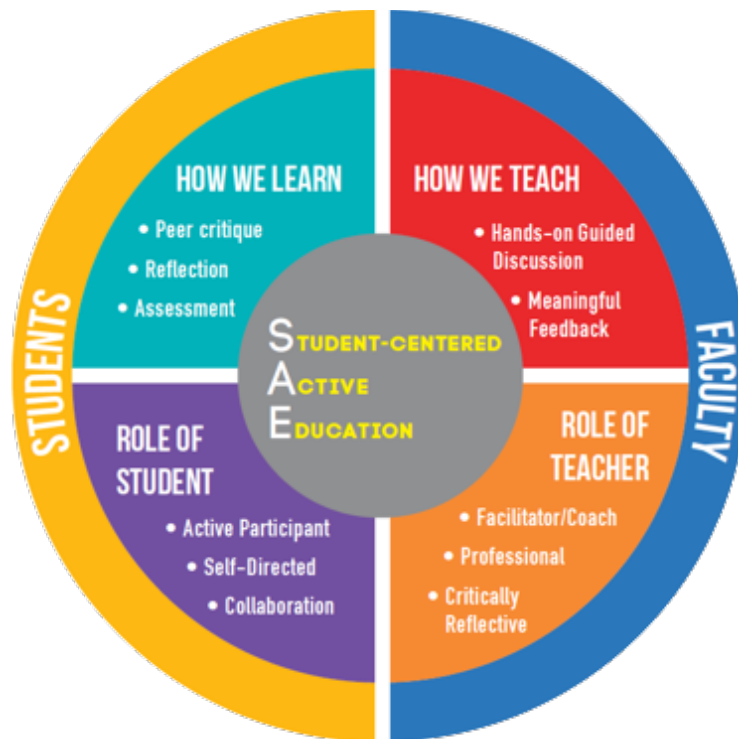
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

### Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

### Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **Nashville**

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **SAE Institute San Jose Program Teachout**

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.



SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

# ADMISSIONS

Admission to SAE 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 must meet all admissions requirements, including having a fully executed enrollment agreement, before the first day of the module.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Have a fully executed Enrollment Agreement
- Attend a new student orientation

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## **Wonderlic Distance Learning Assessment**

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 module. The orientation to online learning is held at SAE Emeryville.

## **Proof of Graduation Policy**

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

**Audio:** Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone,

frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## Arbitration

As a condition of enrollment, SAE Institute requires each student to sign an enrollment agreement containing the following binding arbitration provision:

**ARBITRATION:** As a condition of enrollment, the Student and SAE Institute (the “School”) agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between the Student and the School or any current or former employee(s) of the School (collectively, the “Parties”) that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or the Student’s enrollment, attendance, or educational experience at the School (individually and collectively, a “Dispute”). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through the School’s student complaint process or

other informal means. If the Dispute is not resolved pursuant to the School's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

**1. Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact your Campus Director.

**2. Arbitration Procedures.**

(a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agree upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at [www.adr.org](http://www.adr.org).

(b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.

(c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.

(d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.

(e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

**3. Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither the Student nor the School can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

**4. Federal Arbitration Act.** The parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

**5. Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be

illegal or unenforceable, then that part will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

**6. Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

**7. Inapplicability to Borrower Defense to Repayment Applications to U.S. Department of Education.** The School cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the School cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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. The enrollment agreement must be fully executed before the 1<sup>st</sup> day of the returning module.

## Transfers between SAE Campuses

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## Transfer of Credit to Other Institutions

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.



# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$23,774.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$26,774.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first module at \$200 after a student has attended classes beyond the 7<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## 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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)

4. Federal Pell Grants
5. 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 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.

**Accommodation due to COVID-19 Effective March 27, 2020:** Due to the outbreak of COVID-19, as stated in the Coronavirus Aid, Relief, and Economic Security Act (CARES) the Secretary of Education shall waive the amounts that students are required to return under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to Federal Pell grants or other grant assistance if the withdrawals on which the returns are based are withdrawals from SAE Institute from the results of COVID-19.

Additionally the Secretary of Education shall waive the institutional requirement under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to the amount of Federal grant or loan assistance (other than assistance received under Part C of Title IV of such act) to be returned under such section if the recipient of assistance under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) withdraws from SAE Institute during the payment period or periods of enrollment due to COVID-19.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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



Emeryville 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.

## **Tuition Options**

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## **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 may be dismissed due to delinquent payment.

## **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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## **Students with VA Funding**

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## **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 two scenarios:

- A student requests cancellation before the start of classes **or**
- A student does not attend classes beyond the 7th calendar day after the start of the program.

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

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
May 11, 2020	December 16, 2022
July 6, 2020	February 28, 2023
September 8, 2020	April 21, 2023
November 2, 2020	June 27, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
May 11, 2020	August 20, 2021
July 6, 2020	October 26, 2021
September 8, 2020	December 17, 2021
November 2, 2020	March 1, 2022

### Diploma Programs

Start Date	Projected Graduation Date
May 11, 2020	April 23, 2021
July 6, 2020	June 29, 2021
September 8, 2020	August 20, 2021
November 2, 2020	October 26, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Wednesday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Mod A</b>	<b>May 11, 2020</b>	<b>June 30, 2020</b>
Break Week	July 1, 2020	July 5, 2020
<b>Summer 2020 Mod B</b>	<b>July 6, 2020</b>	<b>August 21, 2020</b>
Break Week	August 22, 2020	September 7, 2020
<b>Fall 2020 Mod A</b>	<b>September 8, 2020</b>	<b>October 27, 2020</b>
Break Week	October 28, 2020	November 1, 2020
<b>Fall 2020 Mod B</b>	<b>November 2, 2020</b>	<b>December 18, 2020</b>
Winter Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Mod A</b>	<b>January 11, 2021</b>	<b>March 2, 2021</b>
Break Week	March 3, 2021	March 7, 2021
<b>Spring 2021 Mod B</b>	<b>March 8, 2021</b>	<b>April 23, 2021</b>
Break Week	April 24, 2021	May 9, 2021
<b>Summer 2021 Mod A</b>	<b>May 10, 2021</b>	<b>June 29, 2021</b>
Break Week	June 30, 2021	July 5, 2021
<b>Summer 2021 Mod B</b>	<b>July 6, 2021</b>	<b>August 20, 2021</b>
Break Week	August 21, 2021	September 6, 2021

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

## Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

## Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

The academic year at SAE is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional 10 calendar days from the last day of the module to complete any missing assignments. The incomplete grade will be converted to the earned grade within 10 days after the end of the module. 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

### Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental	Result if Minimum Is Not Met



			Completion Rate (ICR)	
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, a student who demonstrates that they were not able to complete attempted credits due to COVID-19 will not be required to appeal if the ICR rate is below the required evaluation points. All other SAP guidelines still apply.

## Academic/Probation

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlined in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

## **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

## **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

## **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

## **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology

SOC	Sociology
-----	-----------

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first module of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## **Add/Drop Policy**

During the first five (5) business days of each module, 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 by the second week of the module will be withdrawn from the course in week three without incurring any academic penalty 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.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.

3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))

- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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'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. Each campus has a Deputy Title IX coordinator who will receive any complaints regarding Title IX.

SAE North America Title IX Coordinator

Kyle Goldman

[k.goldman@sae.edu](mailto:k.goldman@sae.edu)

### Atlanta:

Deputy Title IX Coordinator

Kelley Hickman

215 Peachtree Street NE, Suite 300

Atlanta, GA 30303

[k.hickman@sae.edu](mailto:k.hickman@sae.edu)

404-537-2751

### Chicago:

Deputy Title IX Coordinator

Cynthia Smith

820 N. Orleans Street, Suite 125

Chicago, IL 60610

[c.smith@sae.edu](mailto:c.smith@sae.edu)

312-300-5685

### Emeryville:

Deputy Title IX Coordinator

Jenny Gillette

6601 Shellmound Street

Emeryville, CA 94608

[j.gillette@sae.edu](mailto:j.gillette@sae.edu)

510-654-2934

### Nashville:

Deputy Title IX Coordinator

Kevin White

7 Music Circle, North

Nashville, TN 37203

[k.white@sae.edu](mailto:k.white@sae.edu)

615-244-5848

## **Title IX Disciplinary Action and Sanction**

SAE 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, as well as 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 community may choose to file a complaint or report an incident to SAE 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 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.

- 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.

- 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 formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As 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:

- 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.
- 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.
- 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.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

In an effort to follow Civil Rights Law, and Title IV guidelines, SAE 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.

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 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: alternation 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 disciplinary decisions.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding. SAE 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 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 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## Copyright Policy

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## 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 will not be tolerated and may be subject to disciplinary action.

## COVID-19 Student Code of Conduct

In order to ensure the safety and security of all students, staff, and employees during the COVID-19 pandemic, SAE Institute has implemented a COVID-19 Student Code of Conduct. Any violation of the COVID-19 Student Code of Conduct could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost:

- **DO NOT COME TO CAMPUS IF YOU ARE SICK OR IF YOU HAVE ANY SIGNS OR SYMPTOMS OF ILLNESS, INCLUDING FEVER, COUGH, OR SHORTNESS OF BREATH. REPORT ANY CONFIRMED CASE OF COVID-19 TO THE CAMPUS DIRECTOR.**

If you are not sick and do not have any symptoms of illness, you agree by returning to campus to abide by the following policies and procedures:

- **Personal Protective Equipment:** All SAE students, staff, and faculty are required to wear protective face coverings while on campus. SAE will supply face masks for anyone who needs a mask, or you are welcome to wear your own. Anyone using a personal, reusable mask should follow [CDC guidelines for maintaining and sanitizing a reusable mask](#).
- **Personal Hygiene:** In addition to wearing personal protective equipment, SAE expects all students, staff, and faculty to follow [CDC guidelines of frequent hand washing](#) using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. SAE will supply disposable gloves for students and staff while on campus. Avoid touching your eyes, nose, and mouth.
- **Social Distancing:** Students and employees must practice social distancing at all times, staying at least 6 feet (about 2 arm lengths) from other people.
- **Avoid Gathering:** Please arrive at the facility as scheduled. Students should not congregate in any campus facility, including parking areas.
- **Entering and Exiting the Building:** All students will be required to enter the main entrance and complete a short health screening questionnaire before being allowed to advance to any other area of the campus. Upon exiting the building, students must sign out with the security guard at the front desk.

## Disciplinary Offenses

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## 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 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. 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.

## Appealing Grievance Decision

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

### Atlanta:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

**Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

**Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

**Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## Appropriate Attire

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## Learning Resource Center

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE.



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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition. This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## **Guest Musicians**

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## **Career Services**

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## **Graduate Re-Training**

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

### **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.

# PROGRAM AND COURSE DESCRIPTIONS

**Accommodation due to COVID-19:** Due to circumstances arising from COVID-19, SAE Institute may offer a course as Independent Study. This accommodation must be approved by the Chief Academic and Compliance Officer prior to the start of the module.

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

# Associate of Applied Science Degree in Audio

## 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 Associate of Applied Science 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

## Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Bachelor of Applied Science in Audio Program

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

### 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

### Bachelor of Applied Science in Audio Program Schedule

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant



- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

# Diploma in Entertainment Business

## Program Description and Outcomes

The Diploma in Entertainment Business program 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.

## Diploma in Entertainment 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 1-2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes**

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## **Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

## 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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepare for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## Bachelor of Applied Science in Animation & Visual Effects Program

This program is available at the Emeryville campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Animation and Visual Effects 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.

### Bachelor of Applied Science in Animation & Visual Effects Program Schedule

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program: Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
Required General Education Courses		
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

### Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

### Career Prospects for Animation and Visual Effects Program

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
- 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.

# **Bachelor of Applied Science in Game Development**

This program is available at the Emeryville Campus.

## **Program Description and Outcomes**

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## **SAE Emeryville General Education Courses**

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 as attendance that week. 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 resolution of 1024x600 on 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)

## **Materials**

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

73

2020 Catalog Volume 07.01.20

Effective: 07.01.20

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

75

2020 Catalog Volume 07.01.20

Effective: 07.01.20

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

76

2020 Catalog Volume 07.01.20

Effective: 07.01.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

81

2020 Catalog Volume 07.01.20

Effective: 07.01.20

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

### **GAM411 Game Development Capstone**

#### **4 Credit Hours**

Prerequisite: GAM310

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

### **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.

### **SOC100 Sociology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

### **PSY100 Psychology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

# SAE TEAM

## SAE Group Inc.

### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

### Campus Administration

#### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Elani Temple	Financial Aid Representative
Parlar Halley	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Whitney Moulton	Student Advisor

#### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Megan James	Student Advisor
Bernard Holmes	Career Services Advisor

#### Emeryville:

Chris Colatos	Director of Education
Miok Kim	Admissions Manager
Jenny Gillette	Librarian and Deputy Title IX Coordinator
Shelly Picinich	Director of Financial Services
Amy Heindselman	Financial Aid Representative
Crystal DeMello	Financial Aid Representative
Victoria Terrell	Student Accounts Specialist
Sean Rodriguez	Student Advisor
Cassandra Cargile	Career Services Advisor
Robin Garcia	Registrar

## Nashville:

Shannon Meggert  
 Shane Prine  
 Kevin White  
 Michael Copeland  
 Brianna Morris  
 Gail Musser  
 Sam Sourinho  
 Lauren Novack  
 Lidia Sullivan  
 Chris Dilday  
 Ben Hans  
 Jose Calix  
 Rick Franklin

Campus Director  
 Director of Education  
 Career Services Advisor and Deputy Title IX Coordinator  
 Financial Aid Advisor  
 Student Accounts Specialist  
 Admissions Manager  
 Admissions Representative  
 Admissions Representative  
 Administrative Assistant  
 Technology Supervisor  
 Student Advisor  
 Studio Technician  
 Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta
Oplinger, Alexander	Instructor	Audio	BA, Sound Design, Savannah College of Art and Design

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts
Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry:

			Production and Technology, Middle Tennessee State University
--	--	--	--

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Pentecost, Zack	Instructor	Audio	PhD Music, University of Minnesota MA Music, University of Tennessee BS Music, Austin Peay State University
Chiarella, Anthony	Instructor	Audio	MA Audio Arts, Syracuse University BA Communications, SUNY Albany

# LET YOUR CREATIVITY OUT



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	7
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	10
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	14
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT.....	15
<i>Arbitration.....</i>	15
<i>Re-Enter Policy.....</i>	17
<i>Transfers between SAE Campuses.....</i>	17
<i>Transfer of Credit to Other Institutions.....</i>	17
<b>FINANCIAL INFORMATION .....</b>	<b>19</b>
TUITION AND FEES.....	19
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	19
<i>BAS Programs for Nashville.....</i>	19
<i>Entertainment Business Diploma Program for Emeryville.....</i>	20
<i>Audio Diploma Program for Emeryville.....</i>	20

<i>AAS Degree Programs for Emeryville</i> .....	20
<i>AAS in Audio Degree Program for Emeryville</i> .....	20
<i>BAS Programs for Emeryville</i> .....	21
<i>BAS in Audio Degree Program for Emeryville</i> .....	21
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	21
<i>Non-Refundable Fees</i> .....	21
<i>Total Charges for the Current Period of Enrollment</i> .....	22
<i>Technology Package</i> .....	22
<i>Technology Fee</i> .....	22
STUDENT TUITION RECOVERY FUND (STRF).....	22
ADDITIONAL COSTS.....	23
TUITION ASSISTANCE.....	23
<i>Applying for Financial Aid</i> .....	23
TITLE IV FEDERAL STUDENT AID.....	23
<i>Federal Pell Grant</i> .....	24
<i>Subsidized Federal Stafford Loan</i> .....	24
<i>Unsubsidized Federal Stafford Loan</i> .....	24
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	24
<i>Alternative Loan Programs</i> .....	24
<i>Federal Work Study (FWS) Program</i> .....	24
<i>Cal Grant</i> .....	25
<i>Verification</i> .....	25
REFUND POLICY .....	25
<i>Return of Title IV Funds Policy</i> .....	25
<i>Impact on Refund for Withdrawals or Terminations</i> .....	26
<i>Refund on Third Party Fees</i> .....	26
<i>Refund on Technology Packages</i> .....	26
<i>Refund Disbursement</i> .....	26
<i>Return of Cal Grant Funds</i> .....	26
<i>Entrance Loan Counseling</i> .....	27
<i>Exit Loan Counseling</i> .....	27
TUITION OPTIONS .....	27
DELINQUENT PAYMENTS TO SAE.....	27
<i>Repayment of Student Loans</i> .....	27
<i>Students with VA Funding</i> .....	27
STUDENT'S RIGHT TO CANCEL .....	27
SCHOLARSHIPS.....	28
<i>Merit Based Scholarships</i> .....	28
<i>Need Based Scholarships</i> .....	28
<i>International Scholarship</i> .....	28
<b>2020-2021 CALENDAR SCHEDULE.....</b>	<b>30</b>
PROGRAM START DATES .....	30
<i>Bachelor Degree Programs</i> .....	30
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	30
<i>Diploma Programs</i> .....	30
HOLIDAY SCHEDULE.....	30
2020 - 2021 ACADEMIC CALENDAR.....	31
CLASS SCHEDULES .....	31
<i>Atlanta</i> .....	31
<i>Chicago</i> .....	31
<i>Emeryville</i> .....	32
<i>Nashville</i> .....	32
INCLEMENT WEATHER POLICY .....	32
HOURS OF OPERATION.....	32

Atlanta.....	32
Chicago.....	32
Emeryville.....	32
Nashville.....	32
<b>ACADEMIC POLICIES.....</b>	<b>33</b>
DEFINITION OF AN ACADEMIC YEAR.....	33
GRADING.....	33
<i>Grading Scale</i> .....	33
SATISFACTORY ACADEMIC PROGRESS (SAP).....	34
<i>Incremental Completion Rate (ICR)</i> .....	34
<i>Cumulative Grade Point Average (CGPA)</i> .....	34
<i>Maximum Timeframe</i> .....	34
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	34
<i>Academic Warning</i> .....	35
<i>Remaining Evaluation Periods</i> .....	35
<i>SAP Appeal and Reinstatement</i> .....	35
<i>Academic/Probation</i> .....	35
<i>Extended Enrollment</i> .....	36
<i>Repeating Courses</i> .....	36
<i>Changing Programs</i> .....	36
<i>Additional Credential</i> .....	36
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	36
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	37
CLASS SIZE.....	37
HOMEWORK EXPECTATIONS.....	37
AUDITING A COURSE.....	37
CLOCK TO CREDIT HOUR CONVERSION.....	37
GRADUATION REQUIREMENTS.....	37
TRANSCRIPTS AND DIPLOMAS.....	37
<i>Transcript Request</i> .....	38
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	38
COURSE NUMBERING SYSTEM.....	38
TRANSFER OF CREDIT.....	39
TEST OUT.....	39
PREREQUISITES.....	39
ARTICULATION AGREEMENTS.....	39
ADD/DROP POLICY.....	40
ATTENDANCE POLICY.....	40
WITHDRAWAL FROM SAE.....	40
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA).....	40
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	42
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>43</b>
NONDISCRIMINATION POLICY.....	43
TITLE IX OF THE EDUCATION AMENDMENTS.....	43
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT.....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	44
STUDENT CONDUCT.....	44
COVID-19 STUDENT CODE OF CONDUCT.....	44
<i>Disciplinary Offenses</i> .....	45
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	46



STUDENT COMPLAINTS AND GRIEVANCES .....	46
<i>Appealing Grievance Decision</i> .....	46
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY.....	48
<i>Alcohol and Drug Abuse Prevention Information</i> .....	48
<i>Preventing Drug and Alcohol Abuse</i> .....	49
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	49
<i>Alcohol and Drug Abuse Resources</i> .....	49
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	50
CAREER SERVICES .....	50
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	51
STUDENT SERVICES.....	51
<i>Student Advising</i> .....	51
<i>Tutoring</i> .....	51
PARKING AND TRANSPORTATION .....	51
<i>Chicago Transit Authority U-Pass</i> .....	51
<i>Emeryville Parking On-campus</i> .....	51
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>53</b>
DIPLOMA IN AUDIO .....	53
<i>Program Description and Outcomes</i> .....	53
<i>Diploma in Audio Program Schedule</i> .....	53
<i>Diploma in Audio Course List</i> .....	53
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Associate of Applied Science in Audio Program Schedule</i> .....	54
<i>Associate of Applied Science in Audio Course List</i> .....	54
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	55
<i>Program Description and Outcomes</i> .....	55
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	55
<i>Bachelor of Applied Science in Audio Course List</i> .....	56
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	58
<i>Program Description and Outcomes</i> .....	58
<i>Diploma in Entertainment Business Program Schedule</i> .....	58
<i>Diploma in Entertainment Business Course List</i> .....	58
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	59
<i>Program Description and Outcomes</i> .....	59
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	59
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	60
<i>Career Prospects for Entertainment Business Programs</i> .....	60
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	61
<i>Program Description and Objectives</i> .....	61
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	61
<i>Associate of Applied Science in Digital Film Course List</i> .....	61
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM .....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	62
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	63
<i>Career Prospects for Digital Film</i> .....	63

BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	64
<i>Career Prospects for Animation and Visual Effects Program</i> .....	65
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	66
<i>Program Description and Outcomes</i> .....	66
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	66
<i>Bachelor of Applied Science in Game Development Course List</i> .....	67
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES .....	68
MATERIALS.....	68
COURSE DESCRIPTIONS.....	69
<b>SAE TEAM.....</b>	<b>82</b>
SAE GROUP INC. ....	82
EXECUTIVE MANAGEMENT TEAM.....	82
CAMPUS ADMINISTRATION.....	82
<i>Atlanta:</i> .....	82
<i>Chicago:</i> .....	82
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	83
FULL TIME FACULTY.....	83
<i>Atlanta</i> .....	83
<i>Chicago</i> .....	83
<i>Emeryville</i> .....	83
<i>Nashville</i> .....	84

# ABOUT SAE

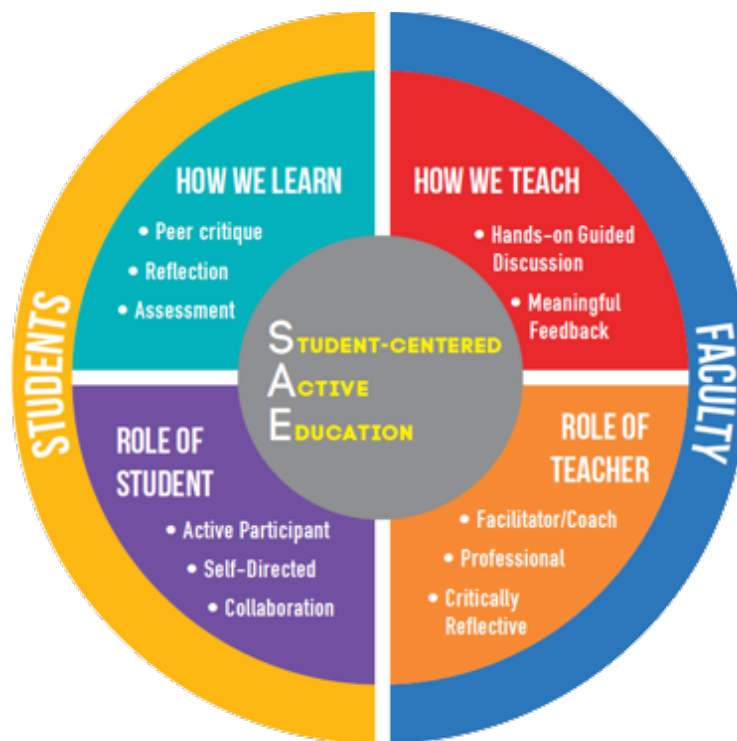
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

### Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

### Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **Nashville**

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **SAE Institute San Jose Program Teachout**

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.



# ADMISSIONS

Admission to SAE 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 must meet all admissions requirements, including having a fully executed enrollment agreement, before the first day of the module.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Have a fully executed Enrollment Agreement
- Attend a new student orientation

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## **Wonderlic Distance Learning Assessment**

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 module. The orientation to online learning is held at SAE Emeryville.

## **Proof of Graduation Policy**

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

**Audio:** Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone,

frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## Arbitration

As a condition of enrollment, SAE Institute requires each student to sign an enrollment agreement containing the following binding arbitration provision:

**ARBITRATION:** As a condition of enrollment, the Student and SAE Institute (the “School”) agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between the Student and the School or any current or former employee(s) of the School (collectively, the “Parties”) that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or the Student’s enrollment, attendance, or educational experience at the School (individually and collectively, a “Dispute”). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through the School’s student complaint process or

other informal means. If the Dispute is not resolved pursuant to the School's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

**1. Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact your Campus Director.

**2. Arbitration Procedures.**

(a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agree upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at [www.adr.org](http://www.adr.org).

(b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.

(c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.

(d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.

(e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

**3. Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither the Student nor the School can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

**4. Federal Arbitration Act.** The parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

**5. Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be

illegal or unenforceable, then that part will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

**6. Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

**7. Inapplicability to Borrower Defense to Repayment Applications to U.S. Department of Education.** The School cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the School cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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. The enrollment agreement must be fully executed before the 1<sup>st</sup> day of the returning module.

## Transfers between SAE Campuses

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## Transfer of Credit to Other Institutions

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$23,774.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88



### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$26,774.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first module at \$200 after a student has attended classes beyond the 7<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## 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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)

4. Federal Pell Grants
5. 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 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.

**Accommodation due to COVID-19 Effective March 27, 2020:** Due to the outbreak of COVID-19, as stated in the Coronavirus Aid, Relief, and Economic Security Act (CARES) the Secretary of Education shall waive the amounts that students are required to return under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to Federal Pell grants or other grant assistance if the withdrawals on which the returns are based are withdrawals from SAE Institute from the results of COVID-19.

Additionally the Secretary of Education shall waive the institutional requirement under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to the amount of Federal grant or loan assistance (other than assistance received under Part C of Title IV of such act) to be returned under such section if the recipient of assistance under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) withdraws from SAE Institute during the payment period or periods of enrollment due to COVID-19.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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

Emeryville 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.

## **Tuition Options**

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## **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 may be dismissed due to delinquent payment.

## **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, the student is entitled to a refund of monies not paid from Federal Student Aid program funds.

## **Students with VA Funding**

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## **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 two scenarios:

- A student requests cancellation before the start of classes **or**
- A student does not attend classes beyond the 7th calendar day after the start of the program.

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



## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
May 11, 2020	December 16, 2022
July 6, 2020	February 28, 2023
September 8, 2020	April 21, 2023
November 2, 2020	June 27, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
May 11, 2020	August 20, 2021
July 6, 2020	October 26, 2021
September 8, 2020	December 17, 2021
November 2, 2020	March 1, 2022

### Diploma Programs

Start Date	Projected Graduation Date
May 11, 2020	April 23, 2021
July 6, 2020	June 29, 2021
September 8, 2020	August 20, 2021
November 2, 2020	October 26, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Wednesday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Mod A</b>	<b>May 11, 2020</b>	<b>June 30, 2020</b>
Break Week	July 1, 2020	July 5, 2020
<b>Summer 2020 Mod B</b>	<b>July 6, 2020</b>	<b>August 21, 2020</b>
Break Week	August 22, 2020	September 7, 2020
<b>Fall 2020 Mod A</b>	<b>September 8, 2020</b>	<b>October 27, 2020</b>
Break Week	October 28, 2020	November 1, 2020
<b>Fall 2020 Mod B</b>	<b>November 2, 2020</b>	<b>December 18, 2020</b>
Winter Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Mod A</b>	<b>January 11, 2021</b>	<b>March 2, 2021</b>
Break Week	March 3, 2021	March 7, 2021
<b>Spring 2021 Mod B</b>	<b>March 8, 2021</b>	<b>April 23, 2021</b>
Break Week	April 24, 2021	May 9, 2021
<b>Summer 2021 Mod A</b>	<b>May 10, 2021</b>	<b>June 29, 2021</b>
Break Week	June 30, 2021	July 5, 2021
<b>Summer 2021 Mod B</b>	<b>July 6, 2021</b>	<b>August 20, 2021</b>
Break Week	August 21, 2021	September 6, 2021

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

## Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

## Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

The academic year at SAE is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional 10 calendar days from the last day of the module to complete any missing assignments. The incomplete grade will be converted to the earned grade within 10 days after the end of the module. 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

### Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental	Result if Minimum Is Not Met

			Completion Rate (ICR)	
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, a student who demonstrates that they were not able to complete attempted credits due to COVID-19 will not be required to appeal if the ICR rate is below the required evaluation points. All other SAP guidelines still apply.

## Academic/Probation

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



The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlined in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

## **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

## **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

## **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

## **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology

SOC	Sociology
-----	-----------

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first module of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## **Add/Drop Policy**

During the first five (5) business days of each module, 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 by the second week of the module will be withdrawn from the course in week three without incurring any academic penalty 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.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.

3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))

- 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))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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**

SAE is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the SAE Institute community. In support of this commitment, and as required by Title IX of the Education Amendments of 1972 (“Title IX”) and other applicable federal and state laws, SAE has created a comprehensive policy that prohibits Sexual Misconduct, as well as Retaliation against an individual for making a good faith report of Sexual Misconduct under this policy. The comprehensive policy can be found on the SAE website at <https://usa.sae.edu/>

## **Security and Crime Statistics**

The SAE 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.



## Copyright Policy

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## 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 will not be tolerated and may be subject to disciplinary action.

## COVID-19 Student Code of Conduct

In order to ensure the safety and security of all students, staff, and employees during the COVID-19 pandemic, SAE Institute has implemented a COVID-19 Student Code of Conduct. Any violation of the COVID-19 Student Code of Conduct could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost:

- **DO NOT COME TO CAMPUS IF YOU ARE SICK OR IF YOU HAVE ANY SIGNS OR SYMPTOMS OF ILLNESS, INCLUDING FEVER, COUGH, OR SHORTNESS OF BREATH. REPORT ANY CONFIRMED CASE OF COVID-19 TO THE CAMPUS DIRECTOR.**

If you are not sick and do not have any symptoms of illness, you agree by returning to campus to abide by the following policies and procedures:

- **Personal Protective Equipment:** All SAE students, staff, and faculty are required to wear protective face coverings while on campus. SAE will supply face masks for anyone who needs a mask, or you are welcome to wear your own. Anyone using a personal, reusable mask should follow [CDC guidelines for maintaining and sanitizing a reusable mask](#).
- **Personal Hygiene:** In addition to wearing personal protective equipment, SAE expects all students, staff, and faculty to follow [CDC guidelines of frequent hand washing](#) using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. SAE will supply disposable gloves for students and staff while on campus. Avoid touching your eyes, nose, and mouth.
- **Social Distancing:** Students and employees must practice social distancing at all times, staying at least 6 feet (about 2 arm lengths) from other people.
- **Avoid Gathering:** Please arrive at the facility as scheduled. Students should not congregate in any campus facility, including parking areas.
- **Entering and Exiting the Building:** All students will be required to enter the main entrance and complete a short health screening questionnaire before being allowed to advance to any other area of the campus. Upon exiting the building, students must sign out with the security guard at the front desk.

## Disciplinary Offenses

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## 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 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. 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.

## Appealing Grievance Decision

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

### Atlanta:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: <https://gnpec.georgia.gov/student-resources>

### **Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

### **Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

### **Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## **Appropriate Attire**

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## **Learning Resource Center**

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources,

trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition.

This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## Career Services

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## Graduate Re-Training

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

### **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.





# PROGRAM AND COURSE DESCRIPTIONS

**Accommodation due to COVID-19:** Due to circumstances arising from COVID-19, SAE Institute may offer a course as Independent Study. This accommodation must be approved by the Chief Academic and Compliance Officer prior to the start of the module.

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

# Associate of Applied Science Degree in Audio

## 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 Associate of Applied Science 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

## Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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

## Bachelor of Applied Science in Audio Program

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

### 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

### Bachelor of Applied Science in Audio Program Schedule

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant

- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

# Diploma in Entertainment Business

## Program Description and Outcomes

The Diploma in Entertainment Business program 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.

## Diploma in Entertainment 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 1-2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes**

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## **Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:



## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

## 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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepare for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## Bachelor of Applied Science in Animation & Visual Effects Program

This program is available at the Emeryville campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Animation and Visual Effects 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.

### Bachelor of Applied Science in Animation & Visual Effects Program Schedule

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program: Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
Required General Education Courses		
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

### Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

### Career Prospects for Animation and Visual Effects Program

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
- 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.

# **Bachelor of Applied Science in Game Development**

This program is available at the Emeryville Campus.

## **Program Description and Outcomes**

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## **SAE Emeryville General Education Courses**

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 as attendance that week. 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 resolution of 1024x600 on 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)

## **Materials**

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

71

2020 Catalog Volume 08.14.20

Effective: 08.14.20

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

73

2020 Catalog Volume 08.14.20

Effective: 08.14.20

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

74

2020 Catalog Volume 08.14.20

Effective: 08.14.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

79

2020 Catalog Volume 08.14.20

Effective: 08.14.20

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

### **GAM411 Game Development Capstone**

#### **4 Credit Hours**

Prerequisite: GAM310

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

### **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.

### **SOC100 Sociology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

### **PSY100 Psychology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

## SAE TEAM

### SAE Group Inc.

#### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

#### Campus Administration

##### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Elani Temple	Financial Aid Representative
Parlar Halley	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Whitney Moulton	Student Advisor

##### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Bernard Holmes	Career Services Advisor

##### Emeryville:

Chris Colatos	Director of Education
Miok Kim	Admissions Manager
Jenny Gillette	Librarian and Deputy Title IX Coordinator
Shelly Picinich	Director of Financial Services
Amy Heindselman	Financial Aid Representative
Crystal DeMello	Financial Aid Representative
Victoria Terrell	Student Accounts Specialist
Sean Rodriguez	Student Advisor
Cassandra Cargile	Career Services Advisor
Robin Garcia	Registrar

## Nashville:

Shannon Meggett  
 Shane Prine  
 Kevin White  
 Matthew Rosenboom  
 Michael Copeland  
 Brianna Morris  
 Gail Musser  
 Sam Sourinho  
 Lauren Novack  
 Lidia Sullivan  
 Chris Dilday  
 Ben Hans  
 Jose Calix  
 Rick Franklin

Campus Director  
 Director of Education  
 Career Services Advisor  
 Financial Aid Manager and Deputy Title IX Coordinator  
 Financial Aid Advisor  
 Student Accounts Specialist  
 Admissions Manager  
 Admissions Representative  
 Admissions Representative  
 Administrative Assistant  
 Technology Supervisor  
 Student Advisor  
 Studio Technician  
 Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta
Oplinger, Alexander	Instructor	Audio	BA, Sound Design, Savannah College of Art and Design

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts
Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry:



			Production and Technology, Middle Tennessee State University
--	--	--	--

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Pentecost, Zack	Instructor	Audio	PhD Music, University of Minnesota MA Music, University of Tennessee BS Music, Austin Peay State University
Chiarella, Anthony	Instructor	Audio	MA Audio Arts, Syracuse University BA Communications, SUNY Albany

# LET YOUR CREATIVITY OUT



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	7
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	10
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	14
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT.....	15
<i>Arbitration.....</i>	15
<i>Re-Enter Policy.....</i>	17
<i>Transfers between SAE Campuses.....</i>	17
<i>Transfer of Credit to Other Institutions.....</i>	17
<b>FINANCIAL INFORMATION .....</b>	<b>19</b>
TUITION AND FEES.....	19
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	19
<i>BAS Programs for Nashville.....</i>	19
<i>Entertainment Business Diploma Program for Emeryville.....</i>	20
<i>Audio Diploma Program for Emeryville.....</i>	20

<i>AAS Degree Programs for Emeryville</i> .....	20
<i>AAS in Audio Degree Program for Emeryville</i> .....	20
<i>BAS Programs for Emeryville</i> .....	21
<i>BAS in Audio Degree Program for Emeryville</i> .....	21
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	21
<i>Non-Refundable Fees</i> .....	21
<i>Total Charges for the Current Period of Enrollment</i> .....	22
<i>Technology Package</i> .....	22
<i>Technology Fee</i> .....	22
STUDENT TUITION RECOVERY FUND (STRF).....	22
ADDITIONAL COSTS.....	23
TUITION ASSISTANCE.....	23
<i>Applying for Financial Aid</i> .....	23
TITLE IV FEDERAL STUDENT AID.....	23
<i>Federal Pell Grant</i> .....	24
<i>Subsidized Federal Stafford Loan</i> .....	24
<i>Unsubsidized Federal Stafford Loan</i> .....	24
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	24
<i>Alternative Loan Programs</i> .....	24
<i>Federal Work Study (FWS) Program</i> .....	24
<i>Cal Grant</i> .....	25
<i>Verification</i> .....	25
REFUND POLICY.....	25
<i>Return of Title IV Funds Policy</i> .....	25
<i>Impact on Refund for Withdrawals or Terminations</i> .....	26
<i>Refund on Third Party Fees</i> .....	26
<i>Refund on Technology Packages</i> .....	26
<i>Refund Disbursement</i> .....	26
<i>Return of Cal Grant Funds</i> .....	26
<i>Entrance Loan Counseling</i> .....	27
<i>Exit Loan Counseling</i> .....	27
TUITION OPTIONS.....	27
DELINQUENT PAYMENTS TO SAE.....	27
<i>Repayment of Student Loans</i> .....	27
<i>Students with VA Funding</i> .....	27
STUDENT'S RIGHT TO CANCEL.....	27
SCHOLARSHIPS.....	28
<i>Merit Based Scholarships</i> .....	28
<i>Need Based Scholarships</i> .....	28
<i>International Scholarship</i> .....	28
<b>2020-2021 CALENDAR SCHEDULE.....</b>	<b>30</b>
PROGRAM START DATES.....	30
<i>Bachelor Degree Programs</i> .....	30
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	30
<i>Diploma Programs</i> .....	30
HOLIDAY SCHEDULE.....	30
2020 - 2021 ACADEMIC CALENDAR.....	31
CLASS SCHEDULES.....	31
<i>Atlanta</i> .....	31
<i>Chicago</i> .....	31
<i>Emeryville</i> .....	32
<i>Nashville</i> .....	32
INCLEMENT WEATHER POLICY.....	32
HOURS OF OPERATION.....	32

<i>Atlanta</i> .....	32
<i>Chicago</i> .....	32
<i>Emeryville</i> .....	32
<i>Nashville</i> .....	32
<b>ACADEMIC POLICIES .....</b>	<b>33</b>
DEFINITION OF AN ACADEMIC YEAR.....	33
GRADING .....	33
<i>Grading Scale</i> .....	33
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	34
<i>Incremental Completion Rate (ICR)</i> .....	34
<i>Cumulative Grade Point Average (CGPA)</i> .....	34
<i>Maximum Timeframe</i> .....	34
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	34
<i>Academic Warning</i> .....	35
<i>Remaining Evaluation Periods</i> .....	35
<i>SAP Appeal and Reinstatement</i> .....	35
<i>Academic/Probation</i> .....	35
<i>Extended Enrollment</i> .....	36
<i>Repeating Courses</i> .....	36
<i>Changing Programs</i> .....	36
<i>Additional Credential</i> .....	36
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	36
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	37
CLASS SIZE .....	37
HOMEWORK EXPECTATIONS .....	37
AUDITING A COURSE .....	37
CLOCK TO CREDIT HOUR CONVERSION .....	37
GRADUATION REQUIREMENTS .....	37
TRANSCRIPTS AND DIPLOMAS.....	37
<i>Transcript Request</i> .....	38
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	38
COURSE NUMBERING SYSTEM .....	38
TRANSFER OF CREDIT .....	39
TEST OUT.....	39
PREREQUISITES .....	39
ARTICULATION AGREEMENTS .....	39
ADD/DROP POLICY.....	40
ATTENDANCE POLICY .....	40
WITHDRAWAL FROM SAE.....	40
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	40
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	42
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>43</b>
NONDISCRIMINATION POLICY .....	43
TITLE IX OF THE EDUCATION AMENDMENTS .....	43
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT .....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	44
STUDENT CONDUCT .....	44
COVID-19 STUDENT CODE OF CONDUCT .....	44
<i>Disciplinary Offenses</i> .....	45
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	46

STUDENT COMPLAINTS AND GRIEVANCES .....	46
<i>Appealing Grievance Decision</i> .....	46
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY .....	48
<i>Alcohol and Drug Abuse Prevention Information</i> .....	48
<i>Preventing Drug and Alcohol Abuse</i> .....	49
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	49
<i>Alcohol and Drug Abuse Resources</i> .....	49
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	50
CAREER SERVICES .....	50
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	51
STUDENT SERVICES.....	51
<i>Student Advising</i> .....	51
<i>Tutoring</i> .....	51
PARKING AND TRANSPORTATION .....	51
<i>Chicago Transit Authority U-Pass</i> .....	51
<i>Emeryville Parking On-campus</i> .....	51
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>53</b>
DIPLOMA IN AUDIO .....	53
<i>Program Description and Outcomes</i> .....	53
<i>Diploma in Audio Program Schedule</i> .....	53
<i>Diploma in Audio Course List</i> .....	53
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Associate of Applied Science in Audio Program Schedule</i> .....	54
<i>Associate of Applied Science in Audio Course List</i> .....	54
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	55
<i>Program Description and Outcomes</i> .....	55
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	55
<i>Bachelor of Applied Science in Audio Course List</i> .....	56
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	58
<i>Program Description and Outcomes</i> .....	58
<i>Diploma in Entertainment Business Program Schedule</i> .....	58
<i>Diploma in Entertainment Business Course List</i> .....	58
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	59
<i>Program Description and Outcomes</i> .....	59
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	59
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	60
<i>Career Prospects for Entertainment Business Programs</i> .....	60
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	61
<i>Program Description and Objectives</i> .....	61
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	61
<i>Associate of Applied Science in Digital Film Course List</i> .....	61
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM .....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	62
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	63
<i>Career Prospects for Digital Film</i> .....	63

BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	64
<i>Career Prospects for Animation and Visual Effects Program</i> .....	65
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	66
<i>Program Description and Outcomes</i> .....	66
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	66
<i>Bachelor of Applied Science in Game Development Course List</i> .....	67
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES .....	68
MATERIALS.....	68
COURSE DESCRIPTIONS.....	69
<b>SAE TEAM.....</b>	<b>82</b>
SAE GROUP INC. ....	82
EXECUTIVE MANAGEMENT TEAM.....	82
CAMPUS ADMINISTRATION.....	82
<i>Atlanta:</i> .....	82
<i>Chicago:</i> .....	82
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	83
FULL TIME FACULTY.....	83
<i>Atlanta</i> .....	83
<i>Chicago</i> .....	83
<i>Emeryville</i> .....	83
<i>Nashville</i> .....	84

# ABOUT SAE

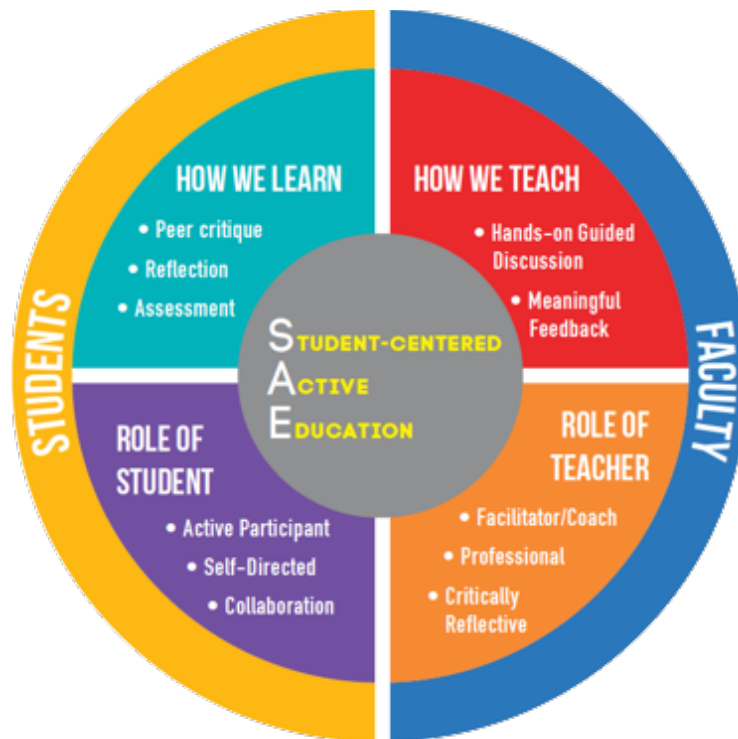
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of



institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

### Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

### Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **Nashville**

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **SAE Institute San Jose Program Teachout**

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.

## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

# ADMISSIONS

Admission to SAE 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 must meet all admissions requirements, including having a fully executed enrollment agreement, before the first day of the module.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Have a fully executed Enrollment Agreement
- Attend a new student orientation

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## **Wonderlic Distance Learning Assessment**

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 module. The orientation to online learning is held at SAE Emeryville.

## **Proof of Graduation Policy**

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

**Audio:** Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone,



frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## Arbitration

As a condition of enrollment, SAE Institute requires each student to sign an enrollment agreement containing the following binding arbitration provision:

**ARBITRATION:** As a condition of enrollment, the Student and SAE Institute (the “School”) agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between the Student and the School or any current or former employee(s) of the School (collectively, the “Parties”) that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or the Student’s enrollment, attendance, or educational experience at the School (individually and collectively, a “Dispute”). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through the School’s student complaint process or

other informal means. If the Dispute is not resolved pursuant to the School's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

**1. Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact your Campus Director.

**2. Arbitration Procedures.**

(a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agree upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at [www.adr.org](http://www.adr.org).

(b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.

(c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.

(d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.

(e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

**3. Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither the Student nor the School can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

**4. Federal Arbitration Act.** The parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

**5. Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be

illegal or unenforceable, then that part will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

**6. Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

**7. Inapplicability to Borrower Defense to Repayment Applications to U.S. Department of Education.** The School cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the School cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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. The enrollment agreement must be fully executed before the 1<sup>st</sup> day of the returning module.

## Transfers between SAE Campuses

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## Transfer of Credit to Other Institutions

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$23,774.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$26,774.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first module at \$200 after a student has attended classes beyond the 7<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## 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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)

4. Federal Pell Grants
5. 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 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.

**Accommodation due to COVID-19 Effective March 27, 2020:** Due to the outbreak of COVID-19, as stated in the Coronavirus Aid, Relief, and Economic Security Act (CARES) the Secretary of Education shall waive the amounts that students are required to return under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to Federal Pell grants or other grant assistance if the withdrawals on which the returns are based are withdrawals from SAE Institute from the results of COVID-19.

Additionally the Secretary of Education shall waive the institutional requirement under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to the amount of Federal grant or loan assistance (other than assistance received under Part C of Title IV of such act) to be returned under such section if the recipient of assistance under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) withdraws from SAE Institute during the payment period or periods of enrollment due to COVID-19.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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

Emeryville 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.

## **Tuition Options**

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## **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 may be dismissed due to delinquent payment.

## **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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## **Students with VA Funding**

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## **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 two scenarios:

- A student requests cancellation before the start of classes **or**
- A student does not attend classes beyond the 7th calendar day after the start of the program.

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

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
May 11, 2020	December 16, 2022
July 6, 2020	February 28, 2023
September 8, 2020	April 21, 2023
November 2, 2020	June 27, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
May 11, 2020	August 20, 2021
July 6, 2020	October 26, 2021
September 8, 2020	December 17, 2021
November 2, 2020	March 1, 2022

### Diploma Programs

Start Date	Projected Graduation Date
May 11, 2020	April 23, 2021
July 6, 2020	June 29, 2021
September 8, 2020	August 20, 2021
November 2, 2020	October 26, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Wednesday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31



## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Mod A</b>	<b>May 11, 2020</b>	<b>June 30, 2020</b>
Break Week	July 1, 2020	July 5, 2020
<b>Summer 2020 Mod B</b>	<b>July 6, 2020</b>	<b>August 21, 2020</b>
Break Week	August 22, 2020	September 7, 2020
<b>Fall 2020 Mod A</b>	<b>September 8, 2020</b>	<b>October 28, 2020</b>
Break Week	October 29, 2020	November 1, 2020
<b>Fall 2020 Mod B</b>	<b>November 2, 2020</b>	<b>December 18, 2020</b>
Winter Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Mod A</b>	<b>January 11, 2021</b>	<b>March 2, 2021</b>
Break Week	March 3, 2021	March 7, 2021
<b>Spring 2021 Mod B</b>	<b>March 8, 2021</b>	<b>April 23, 2021</b>
Break Week	April 24, 2021	May 9, 2021
<b>Summer 2021 Mod A</b>	<b>May 10, 2021</b>	<b>June 29, 2021</b>
Break Week	June 30, 2021	July 5, 2021
<b>Summer 2021 Mod B</b>	<b>July 6, 2021</b>	<b>August 20, 2021</b>
Break Week	August 21, 2021	September 6, 2021

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

## Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

## Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

The academic year at SAE is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional 10 calendar days from the last day of the module to complete any missing assignments. The incomplete grade will be converted to the earned grade within 10 days after the end of the module. 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

## Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental	Result if Minimum Is Not Met

			Completion Rate (ICR)	
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, a student who demonstrates that they were not able to complete attempted credits due to COVID-19 will not be required to appeal if the ICR rate is below the required evaluation points. All other SAP guidelines still apply.

## Academic/Probation

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlined in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

## **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

## **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

## **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

## **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology



SOC	Sociology
-----	-----------

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first module of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## **Add/Drop Policy**

During the first five (5) business days of each module, 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 by the second week of the module will be withdrawn from the course in week three without incurring any academic penalty 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.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.

3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))

- 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))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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

SAE is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the SAE Institute community. In support of this commitment, and as required by Title IX of the Education Amendments of 1972 (“Title IX”) and other applicable federal and state laws, SAE has created a comprehensive policy that prohibits Sexual Misconduct, as well as Retaliation against an individual for making a good faith report of Sexual Misconduct under this policy. The comprehensive policy can be found on the SAE website at <https://usa.sae.edu/>

## Security and Crime Statistics

The SAE 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## 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 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.

## Copyright Policy

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## 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 will not be tolerated and may be subject to disciplinary action.

## COVID-19 Student Code of Conduct

In order to ensure the safety and security of all students, staff, and employees during the COVID-19 pandemic, SAE Institute has implemented a COVID-19 Student Code of Conduct. Any violation of the COVID-19 Student Code of Conduct could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost:

- **DO NOT COME TO CAMPUS IF YOU ARE SICK OR IF YOU HAVE ANY SIGNS OR SYMPTOMS OF ILLNESS, INCLUDING FEVER, COUGH, OR SHORTNESS OF BREATH. REPORT ANY CONFIRMED CASE OF COVID-19 TO THE CAMPUS DIRECTOR.**

If you are not sick and do not have any symptoms of illness, you agree by returning to campus to abide by the following policies and procedures:

- **Personal Protective Equipment:** All SAE students, staff, and faculty are required to wear protective face coverings while on campus. SAE will supply face masks for anyone who needs a mask, or you are welcome to wear your own. Anyone using a personal, reusable mask should follow [CDC guidelines for maintaining and sanitizing a reusable mask](#).
- **Personal Hygiene:** In addition to wearing personal protective equipment, SAE expects all students, staff, and faculty to follow [CDC guidelines of frequent hand washing](#) using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. SAE will supply disposable gloves for students and staff while on campus. Avoid touching your eyes, nose, and mouth.
- **Social Distancing:** Students and employees must practice social distancing at all times, staying at least 6 feet (about 2 arm lengths) from other people.
- **Avoid Gathering:** Please arrive at the facility as scheduled. Students should not congregate in any campus facility, including parking areas.
- **Entering and Exiting the Building:** All students will be required to enter the main entrance and complete a short health screening questionnaire before being allowed to advance to any other area of the campus. Upon exiting the building, students must sign out with the security guard at the front desk.

## Disciplinary Offenses

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## 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 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. 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.

## Appealing Grievance Decision

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

### Atlanta:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: <https://gnpec.georgia.gov/student-resources>



### **Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

### **Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

### **Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thee/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thee/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## **Appropriate Attire**

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## **Learning Resource Center**

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources,

trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition.

This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## Career Services

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## Graduate Re-Training

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

### **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.



# PROGRAM AND COURSE DESCRIPTIONS

**Accommodation due to COVID-19:** Due to circumstances arising from COVID-19, SAE Institute may offer a course as Independent Study. This accommodation must be approved by the Chief Academic and Compliance Officer prior to the start of the module.

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

## Associate of Applied Science Degree in Audio

### 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 Associate of Applied Science 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

### Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

### Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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

## Bachelor of Applied Science in Audio Program

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

### 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

### Bachelor of Applied Science in Audio Program Schedule

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant

- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician

# Diploma in Entertainment Business

## Program Description and Outcomes

The Diploma in Entertainment Business program 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.

## Diploma in Entertainment 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 1-2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes**

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## **Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

## 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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:



## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepare for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## Bachelor of Applied Science in Animation & Visual Effects Program

This program is available at the Emeryville campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Animation and Visual Effects 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.

### Bachelor of Applied Science in Animation & Visual Effects Program Schedule

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program: Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
Required General Education Courses		
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

### Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

### Career Prospects for Animation and Visual Effects Program

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
- 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.

# **Bachelor of Applied Science in Game Development**

This program is available at the Emeryville Campus.

## **Program Description and Outcomes**

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## **SAE Emeryville General Education Courses**

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 as attendance that week. 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 resolution of 1024x600 on 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)

## **Materials**

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.



### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

71

2020 Catalog Volume 08.14.20

Effective: 08.14.20

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

73

2020 Catalog Volume 08.14.20

Effective: 08.14.20

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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

74

2020 Catalog Volume 08.14.20

Effective: 08.14.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

### **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**

Prerequisite: 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 Credits**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

### **ENT130 Media Production**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.



### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

79

2020 Catalog Volume 08.14.20

Effective: 08.14.20

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

### **GAM411 Game Development Capstone**

#### **4 Credit Hours**

Prerequisite: GAM310

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

### **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.

### **SOC100 Sociology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

### **PSY100 Psychology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

# SAE TEAM

## SAE Group Inc.

### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

### Campus Administration

#### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Elani Temple	Financial Aid Representative
Parlar Halley	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Whitney Moulton	Student Advisor

#### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Bernard Holmes	Career Services Advisor

#### Emeryville:

Chris Colatos	Director of Education
Miok Kim	Admissions Manager
Jenny Gillette	Librarian and Deputy Title IX Coordinator
Shelly Picinich	Director of Financial Services
Amy Heindselman	Financial Aid Representative
Crystal DeMello	Financial Aid Representative
Victoria Terrell	Student Accounts Specialist
Sean Rodriguez	Student Advisor
Cassandra Cargile	Career Services Advisor
Robin Garcia	Registrar

## Nashville:

Shannon Meggett  
 Shane Prine  
 Kevin White  
 Matthew Rosenboom  
 Michael Copeland  
 Brianna Morris  
 Gail Musser  
 Sam Sourinho  
 Lauren Novack  
 Lidia Sullivan  
 Chris Dilday  
 Ben Hans  
 Jose Calix  
 Rick Franklin

Campus Director  
 Director of Education  
 Career Services Advisor  
 Financial Aid Manager and Deputy Title IX Coordinator  
 Financial Aid Advisor  
 Student Accounts Specialist  
 Admissions Manager  
 Admissions Representative  
 Admissions Representative  
 Administrative Assistant  
 Technology Supervisor  
 Student Advisor  
 Studio Technician  
 Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta
Oplinger, Alexander	Instructor	Audio	BA, Sound Design, Savannah College of Art and Design

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts
Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry:

			Production and Technology, Middle Tennessee State University
--	--	--	--

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Pentecost, Zack	Instructor	Audio	PhD Music, University of Minnesota MA Music, University of Tennessee BS Music, Austin Peay State University
Chiarella, Anthony	Instructor	Audio	MA Audio Arts, Syracuse University BA Communications, SUNY Albany

# LET YOUR CREATIVITY OUT

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>ABOUT SAE .....</b>	<b>6</b>
MISSION STATEMENT .....	6
LEARNING .....	6
HISTORY OF SAE.....	6
<i>Ownership and Control.....</i>	7
CAMPUS HISTORY.....	7
<i>Atlanta.....</i>	7
<i>Chicago.....</i>	7
<i>Emeryville.....</i>	7
<i>Nashville.....</i>	8
AUTHORIZATION AND APPROVALS .....	8
<i>Atlanta.....</i>	8
<i>Chicago.....</i>	8
<i>Emeryville.....</i>	8
<i>Nashville.....</i>	9
SAE INSTITUTE SAN JOSE PROGRAM TEACHOUT .....	9
DISCLOSURE STATEMENTS .....	10
CAMPUS FACILITIES .....	10
<i>Atlanta.....</i>	10
<i>Chicago.....</i>	10
<i>Emeryville.....</i>	11
<i>Nashville.....</i>	11
<b>ADMISSIONS.....</b>	<b>12</b>
REQUIREMENTS FOR ADMISSION .....	12
ENTRANCE EVALUATION .....	12
WONDERLIC DISTANCE LEARNING ASSESSMENT .....	13
PROOF OF GRADUATION POLICY .....	13
ENGLISH LANGUAGE PROFICIENCY POLICY.....	14
TECHNICAL STANDARDS.....	14
<i>Animation and Visual Effects.....</i>	14
<i>Audio.....</i>	14
<i>Entertainment Business.....</i>	15
<i>Digital Film.....</i>	15
<i>Game Development.....</i>	15
ENROLLMENT AGREEMENT .....	15
<i>Arbitration.....</i>	15
<i>Re-Enter Policy.....</i>	17
<i>Transfers between SAE Campuses.....</i>	17
<i>Transfer of Credit to Other Institutions.....</i>	17
<b>FINANCIAL INFORMATION .....</b>	<b>19</b>
TUITION AND FEES.....	19
<i>Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>Audio Diploma Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS Degree Programs for Atlanta, Chicago, Nashville.....</i>	19
<i>AAS in Audio Degree Program for Atlanta, Chicago, Nashville.....</i>	19
<i>BAS Programs for Nashville.....</i>	19
<i>Entertainment Business Diploma Program for Emeryville.....</i>	20
<i>Audio Diploma Program for Emeryville.....</i>	20



<i>AAS Degree Programs for Emeryville</i> .....	20
<i>AAS in Audio Degree Program for Emeryville</i> .....	20
<i>BAS Programs for Emeryville</i> .....	21
<i>BAS in Audio Degree Program for Emeryville</i> .....	21
<i>BAS in Animation &amp; Visual Effects Program for Emeryville</i> .....	21
<i>Non-Refundable Fees</i> .....	21
<i>Total Charges for the Current Period of Enrollment</i> .....	22
<i>Technology Package</i> .....	22
<i>Technology Fee</i> .....	22
STUDENT TUITION RECOVERY FUND (STRF).....	22
ADDITIONAL COSTS.....	23
TUITION ASSISTANCE.....	23
<i>Applying for Financial Aid</i> .....	23
TITLE IV FEDERAL STUDENT AID.....	23
<i>Federal Pell Grant</i> .....	24
<i>Subsidized Federal Stafford Loan</i> .....	24
<i>Unsubsidized Federal Stafford Loan</i> .....	24
<i>Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)</i> .....	24
<i>Alternative Loan Programs</i> .....	24
<i>Federal Work Study (FWS) Program</i> .....	24
<i>Cal Grant</i> .....	25
<i>Verification</i> .....	25
REFUND POLICY.....	25
<i>Return of Title IV Funds Policy</i> .....	25
<i>Impact on Refund for Withdrawals or Terminations</i> .....	26
<i>Refund on Third Party Fees</i> .....	26
<i>Refund on Technology Packages</i> .....	26
<i>Refund Disbursement</i> .....	26
<i>Return of Cal Grant Funds</i> .....	26
<i>Entrance Loan Counseling</i> .....	27
<i>Exit Loan Counseling</i> .....	27
TUITION OPTIONS.....	27
DELINQUENT PAYMENTS TO SAE.....	27
<i>Repayment of Student Loans</i> .....	27
<i>Students with VA Funding</i> .....	27
STUDENT'S RIGHT TO CANCEL.....	27
SCHOLARSHIPS.....	28
<i>Merit Based Scholarships</i> .....	28
<i>Need Based Scholarships</i> .....	28
<i>International Scholarship</i> .....	28
<b>2020-2021 CALENDAR SCHEDULE.....</b>	<b>30</b>
PROGRAM START DATES.....	30
<i>Bachelor Degree Programs</i> .....	30
<i>Associate of Applied Science Degree and Bachelor Completion Programs</i> .....	30
<i>Diploma Programs</i> .....	30
HOLIDAY SCHEDULE.....	30
2020 - 2021 ACADEMIC CALENDAR.....	31
CLASS SCHEDULES.....	31
<i>Atlanta</i> .....	31
<i>Chicago</i> .....	31
<i>Emeryville</i> .....	32
<i>Nashville</i> .....	32
INCLEMENT WEATHER POLICY.....	32
HOURS OF OPERATION.....	32

Atlanta.....	32
Chicago.....	32
Emeryville.....	32
Nashville.....	32
<b>ACADEMIC POLICIES .....</b>	<b>33</b>
DEFINITION OF AN ACADEMIC YEAR.....	33
GRADING .....	33
<i>Grading Scale</i> .....	33
SATISFACTORY ACADEMIC PROGRESS (SAP) .....	34
<i>Incremental Completion Rate (ICR)</i> .....	34
<i>Cumulative Grade Point Average (CGPA)</i> .....	34
<i>Maximum Timeframe</i> .....	34
<i>Satisfactory Academic Progress (SAP) Criteria</i> .....	34
<i>Academic Warning</i> .....	35
<i>Remaining Evaluation Periods</i> .....	35
<i>SAP Appeal and Reinstatement</i> .....	35
<i>Academic/Probation</i> .....	35
<i>Extended Enrollment</i> .....	36
<i>Repeating Courses</i> .....	36
<i>Changing Programs</i> .....	36
<i>Additional Credential</i> .....	36
<i>Transfer of Credit and Test Out Implications to SAP</i> .....	36
<i>Withdrawn and Incomplete Grades Implications to SAP</i> .....	37
CLASS SIZE.....	37
HOMEWORK EXPECTATIONS .....	37
AUDITING A COURSE .....	37
CLOCK TO CREDIT HOUR CONVERSION .....	37
GRADUATION REQUIREMENTS .....	37
TRANSCRIPTS AND DIPLOMAS.....	37
<i>Transcript Request</i> .....	38
REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	38
COURSE NUMBERING SYSTEM .....	38
TRANSFER OF CREDIT .....	39
TEST OUT.....	39
PREREQUISITES .....	39
ARTICULATION AGREEMENTS.....	39
ADD/DROP POLICY.....	40
ATTENDANCE POLICY .....	40
WITHDRAWAL FROM SAE.....	40
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) .....	40
STATEMENT OF STUDENT RECORD RETENTION PROGRAM.....	42
<b>STUDENT INFORMATION AND SERVICES.....</b>	<b>43</b>
NONDISCRIMINATION POLICY .....	43
TITLE IX OF THE EDUCATION AMENDMENTS .....	43
SECURITY AND CRIME STATISTICS.....	43
HARASSMENT .....	43
SMOKING POLICY.....	43
COPYRIGHT POLICY.....	44
STUDENT CONDUCT .....	44
COVID-19 STUDENT CODE OF CONDUCT .....	44
<i>Disciplinary Offenses</i> .....	45
<i>Student Academic and Classroom Misconduct</i> .....	45
<i>Student Disciplinary Action</i> .....	46

STUDENT COMPLAINTS AND GRIEVANCES .....	46
<i>Appealing Grievance Decision</i> .....	46
APPROPRIATE ATTIRE .....	47
LEARNING RESOURCE CENTER.....	47
SAE ALCOHOL AND DRUG POLICY.....	48
<i>Alcohol and Drug Abuse Prevention Information</i> .....	48
<i>Preventing Drug and Alcohol Abuse</i> .....	49
<i>Sanctions for Violation of Local, State, and Federal Laws</i> .....	49
<i>Alcohol and Drug Abuse Resources</i> .....	49
STUDIO AND LAB POLICIES.....	49
<i>Guest Musicians</i> .....	50
CAREER SERVICES .....	50
<i>Graduate Re-Training</i> .....	50
<i>Non-Credential Seeking Students</i> .....	50
<i>Internships</i> .....	51
STUDENT SERVICES.....	51
<i>Student Advising</i> .....	51
<i>Tutoring</i> .....	51
PARKING AND TRANSPORTATION .....	51
<i>Chicago Transit Authority U-Pass</i> .....	51
<i>Emeryville Parking On-campus</i> .....	51
<i>Atlanta Public Transportation and Parking</i> .....	51
<b>PROGRAM AND COURSE DESCRIPTIONS .....</b>	<b>53</b>
DIPLOMA IN AUDIO .....	53
<i>Program Description and Outcomes</i> .....	53
<i>Diploma in Audio Program Schedule</i> .....	53
<i>Diploma in Audio Course List</i> .....	53
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AUDIO .....	54
<i>Program Description and Outcomes</i> .....	54
<i>Associate of Applied Science in Audio Program Schedule</i> .....	54
<i>Associate of Applied Science in Audio Course List</i> .....	54
BACHELOR OF APPLIED SCIENCE IN AUDIO PROGRAM .....	55
<i>Program Description and Outcomes</i> .....	55
<i>Bachelor of Applied Science in Audio Program Schedule</i> .....	55
<i>Bachelor of Applied Science in Audio Course List</i> .....	56
<i>Career Prospects for Audio Programs</i> .....	56
DIPLOMA IN ENTERTAINMENT BUSINESS .....	58
<i>Program Description and Outcomes</i> .....	58
<i>Diploma in Entertainment Business Program Schedule</i> .....	58
<i>Diploma in Entertainment Business Course List</i> .....	58
ASSOCIATE OF APPLIED SCIENCE IN ENTERTAINMENT BUSINESS .....	59
<i>Program Description and Outcomes</i> .....	59
<i>Associate of Applied Science in Entertainment Business Program Schedule</i> .....	59
<i>Associate of Applied Science in Entertainment Business Course List</i> .....	60
<i>Career Prospects for Entertainment Business Programs</i> .....	60
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILM.....	61
<i>Program Description and Objectives</i> .....	61
<i>Associate of Applied Science in Digital Film Program Schedule</i> .....	61
<i>Associate of Applied Science in Digital Film Course List</i> .....	61
BACHELOR OF APPLIED SCIENCE IN DIGITAL FILM .....	62
<i>Program Description and Outcomes</i> .....	62
<i>Bachelor of Applied Science in Digital Film Program Schedule</i> .....	62
<i>Bachelor of Applied Science in Digital Film Course List</i> .....	63
<i>Career Prospects for Digital Film</i> .....	63

BACHELOR OF APPLIED SCIENCE IN ANIMATION & VISUAL EFFECTS PROGRAM.....	64
<i>Program Description and Outcomes</i> .....	64
<i>Bachelor of Applied Science in Animation &amp; Visual Effects Program Schedule</i> .....	64
<i>Career Prospects for Animation and Visual Effects Program</i> .....	65
BACHELOR OF APPLIED SCIENCE IN GAME DEVELOPMENT.....	66
<i>Program Description and Outcomes</i> .....	66
<i>Bachelor of Applied Science in Game Development Program Schedule</i> .....	66
<i>Bachelor of Applied Science in Game Development Course List</i> .....	67
<i>Career Prospects for Game Development Program</i> .....	67
SAE EMERYVILLE GENERAL EDUCATION COURSES .....	68
MATERIALS.....	68
COURSE DESCRIPTIONS.....	69
<b>SAE TEAM.....</b>	<b>82</b>
SAE GROUP INC. ....	82
EXECUTIVE MANAGEMENT TEAM.....	82
CAMPUS ADMINISTRATION.....	82
<i>Atlanta:</i> .....	82
<i>Chicago:</i> .....	82
<i>Emeryville:</i> .....	82
<i>Nashville:</i> .....	83
FULL TIME FACULTY.....	83
<i>Atlanta</i> .....	83
<i>Chicago</i> .....	83
<i>Emeryville</i> .....	83
<i>Nashville</i> .....	84

# ABOUT SAE

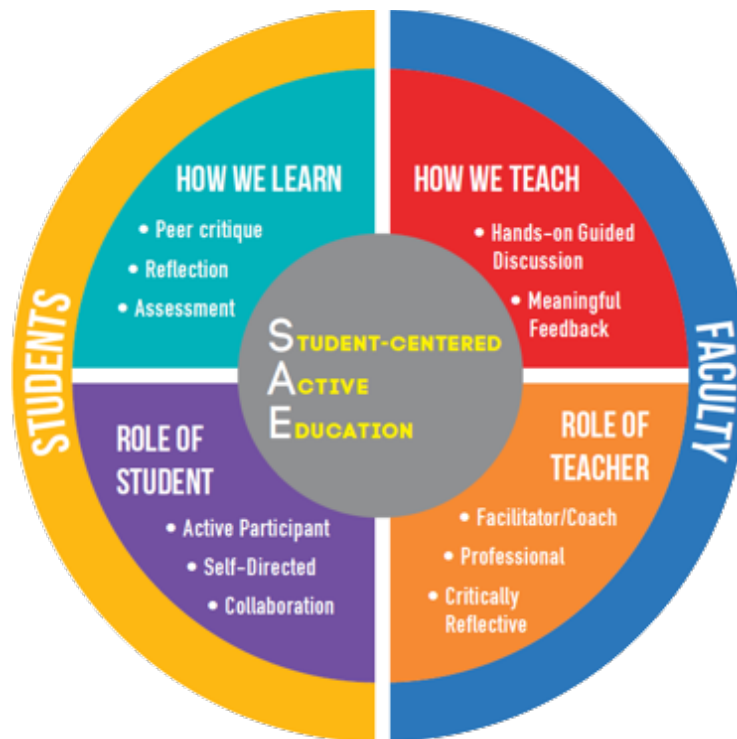
## Mission Statement

Our mission is to help aspiring professionals prepare for entry-level positions in the creative media and entertainment industries. SAE 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 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 teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

## History of SAE

SAE was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE continued to expand its network of

institutes and now offers educational opportunities in over 50 locations throughout Europe, Australia and North America.

In 1999, SAE expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In July 2014, SAE acquired Ex'pression Colleges (now SAE Expression College) with a campus in Emeryville, California that offers a variety of media arts programs through the Bachelor's Degree level. In 2017, SAE expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE, please visit the SAE website at [www.sae.edu](http://www.sae.edu).

## Ownership and Control

SAE Institute Group, Inc., is owned and managed by Navitas, Ltd, a leading global education provider headquartered in Perth and Sydney, Australia. On July 5, 2019, Navitas was purchased by BGH Holdco. BGH Holdco is an independent firm, owned and managed by its founding partners. BGH partners with entrepreneurs and management teams in Australia and New Zealand to help them build strong, sustainable, market-leading businesses.

All SAE Institutes in North America, including campuses in Atlanta, Chicago, Miami, Nashville, Emeryville, and New York are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

BGH Capital's Board of Directors are:

Ben Gray  
Rod Jones  
Terry Bowen  
Rajeev Ruparelia  
Shaun Manuell  
Blake Fizzard

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 History

### Atlanta

Since opening the doors in 2007 to 20 students, SAE Institute Atlanta (referred to as SAE Atlanta in this catalog) has grown year over year to be one of the leading creative media institutions in the Atlanta metropolitan area. The campus now occupies over 35,000 square feet in the historic Cornerstone Building on Peachtree Street in the heart of downtown Atlanta. SAE Atlanta has been accredited since 2007 and received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2017.

### Chicago

SAE Institute Chicago is the newest SAE campus to open in the United States. Construction of the campus was completed in July 2012, and authorization from the Illinois Board of Higher Education to offer degrees and diplomas was received in April 2013. SAE Institute Chicago (referred to as SAE Chicago in this catalog) received accreditation from the Accrediting Commission for Career Schools and Colleges in June 2013. The inaugural class started in September 2013.

### Emeryville

Ex'pression Center for New Media was founded in 1998 and started by offering sound and comprehensive programs in digital visual media. 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).

In 2012, the campus began offering Bachelor's degrees in creative media. In 2013, Ex'pression College for Digital Arts began doing business as Ex'pression College and in July 2014, Ex'pression College was purchased by SAE Institute Group, Inc. SAE Expression College (referred to as SAE Emeryville in this catalog) continues to offers diploma, associate and bachelor's degrees across various fields of digital media.

## Nashville

SAE Institute Nashville (referred to as SAE Nashville in this catalog) was the second SAE Institute campus opened in the U.S., and began enrolling students in the Audio Technology Program in 1999. Located in the historic Arista Records building on Music Row, SAE Nashville was accredited by ACCSC in 2003. In 2018 Nashville began offering the Bachelor of Applied Science in Audio.

## Authorization and Approvals

### Atlanta

SAE Institute Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission. For more information, please contact:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: [www.gnpec.georgia.gov](http://www.gnpec.georgia.gov)

SAE Institute Atlanta is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute Nashville in Nashville, TN.

### Chicago

SAE Institute Chicago is licensed by the Illinois Board of Higher Education (IBHE). For more information regarding the IBHE, contact:

Illinois Board of Higher Education (IBHE)  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
Phone: 217-782-2552  
Fax: 217-782-8548  
Web: [www.ibhe.org](http://www.ibhe.org)

SAE Institute Chicago is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) and is a branch campus of SAE Institute of Technology Nashville in Nashville, TN.

### Emeryville

SAE Expression College 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 Emeryville. 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](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto: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](http://www.bppe.ca.gov), (888) 370-7589 or by fax at (916) 263-1897.

SAE Expression College is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **Nashville**

SAE Institute of Technology Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. For more information, please contact:

Tennessee Higher Education Commission (THEC)  
404 James Robertson Parkway  
Suite 1900  
Nashville, TN 37243  
Phone: 615-741-3605  
Web: [www.state.tn.us/thecc](http://www.state.tn.us/thecc)

All SAE U.S. Campuses are accredited by: The Accrediting Commission of Career Schools and Colleges (ACCSC) which is a recognized accrediting agency by the U.S. Department of Education. For more information regarding ACCSC accreditation, please contact:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Phone: 703-247-4212  
Fax: 703-247-4533  
Web: [www.accsc.org](http://www.accsc.org)

SAE Nashville is accredited by Accrediting Commission for Career Schools and Colleges (ACCSC) as a main campus.

## **SAE Institute San Jose Program Teachout**

SAE San Jose has entered into an Institutional Teach-Out Agreement with the SAE Emeryville to provide all remaining courses for students. Additionally, SAE Emeryville will maintain all of the policies and procedures as outlined in that catalog version. Students with questions about the Teach-Out process can contact the Campus Director for additional information.



## Disclosure Statements

As a prospective student, you are encouraged to review this catalog 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 accrediting agency of their desired campus listed above.

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

For SAE Emeryville Students: You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Facilities

All SAE campuses regularly upgrade their 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 student materials at any time to provide students with current industry-standard practical experiences.

All instruction is in English and onsite at the below listed locations.

**Accommodation due to COVID-19:** Starting March 18, 2020 – all courses will be offered online via the Canvas Learning Management System until normal campus operations resume. Online offerings are temporary only and residential formatting will resume as soon as allowed.

### Atlanta

SAE Atlanta is located at:  
215 Peachtree Street NE, Suite 300  
Atlanta, GA 30303  
Phone: 404-526-9366  
Email: [atlanta@sae.edu](mailto:atlanta@sae.edu)  
Web: [atlanta.sae.edu](http://atlanta.sae.edu)

SAE Atlanta occupies a modern, air-conditioned, 35,000 square foot facility convenient to mass transportation (MARTA), parking, and all the amenities of downtown Atlanta.

The campus features multiple classrooms, a 5.1 surround sound theater, a Learning Resource Center, 9 studios and more than 110 studios and workstations, equipped with industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Universal Audio, Waves, and others. SAE Atlanta also is home to a large sound area housing a portable live sound and lighting system with Behringer, Crown, dbx, JBL, and PreSonus equipment.

### Chicago

SAE Chicago is located at:  
820 North Orleans Street, Suite 125  
Chicago, Illinois 60610  
Phone: 312-300-5685  
Email: [chicago@sae.edu](mailto:chicago@sae.edu)  
Web: [chicago.sae.edu](http://chicago.sae.edu)

SAE Chicago is located in the River North tech corridor and is convenient to mass transportation (CTA), parking, and all the amenities of downtown Chicago.

SAE Chicago is a modern, air conditioned, 19,000 square foot facility with four classrooms, a Learning Resource Center, a soundstage, an 82-seat theater, and eight studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Focal, Focusrite, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves & others.

## Emeryville

SAE Expression College is located at:  
6601 Shellmound Street  
Emeryville, CA 94608  
Phone: 510-654-2934  
Toll Free: 877-833-8800  
Web: [emeryville.sae.edu](http://emeryville.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, studios, and laboratories, as well as a library and Learning Resource Center, and faculty and student lounges. Specialized classrooms include the Californium Performance Hall, Marshall McLuhan Lab, Ray Harryhausen Lab, Sound Stage, Motion Capture Room, Green Screen, Jimi Hendrix Studio, Electronic Music Suites, and Avid Pro Tools, Logic Pro, and Ableton Live Workstations.

General education courses are taught in a blended format, with some content online and some classroom instruction. All other courses are taught on site.

## Nashville

SAE Nashville is located at:  
7 Music Circle North  
Nashville, TN 37203  
Phone: 615-244-5848  
Email: [nashville@sae.edu](mailto:nashville@sae.edu)  
Web: [nashville.sae.edu](http://nashville.sae.edu)

SAE Nashville is located in the heart of Music Row, Nashville's entertainment center, conveniently accessible to public transportation. The campus occupies a modern, 15,000 square foot, air-conditioned facility including four classrooms, a Learning Resource Center, and seven studios containing industry standard hardware and software from AKG, Apple, Avid Pro Tools, Genelec, Lexicon, Native Instruments, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

# ADMISSIONS

Admission to SAE 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 must meet all admissions requirements, including having a fully executed enrollment agreement, before the first day of the module.

The following are the admissions requirements for all prospective students of SAE:

- Successfully pass the Entrance Evaluation by scoring a minimum of 14 for Diploma and Associate Degree Programs and a minimum of 18 for Bachelor Degree Programs on the Wonderlic Scholastic Level Exam (Wonderlic SLE).
- 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-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- 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

Students will not be considered enrolled until they meet all of the following requirements:

- Have a fully executed Enrollment Agreement
- Attend a new student orientation

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

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

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 requires all applicants to successfully complete the Wonderlic SLE to enroll into a program. An applicant for a diploma or associate 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, 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, 18, or higher, a fourth attempt may be made three months after the third.

Students who have completed an associate degree at an SAE Campus are not required to retake the Wonderlic SLE for admission to the bachelor's degree program.

International students may submit a Wonderlic SLE Q exam with at least the minimum required score to the Admissions Office of their desired campus as part of their application.

**Accommodation due to COVID-19:** Students who wish to attempt the evaluation remotely, due to issues from COVID-19, may attempt the Wonderlic SLE Q exam in place of the Wonderlic SLE. Students interested in this option should contact the Admissions Office for more details. Students may attempt the SLE-Q a total of four times, following the guidelines listed above. All additional stipulations to the entrance evaluation still apply.

## Wonderlic Distance Learning Assessment

For SAE Emeryville students: the Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in blended online general education courses. The Distance Learning assessment focuses on: Management

- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge
- 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 module. The orientation to online learning is held at SAE Emeryville.

## Proof of Graduation Policy

SAE requires a standard high school diploma or GED or state equivalency exam in order to enroll in a program. Students applying to SAE must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of physical POG documentation must be made from the original by campus staff. POGs submitted via email must be emailed directly from the institute that issued the academic credential to the campus Student Advisor and must contain the graduation date. POG documentation must be stamped with the date received by an SAE staff member or include an email date/time stamp and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript including graduation date
- Copy of GED certificate of completion
- Copy of state equivalency exam certificate of completion
- Copy of High School Diploma
- Copy of email from the institution that issued the academic credential

For Nashville Campus only: After acceptance, the student must request an official high school transcript or GED certificate of completion to be sent directly to SAE Nashville from the issuing institution. The official transcript or GED certificate must be received within four (4) weeks after the start date of the program, or the student will be withdrawn from school.

SAE 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, Bachelor's, Master's or higher degree.

Foreign transcripts must be evaluated by a member of the 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.

Proof of Graduation for home schooled students will be evaluated by the Chief Academic and Compliance Officer to determine compliance with SAE policy. The Chief Academic and Compliance Officer may require additional information or documentation as needed.

**Accommodation due to COVID-19:** The Student Advisor may receive, directly from the student, a scanned or photographed copy of their High School Diploma or GED. Students may be asked to present the physical diploma or GED documentation when residential formatting resumes.

If a student is unable to provide physical or photographic documentation of their proof of graduation due to circumstances related to COVID-19, an attestation of graduation must be signed by the student and approved by the Chief Academic and Compliance Officer prior to enrollment. Once residential formatting resumes on campus, the student will be required to provide proof of graduation as laid out above within 30 days or face suspension until documentation is received.

## English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE who 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	Virgin Islands	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.

If an applicant believes her or she has the prerequisite English skills, the Chief Academic and Compliance Officer can assess English Language Proficiency with appropriate third-party documentation to determine if the student is eligible for admission. All other regulations and requirements regarding International Students still apply.

## Technical Standards

### Animation and Visual Effects

**Animation and Visual Effects:** Candidates must be able to demonstrate the ability to draw and sculpt artistic representations of real and imaginary objects and figures, watch video and listen to audio to effectively to critique and analyze content. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

**Communication:** Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

### Audio

**Audio:** Candidates must possess adequate sensory ability to apply fundamental audio production methods and techniques, including but not limited to such things as the perception and adjustment of pitch, tone,

frequency, and amplitude. Candidates must possess the sensory and hearing ability to make necessary adjustments to audio instantaneously.

Communication: Candidates must be able to collaborate with others to effectively plan and execute a range of responses to complex problems.

## Entertainment Business

Entertainment Business: Candidates must be able to understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Digital Film

Digital Film: Candidates must be able to use filmmaking equipment, software and workflows to create and edit film productions. Candidates must possess adequate sensory ability to analyze, evaluate and critique film content. Candidates also must be able to apply fundamental video production methods and techniques, including but not limited to the physical ability to lift, carry, set up, and break down film production gear, use computer interfaces and equipment to employ necessary software and possess the visual and hearing ability to view and hear audio/visual content to analyze, evaluate, critique, and adjust the content.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Game Development

Game Development: Candidates must be able to watch, play and effectively analyze video games. Candidates must possess the ability to utilize computer interfaces (keyboards, mice, tablets, etc.) to access necessary software.

Communication: Candidates must be able to demonstrate effective oral, written, and interpersonal communication skills.

## Enrollment Agreement

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement prior to attending class. 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. Students will not be allowed to sit in class without a completed Enrollment Agreement.

## Arbitration

As a condition of enrollment, SAE Institute requires each student to sign an enrollment agreement containing the following binding arbitration provision:

**ARBITRATION:** As a condition of enrollment, the Student and SAE Institute (the “School”) agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between the Student and the School or any current or former employee(s) of the School (collectively, the “Parties”) that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or the Student’s enrollment, attendance, or educational experience at the School (individually and collectively, a “Dispute”). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through the School’s student complaint process or

other informal means. If the Dispute is not resolved pursuant to the School's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

**1. Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact your Campus Director.

**2. Arbitration Procedures.**

(a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agree upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at [www.adr.org](http://www.adr.org).

(b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.

(c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.

(d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.

(e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

**3. Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither the Student nor the School can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

**4. Federal Arbitration Act.** The parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

**5. Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be

illegal or unenforceable, then that part will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

**6. Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

**7. Inapplicability to Borrower Defense to Repayment Applications to U.S. Department of Education.** The School cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the School cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

## 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, changes in circumstance since dismissal/withdrawal, and space availability.

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. The enrollment agreement must be fully executed before the 1<sup>st</sup> day of the returning module.

## Transfers between SAE Campuses

Transfers are only possible between SAE campuses if a student is in good standing. An SAE student desiring a transfer to an SAE campus in a different location must contact the SAE Campus Director of the current campus 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, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to SAE will be refunded. Students transferring to other SAE campuses must abide by local rules and regulations.

SAE is a worldwide training institute, providing educational opportunities at SAE campuses abroad. SAE graduates planning to work, travel, or study outside of the United States should check the SAE web site at [www.sae.edu](http://www.sae.edu) for information on additional training and degree opportunities.

## Transfer of Credit to Other Institutions

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor's, Associate or Diploma degree you earn at SAE 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 to determine if your credits or diploma will transfer.

# FINANCIAL INFORMATION

## Tuition and Fees

### Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$23,774.25</b>
Repeat Course Tuition per credit	\$500.00

### Audio Diploma Programs for Atlanta, Chicago, Nashville

Tuition	\$22,000.00
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
<b>Total</b>	<b>\$24,273.25</b>
Repeat Course Tuition per credit	\$500.00

### AAS Degree Programs for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,179.32</b>
Repeat Course Tuition per credit	\$496.88

### AAS in Audio Degree Program for Atlanta, Chicago, Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Repeat Course Tuition per credit	\$496.88

### BAS Programs for Nashville

Tuition	\$31,800.32
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
<b>Total</b>	<b>\$34,298.32</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$496.88

### Entertainment Business Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$900.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$26,774.61</b>
Repeat Course Tuition per credit	\$568.19

### Audio Diploma Program for Emeryville

Tuition	\$25,000.36
Technology Package	\$1399.00
Technology Fee	\$674.25
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$27,273.61</b>
Repeat Course Tuition per credit	\$568.19

### AAS Degree Programs for Emeryville

Tuition	\$38,000
Technology Package	\$1280.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,379.00</b>
Repeat Course Tuition per credit	\$593.75

### AAS in Audio Degree Program for Emeryville

Tuition	\$38,000
Technology Package	\$1399.00
Technology Fee	\$899.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$40,498.00</b>
Repeat Course Tuition per credit	\$593.75

## BAS Programs for Emeryville

Tuition	\$84,000.00
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,278.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Audio Degree Program for Emeryville

Tuition	\$84,000.00
Technology Package	\$1399.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$87,397.00</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

## BAS in Animation & Visual Effects Program for Emeryville

Tuition	\$82,687.50
Technology Package	\$1280.00
Technology Fee	\$1798.00
Administrative Fee	\$200.00
Non-Refundable California Student Tuition Recovery Fund (STRF) Assessment (if applicable)	\$0.00
<b>Total</b>	<b>\$85,965.50</b>
Course Tuition Charge Per Credit Hour (applies to repeat courses)	\$656.25

The administrative fee is a fee applied to the first module at \$200 after a student has attended classes beyond the 7<sup>th</sup> calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at \$224.75. The totals listed above are based on normal completion time for the program.

## Non-Refundable Fees

Test Out Fee (per attempt)	\$100.00
Returned Check Fee (per occurrence)	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
Parking Permit Fees for Emeryville Only	\$20.00 (per month)
Parking Permit Fees for Atlanta Only	Breeze Card - \$69 (per month) Parking Garage - \$80 (per month)

## Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Campuses. 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 Chicago Associate Program student pays \$496.88 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged \$5,962.56 for that semester.

## Technology Package

All courses at SAE require the use of a tablet, headphones, an external hard drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). If a student elects not to purchase the technology package from SAE, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

## Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is \$224.75 per semester.

## Student Tuition Recovery Fund (STRF)

For Emeryville Students Only: 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 program 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:

- 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
- 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:

- You are not a California resident or are not enrolled in a residency program, or
- 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 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 students who qualify may apply for several different forms of financial assistance to help pay for tuition, 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](http://www.fafsa.ed.gov).

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

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)

Federal Student Aid Programs – [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Free Application for Federal Student Aid – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Private student lending and payment options 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 and technology 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 the technology fee and the technology 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 Services Contact Information can be found at:

Atlanta: <https://usa.sae.edu/campuses/atlanta/> - campus

Chicago: <https://usa.sae.edu/campuses/chicago/#campus>

Emeryville: <https://usa.sae.edu/campuses/emeryville/> - campus

Nashville: <https://usa.sae.edu/campuses/nashville/>

## **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:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant

- 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 October 1. Students receiving a second disbursement of Pell Grant after July 1 must submit an updated FAFSA. Students should be aware that this may change their eligibility. Types of Title IV Federal Student Aid available to SAE 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.

### **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 (Parent PLUS Loan)**

The Federal Parent PLUS Loan 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 Services Office for more information.

### **Federal Work Study (FWS) Program**

For SAE Emeryville students only: 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 Services 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 Services Office to determine if they have any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Services 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 Emeryville.

## 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 the last week of their final semester. 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.

## Refund Policy

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

## 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 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 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 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:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)



4. Federal Pell Grants
5. 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 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.

**Accommodation due to COVID-19 Effective March 27, 2020:** Due to the outbreak of COVID-19, as stated in the Coronavirus Aid, Relief, and Economic Security Act (CARES) the Secretary of Education shall waive the amounts that students are required to return under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to Federal Pell grants or other grant assistance if the withdrawals on which the returns are based are withdrawals from SAE Institute from the results of COVID-19.

Additionally the Secretary of Education shall waive the institutional requirement under section 484B of the Higher Education Act of 1965 (20 U.S.C. 1091b) with respect to the amount of Federal grant or loan assistance (other than assistance received under Part C of Title IV of such act) to be returned under such section if the recipient of assistance under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) withdraws from SAE Institute during the payment period or periods of enrollment due to COVID-19.

### **Impact on Refund for Withdrawals or Terminations**

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

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 on Technology Packages**

Once technology packages have been accepted by the student and taken from the school premises, they may not be returned for a refund.

### **Refund Disbursement**

Non-Title IV refunds will be made within forty-five (45) days after receipt of notice of cancellation or withdrawal. Failure to notify the Student Advisor 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 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

Emeryville 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.

## **Tuition Options**

Students enrolled at SAE are eligible to participate in an Institutional Loan program offered by Tuition Options. Tuition Options loans are designed to cover the cost of tuition, technology packages, and fees in excess of available federal aid. Interest rates on Tuition Options loans vary between 3% and 7% based on several factors. Interest accrues from the date of the loan's origination. Tuition Options loans require recurring payment during enrollment and a full pay-off between two and seven years of loan origination, based on loan amount. Failure to make regular and timely payments may result in late fees added to the loan balance and can restrict a student from attending class until the account is current.

## **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 may be dismissed due to delinquent payment.

## **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, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

## **Students with VA Funding**

Veteran students who are considered to be a covered individual by the U.S. Department of Veteran's Affairs will not be subject to any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from the VA. Additionally, a VA student will not be required to borrow additional funds to cover educational costs due to delayed disbursement.

## **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 two scenarios:

- A student requests cancellation before the start of classes **or**
- A student does not attend classes beyond the 7th calendar day after the start of the program.

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

## Scholarships

### Merit Based Scholarships

SAE's Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program at SAE. A Merit Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Merit Based Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family.
- Original Essay, two pages, double spaced with 12-point font. The essay topic is "Why I Should Receive this Scholarship over Another Student." Essay should be attached to the completed application.

Due Date: Complete application package is due to the Financial Services office no later than 7 business days before the start of the term.

### Need Based Scholarships

SAE's Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into an SAE Program. A Need Based Scholarship pays up to 25% of the program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years of age or older
- A U.S. Citizen
- Accepted full-time into an SAE Program

The scholarship application is complete once all items are received by the Financial Services Office:

- Completed Need Based Scholarship Application
- Completed and filed Federal Application for Student Aid (FAFSA)
- A Letter of Recommendation sent directly to the college to ensure authenticity. The Letter of Recommendation cannot be written by a member of the applicant's family

Due Date: Complete application package is due to the Financial Services Office no later than 7 business days before the start of the term.

### International Scholarship

SAE International Student Scholarship is for full-time students attending the College on an appropriate student visa. The International Student Scholarship pays 10% of program tuition. Moneys for this scholarship are made available for up to four (4) students at each of six (6) dates throughout the year.

To apply, students must meet the following criteria:

- 17 years or older
- An international student with a valid student visa
- Accepted into a full-time program

The scholarship application is complete once all items are received by the Student Accounts Office:

- Completed International Scholarship application

Due Date: Complete application package is due to the Financial Services Office no later than 3 months before the start of the term

# 2020-2021 CALENDAR SCHEDULE

## Program Start Dates

SAE 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 Programs

Start Date	Projected Graduation Date
May 11, 2020	December 16, 2022
July 6, 2020	February 28, 2023
September 8, 2020	April 21, 2023
November 2, 2020	June 27, 2023

### Associate of Applied Science Degree and Bachelor Completion Programs

Start Date	Projected Graduation Date
May 11, 2020	August 20, 2021
July 6, 2020	October 26, 2021
September 8, 2020	December 17, 2021
November 2, 2020	March 1, 2022

### Diploma Programs

Start Date	Projected Graduation Date
May 11, 2020	April 23, 2021
July 6, 2020	June 29, 2021
September 8, 2020	August 20, 2021
November 2, 2020	October 26, 2021

## Holiday Schedule

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

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

Holiday	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 20	Monday, January 18
Presidents' Day	Monday, February 17	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	Friday, July 3 (observed)	Monday, July 5 (observed)
Labor Day	Monday, September 7	Monday, September 6
Columbus Day	Monday, October 12	Monday, October 11
Veterans' Day	Wednesday, November 11	Thursday, November 11
Thanksgiving	Thursday & Friday, November 26 & 27	Thursday & Friday, November 25 & 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	Saturday, December 25
Boxing Day	Monday, December 28 (Observed)	Monday, December 27 (observed)
New Year's Eve	Thursday, December 31	Friday, December 31

## 2020 - 2021 Academic Calendar

Semester	Start	End
<b>Spring 2020 Semester (Continuing Students)</b>	<b>January 13, 2020</b>	<b>April 24, 2020</b>
<b>Spring 2020 Semester (New Students)</b>	<b>January 21, 2020</b>	<b>May 1, 2020</b>
Spring 2020 Break (Spring Continuing Students)	April 25, 2020	May 10, 2020
Spring 2020 Break (Spring New Students)	May 2, 2020	May 10, 2020
<b>Summer 2020 Mod A</b>	<b>May 11, 2020</b>	<b>June 30, 2020</b>
Break Week	July 1, 2020	July 5, 2020
<b>Summer 2020 Mod B</b>	<b>July 6, 2020</b>	<b>August 21, 2020</b>
Break Week	August 22, 2020	September 7, 2020
<b>Fall 2020 Mod A</b>	<b>September 8, 2020</b>	<b>October 28, 2020</b>
Break Week	October 29, 2020	November 1, 2020
<b>Fall 2020 Mod B</b>	<b>November 2, 2020</b>	<b>December 18, 2020</b>
Winter Break	December 19, 2020	January 10, 2021
<b>Spring 2021 Mod A</b>	<b>January 11, 2021</b>	<b>March 2, 2021</b>
Break Week	March 3, 2021	March 7, 2021
<b>Spring 2021 Mod B</b>	<b>March 8, 2021</b>	<b>April 23, 2021</b>
Break Week	April 24, 2021	May 9, 2021
<b>Summer 2021 Mod A</b>	<b>May 10, 2021</b>	<b>June 29, 2021</b>
Break Week	June 30, 2021	July 5, 2021
<b>Summer 2021 Mod B</b>	<b>July 6, 2021</b>	<b>August 20, 2021</b>
Break Week	August 21, 2021	September 6, 2021

## Class Schedules

Additional class sessions and tutoring sessions may be scheduled to give students the opportunity for help if needed. Students should be aware that additional time will be required to complete homework and projects, and devote effort to difficult or complex topics. Not all sessions run every module. Check with the Admissions Office for preferred class session availability.

Students are responsible for knowing their own schedule. SAE 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.

### Atlanta

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:00 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options.

### Chicago

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## Emeryville

Classes are typically scheduled Monday through Friday, between 8:00 a.m. and 11:30 p.m. Classes may be scheduled on Saturdays as needed. The online component of the blended general education courses are asynchronous.

## Nashville

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Classes may be scheduled on Saturday as needed.

## 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

During normal business hours, 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.

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 staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.

## Atlanta

SAE Atlanta maintains normal hours of operation for studios and labs Monday through Friday from 8:30 a.m. to 12:00 midnight, Saturday from 12 noon to 10:00 p.m., and Sunday from 12:00 noon to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Chicago

SAE Chicago maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 1:00 a.m., Friday 9:00 a.m. to 11:00 p.m. and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Emeryville

SAE Emeryville is available to students and staff Monday through Friday from 7:00 am to 2:00 am and Saturday from 8:00am to 12:00am. Any additional or changed lab hours will be discussed at orientation and communicated to students.

## Nashville

SAE Nashville maintains normal hours of operation for studios and labs Monday through Thursday from 9:00 a.m. to 12:00 a.m., Friday 9:00 a.m. to 10:00 p.m. and Saturdays 12:00 p.m. to 12:00 a.m. The campus is closed on Sundays. Any additional or changed lab hours will be discussed at orientation and communicated to students.

All Campus Administrative offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m. Students who wish to meet with administrative staff are encouraged to schedule an appointment during business hours. Off hour appointments are made at the discretion of the Campus Director.

# ACADEMIC POLICIES

## Definition of an Academic Year

The academic year at SAE is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

## Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies 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. Students must repeat any required courses in which a grade of "F" or "W" is received. 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 (see below) and both attempts will remain on the student's transcript.

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 5 school days following the end of the course. Within 5 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 module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional 10 calendar days from the last day of the module to complete any missing assignments. The incomplete grade will be converted to the earned grade within 10 days after the end of the module. 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	Yes	No	Yes

Grades are rounded to the nearest whole number, i.e. 79.9% would be awarded the grade of B.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the measurement of the student's academic performance within the educational goals. SAE requires all students to demonstrate orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE and 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. In addition, students must complete all coursework within the required 150% maximum timeframe.

SAE 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 training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 60 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (60 credit hours x 150% = 90 credit hours.)

## Satisfactory Academic Progress (SAP) Criteria

SAE has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

Satisfactory Academic Progress (SAP) Criteria				
Evaluation Point	Credit Hours Attempted	Minimum Cumulative Grade Point Average (CGPA)	Minimum Incremental	Result if Minimum Is Not Met

			Completion Rate (ICR)	
<b>Bachelor of Applied Science Programs</b>				
1	4-31	1.0	25%	Academic Warning
2	32-63	1.5	50%	Academic Warning
3	64 or more	2.0	67%	Dismissal
<b>Associate of Applied Science Programs</b>				
1	4-16	1.0	25%	Academic Warning
2	17-31	1.5	50%	Dismissal
3	32 or more	2.0	67%	Dismissal
<b>Diploma</b>				
1	4-12	1.0	25%	Academic Warning
2	13-21	1.5	50%	Dismissal
3	22 or more	2.0	67%	Dismissal

## Academic Warning

If a student has not met minimum CGPA or ICR requirements at the end of the first evaluation point, the student will be placed on Academic Warning. Students on Academic Warning remain eligible for Title IV funds. Please note that Academic Warning is only available at the end of the first evaluation point.

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 and become ineligible for Title IV funds. There is no warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

## Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE.

## 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 by the first day of the following semester. 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 was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and Student Advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE North America or her designee for determination of acceptance or denial of the appeal. The Student Advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

**Accommodation due to COVID-19:** Due to the outbreak of COVID-19, a student who demonstrates that they were not able to complete attempted credits due to COVID-19 will not be required to appeal if the ICR rate is below the required evaluation points. All other SAP guidelines still apply.

## Academic/Probation

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

The student will have up to two semesters (one payment period) to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlined in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic/Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic/Probation semester. 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/Probation semesters, the student will be dismissed from SAE 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 Bachelor's or Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ 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 Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and Student Advisor. 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.

## **Repeating Courses**

All required courses in a program must be successfully completed with a passing grade and all required credit hours completed. 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 time frame. Please refer to the Grading Policy for additional information regarding the repeating of course. Students will be charged the per-credit rate of tuition for their program for the repeated course.

## **Changing Programs**

A student wishing to change programs should contact the Student Advisor. In the case of a program change, only the courses that apply to the new program will be used to calculate CGPA and ICR.

## **Additional Credential**

A student interested in seeking an additional credential from SAE must meet with the Student Advisor who will determine the courses from the old program that will be applied to the new program. The courses that are applied will be counted toward the student's CGPA, ICR and maximum timeframe in the calculation of SAP.

## **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 taken into 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 taken into the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the ICR and 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 time frame 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.

## **Class Size**

Class sizes vary depending on a number of factors and may have up to 40 per class. 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 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.

## **Auditing a Course**

Students and graduates who wish to audit a course must request permission in writing from the Director of Education. Only courses that have previously been passed may be audited. Audited courses do not receive grades. Auditing is allowed based on available space.

## **Clock to Credit Hour Conversion**

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

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

One class hour unit is defined as 50 minutes.

## **Graduation Requirements**

To graduate from SAE 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 degree or diploma 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
- be 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.

## Transcript Request

Students may request an official transcript of grades from the Student Advisor or by completing a transcript request on the SAE website at: [usa.sae.edu/index.php/campus-resources/transcript-request/](http://usa.sae.edu/index.php/campus-resources/transcript-request/). Only students who are current on 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.

## 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 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.

A student who seeks accommodations for a disability at SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. 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 at least two weeks in advance of the start of the semester in order to ensure that accommodations can be arranged before the start date of the program or course.

## Course Numbering System

SAE uses a course numbering system that consists of a two or three letter prefix followed by three numbers. The courses numbered 100 are generally taken during a student's first academic year, courses numbered 200 are generally taken during a student's second academic year, courses numbered 300 are generally taken during a student's third academic year, and courses numbered 400 are generally taken during a student's fourth academic year.

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
FLM	Digital Film
AVE	Animation & Visual Effects
GAM	Game Development
CC	Common Core
CAR	Career Preparation
ART	Art
COM	Communication
ENG	English
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology

## 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 Director of Education's office at SAE. The official transcript(s) must be received prior to the end of the add/drop period of the first attempt of the first module of the program, so the student can receive a correct schedule.

The decision to award transfer credit is at the sole discretion of SAE. SAE 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 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 the awarding SAE.

## Test Out

SAE 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 core course 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 course or earned a failing grade may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses or the career preparation course, unless approved by the Chief Academic and Compliance Officer.

For each test out attempt, the student is assessed a \$100 Test Out Fee, to cover administrative costs associated with the assessment test. This fee cannot be paid with a Title IV Federal Financial Aid or the Institutional Loan program offered by Tuition Options.

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 with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

## Prerequisites

Students must complete all stated prerequisites for each course prior to registering in that course. The Chief Academic and Compliance Officer may, in specific circumstances, waive a prerequisite.

## Articulation Agreements

Please see the SAE website ([www.usa.sae.edu](http://www.usa.sae.edu)) for an updated list of articulation agreements with other institutions of higher learning.

## **Add/Drop Policy**

During the first five (5) business days of each module, 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 by the end of the second week of the module will be withdrawn from the course in week three without incurring any academic penalty.

Students who wish to add or drop courses must contact the Student Advisor.

## **Attendance Policy**

Regular classroom attendance is not only an essential ingredient for academic achievement, but also a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. SAE does not distinguish types of absence. Attendance is monitored for all class sessions and is recorded. Any time missed from a scheduled class time is considered time absent, regardless of the reason for the absence.

Students who are absent from all courses at SAE 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.

## **Withdrawal from SAE**

Students wishing to withdraw from an SAE program must submit notification of withdrawal to the Student Advisor. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as the student's last day of physical attendance. Please see the Refund Policy section of this catalog for information on withdrawal refunds.

The student will be considered terminated from SAE 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.

## **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:

1. The right to inspect and review the student's education records within 45 days after the day SAE receives a request for access. A student should submit a written request to the Student Advisor that identifies the record(s) the student wishes to inspect. The Student Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Student Advisor 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.

3. The right to provide written consent before SAE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 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 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.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by SAE 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 may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SAE 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))
- 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))
- 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)
- 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))

- 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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(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))
- 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))
- 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))

## **Statement of Student Record Retention Program**

SAE 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 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. SAE 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**

SAE is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the SAE Institute community. In support of this commitment, and as required by Title IX of the Education Amendments of 1972 (“Title IX”) and other applicable federal and state laws, SAE has created a comprehensive policy that prohibits Sexual Misconduct, as well as Retaliation against an individual for making a good faith report of Sexual Misconduct under this policy. The comprehensive policy can be found on the SAE website at <https://usa.sae.edu/>

## **Security and Crime Statistics**

The SAE 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 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 school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. A security guard may be on campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or security guard immediately. In the case of an on campus emergency, students must follow instructions from SAE employees. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus.

## **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 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.

## Copyright Policy

SAE is committed to full compliance with federal and state copyright laws. Accordingly, all students, faculty, and staff of SAE are required to respect the rights of copyright owners and to use the intellectual property of others responsibly and appropriately.

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

Violations of copyright law will be subject to disciplinary action by SAE up to and including termination of student or employee status and are subject to legal action to the full extent of the law.

## 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 will not be tolerated and may be subject to disciplinary action.

## COVID-19 Student Code of Conduct

In order to ensure the safety and security of all students, staff, and employees during the COVID-19 pandemic, SAE Institute has implemented a COVID-19 Student Code of Conduct. Any violation of the COVID-19 Student Code of Conduct could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost:

- DO NOT COME TO CAMPUS IF YOU ARE SICK OR IF YOU HAVE ANY SIGNS OR SYMPTOMS OF ILLNESS, INCLUDING FEVER, COUGH, OR SHORTNESS OF BREATH. REPORT ANY CONFIRMED CASE OF COVID-19 TO THE CAMPUS DIRECTOR.

If you are not sick and do not have any symptoms of illness, you agree by returning to campus to abide by the following policies and procedures:

- **Personal Protective Equipment:** All SAE students, staff, and faculty are required to wear protective face coverings while on campus. SAE will supply face masks for anyone who needs a mask, or you are welcome to wear your own. Anyone using a personal, reusable mask should follow [CDC guidelines for maintaining and sanitizing a reusable mask](#).
- **Personal Hygiene:** In addition to wearing personal protective equipment, SAE expects all students, staff, and faculty to follow [CDC guidelines of frequent hand washing](#) using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. SAE will supply disposable gloves for students and staff while on campus. Avoid touching your eyes, nose, and mouth.
- **Social Distancing:** Students and employees must practice social distancing at all times, staying at least 6 feet (about 2 arm lengths) from other people.
- **Avoid Gathering:** Please arrive at the facility as scheduled. Students should not congregate in any campus facility, including parking areas.
- **Entering and Exiting the Building:** All students will be required to enter the main entrance and complete a short health screening questionnaire before being allowed to advance to any other area of the campus. Upon exiting the building, students must sign out with the security guard at the front desk.

## Disciplinary Offenses

SAE reserves the right to dismiss, suspend, or place on probation 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:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with SAE activities or facilities
- An unauthorized occupancy of SAE facilities
- Interference with the right of any faculty, staff, or student to gain access to any SAE event or facility
- The obstruction or delay of any SAE official in the performance of his/her duty
- Failure to cooperate with SAE staff or faculty
- Theft of property on campus grounds or school-led activities off campus
- Misuse of or damage to SAE property
- Any theft, misappropriation, or unauthorized sale of SAE property
- Alteration or unauthorized use of SAE documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with SAE
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on SAE property
- Any unlawful possession or use of any drug or controlled substance on any SAE campus or SAE event
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, 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 business
- 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 well-being 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 owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any SAE activity or the missions, processes, and functions of SAE. 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 community. SAE will impose disciplinary sanctions on students and employees consistent with SAE policy and local, state, and federal laws.

## Student 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. 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 procedures. See Student Disciplinary Action section below.

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. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted.

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer 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 Chief Academic and Compliance Officer is final.

## 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 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. 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.

## Appealing Grievance Decision

Students and staff have the right to appeal the decision(s) made by the Campus Director by submitting a request for appeal in writing. Appeals must be received within 5 business days of receipt of the Campus Director's decision. The matter will be investigated by the Chief Academic and Compliance Officer or her designee. The Chief Academic and Compliance Officer will notify the student directly of her decision. The decision of the Chief Academic and Compliance Officer is final.

If not satisfied at the institution level, complaints may be directed to:

### Atlanta:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA 30084  
Phone: 770-414-3300  
Fax: 770-414-3309  
Web: <https://gnpec.georgia.gov/student-resources>

### **Chicago:**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Ill 62701-1404  
Phone: 217-782-2551  
Fax: 217-782-8548  
TTY: 888-261-2881  
Email: [info@ibhe.org](mailto:info@ibhe.org)  
Institutional Complaint Hotline: 217-557-7359

### **Emeryville:**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897  
A complaint form is available at: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

### **Nashville:**

Tennessee Higher Education Commission (THEC)  
Division of Postsecondary School Authorization  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Attn: Complaints  
Phone: 615-741-5293  
Fax: 615-532-8845  
A complaint form is available at:  
[http://www.tn.gov/assets/entities/thecc/attachments/Complaint\\_Form\\_%28Rev.12.16%29\\_1-26-17.pdf](http://www.tn.gov/assets/entities/thecc/attachments/Complaint_Form_%28Rev.12.16%29_1-26-17.pdf)

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703-247-4212  
Web: [www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at [www.accsc.org](http://www.accsc.org).

## **Appropriate Attire**

SAE 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. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

## **Learning Resource Center**

The Learning Resource Center (LRC) functions as the campus library. Students will be oriented to the materials and procedures of the LRC during their first module and then have access to online resources,

trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE. 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.

## SAE Alcohol and Drug Policy

SAE forbids the use, possession, distribution, or sale of 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 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 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 drugs. 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 use of alcohol beverages must be in compliance with state law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal and State Law prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, state, and federal law for the unlawful distribution of alcohol and drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in state prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:

Alcohol Policies: <https://www.responsibility.org/alcohol-statistics/state-map/>

Drug Policies: <https://statelaws.findlaw.com/criminal-laws/drug-possession.html>

## 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://drughelpline.org/resources/>

## Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. 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 and returned to the original condition.



This may include 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 studios is not permitted unless approved in advance by the Campus Director.

## Guest Musicians

The number of guest musicians allowed into the school at one time is limited to three. If a session requires more than three musicians to be present at one time, the student who has booked the session must submit a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Advisor.

All guests must be at least 17 years of age, must sign in upon entry to SAE and show valid government issued ID. Acceptable government issued IDs include Driver's Licenses, State IDs, 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 facilities. All guests are required to wear a guest badge at all times when on SAE premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE 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.

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

## Career Services

SAE offers students a wide range of support services to assist students 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
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guests, and other activities that bring students into direct contact with employers and work sites. SAE does not guarantee employment or salaries.

## Graduate Re-Training

SAE graduates may return to the same campus and audit 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 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.

## **Internships**

SAE does not require an internship as part of its programs. Participating in an internship while enrolled at SAE does not change the student's obligation to maintain good standing with the school.

## **Student Services**

SAE provides a variety of services to assist students throughout their college career and is the student gateway to campus life. Student Advisors are on hand to facilitate and support students as they encounter hurdles in their academic path. Student Advisors can assist in setting up peer mentoring, disability accommodations, and tutoring as well as provide guidance in developing academic success skills such as time management, focused studying, and executive functioning. In addition, SAE sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

## **Student Advising**

The Student Advisor and all SAE 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 does not provide personal counseling.

## **Tutoring**

Tutoring is available for students who need extra help. Please see the Student Advisor for tutoring opportunities.

## **Parking and Transportation**

### **Chicago Transit Authority U-Pass**

SAE Chicago, in conjunction with the Chicago Transit Authority (CTA), provides U-Pass cards to current, full-time students enrolled at SAE Chicago. The U-Pass provides unlimited travel on CTA's bus and rail system during the semester. Students should see the Student Advisor to receive their U-Pass.

### **Emeryville Parking On-campus**

SAE Emeryville 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.

### **Atlanta Public Transportation and Parking**

In conjunction with the Metropolitan Atlanta Rapid Transit Authority (MARTA) SAE Atlanta sells discounted Breeze cards to current students and employees. The Breeze card provides unlimited travel on select bus and train routes served by the MARTA system. Lanier Parking Solutions provides current students with discounted monthly parking access to a parking garage within walking distance of the campus. Students should see the Student Accounts Specialist to purchase a Breeze or parking key card. Cards are available until the 5th of each month.



# PROGRAM AND COURSE DESCRIPTIONS

**Accommodation due to COVID-19:** Due to circumstances arising from COVID-19, SAE Institute may offer a course as Independent Study. This accommodation must be approved by the Chief Academic and Compliance Officer prior to the start of the module.

## Diploma in Audio

### Program Description and Outcomes

The Diploma in Audio program 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 Diploma in Audio program should learn to:

1. Develop, plan, and 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 appropriate audio production methods and techniques effectively in a variety of settings using a range of hardware and software solutions
4. Demonstrate an applied knowledge of production principles and methods integrated within a selection of audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex projects
6. Effectively evaluate and reflect on the methods, processes, and outcomes of creative audio production and work practice
7. Identify areas for improving professional performance through reflective practice

### Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio. The following courses are required to complete the Diploma in Audio:

### Diploma in Audio Course List

Number	Course	Credits
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
Total Credits		44

# Associate of Applied Science Degree in Audio

## 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 Associate of Applied Science 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

## Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree. The following courses are required to complete the Associate of Applied Science in Audio program:

## Associate of Applied Science in Audio Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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

## Bachelor of Applied Science in Audio Program

This program is available at the Emeryville and Nashville campuses.

For Nashville Students: The admissions requirement for the Bachelor of Applied Science degree in Audio at the Nashville campus is a completed Associate Degree in Audio from an SAE Campus or a comparable degree from an institute accredited by an agency recognized by the U.S. Department of Education.

### 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

### Bachelor of Applied Science in Audio Program Schedule

The Audio Bachelor Completion program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete all 128 credit hours of core audio and General Education courses to receive a Bachelor of Applied Science in Audio degree.

## Bachelor of Applied Science in Audio Course List

Number	Course	Credit
<b>Core Required Courses</b>		
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
<b>General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Audio Programs

Graduates of the Audio programs will be prepared for entry-level positions in such careers as:

- A/V Director
- Dialogue Editor
- A/V Installer
- Film Sound Engineer
- A/V Sales Consultant
- Front of House Engineer
- A/V Technician
- Live Sound Technician
- Acoustic Consultant
- Media Manager
- ADR Director
- Monitor Engineer
- ADR Editor
- Music Director
- ADR Recordist
- Producer
- Archivist
- Production Assistant
- Assistant Audio Engineer
- Sound Cutter
- Assistant Mix Engineer
- Sound Designer
- Assistant Music Editor
- Sound Assistant

- Assistant Recording Engineer
- Sound Editor
- Board Operator
- Sound Engineer
- Boom Operator
- Sound Technician
- Broadcast & Sound Engineering Tech
- Studio Technician



# Diploma in Entertainment Business

## Program Description and Outcomes

The Diploma in Entertainment Business program 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.

## Diploma in Entertainment 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 1-2 courses per module with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Entertainment Business courses and 4 credits in Career Preparation courses to receive a Diploma in Entertainment Business. The following courses are required to complete the Diploma in Entertainment Business:

## Diploma in Entertainment Business Course List

Number	Course	Credits
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 of Applied Science in Entertainment Business Program Description and Outcomes**

The Associate of Applied Science in Entertainment Business program 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 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.
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.

## **Associate of Applied Science 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 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree. The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

## Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
<b>Total Credits</b>		<b>64</b>

## 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

## Associate of Applied Science in Digital Film

This program is available at the Atlanta, Emeryville, and Nashville campuses.

### Program Description and Objectives

The Associate of Applied Science in Digital Film is an intensive practical and theoretical course of study that provides students with the entry-level skills needed for a career in visual media production.

Students in the Associate of Applied Science in Digital Film program should learn to:

1. Demonstrate basic proficiencies with filmmaking equipment, software, and workflows.
2. Collaborate with others to effectively plan and execute a range of creative filmmaking projects.
3. Demonstrate creative and technical problem-solving ability.
4. Exhibit professional etiquette skills.
5. Demonstrate effective oral, written, and interpersonal communication skills.
6. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
7. Locate, retrieve, and evaluate information using appropriate research tools
8. Identify areas for improving professional performance through reflective practice
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

### Associate of Applied Science in Digital Film Program Schedule

The Associate of Applied Science in Digital Film program consists of 16 courses taken in 16 months. Students enrolled full-time in the associate program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 64 credit hours of core Digital Film, Career Preparation, and General Education courses to receive an Associate of Applied Science in Digital Film degree. The following courses are required to complete the Associate of Applied Science in Digital Film program:

### Associate of Applied Science in Digital Film Course List

Number	Title	Credits
Required Core Courses		
FLM100	Storytelling for Contemporary Media	4
FLM110	Introduction to Film Production	4
FLM120	Editing and Post Production 1	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
CAR200	Career Preparation	4
Required General Education Courses		
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

# **Bachelor of Applied Science in Digital Film**

This program is available at the Emeryville Campus.

## **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 Bachelor of Applied Science in Digital Film 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.

## **Bachelor of Applied Science in Digital Film Program Schedule**

The Bachelor of Applied Science in Digital Film program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of core Digital Film, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Digital Film degree. The following courses are required to complete the Bachelor of Applied Science in Digital Film program:

## Bachelor of Applied Science in Digital Film Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required General Education Courses</b>		
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
<b>Total Credits</b>		<b>128</b>

## Career Prospects for Digital Film

Graduates of the Digital Film program will learn skills to be prepare for entry-level positions in such careers as:

- Art Director
- Production Assistant
- Assistant Director
- Casting Director
- Producer
- Editor/Assistant Editor
- Script Supervisor
- Grip
- Production Designer
- Camera Operator
- Production Manager
- Runner
- Location Manager
- Videographer
- Post-Production Coordinator

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.

## Bachelor of Applied Science in Animation & Visual Effects Program

This program is available at the Emeryville campus.

### Program Description and Outcomes

The Bachelor of Applied Science in Animation and Visual Effects 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.

### Bachelor of Applied Science in Animation & Visual Effects Program Schedule

The Bachelor of Applied Science in Animation & Visual Effects program consists of 32 required courses and 4 electives taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 126 credit hours of core Animation & Visual Effects and General Education courses to receive a Bachelor of Applied Science in Animation & Visual Effects degree. The following courses are required to complete the Bachelor of Applied Science in Animation & Visual Effects program: Associate of Applied Science in Animation & Visual Effects Course List

Number	Title	Credits
<b>Required Core Courses</b>		
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
<b>Required Common Core Courses</b>		
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
Required General Education Courses		
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

### Core Electives

Students must take 4 of the following 8 program specific electives. SAE 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

### Career Prospects for Animation and Visual Effects Program

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
- 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.



# **Bachelor of Applied Science in Game Development**

This program is available at the Emeryville Campus.

## **Program Description and Outcomes**

The Bachelor of Applied Science in Game Development program prepares students for a career in the interactive entertainment industry.

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

## **Bachelor of Applied Science in Game Development Program Schedule**

The Bachelor of Applied Science in Game Development program consists of 32 courses taken in 32 months. Students enrolled full-time in the bachelor program take 2 courses per module with a short break between modules and semesters. Students must successfully complete 128 credit hours of Game Development, Career Preparation, and General Education courses to receive a Bachelor of Applied Science in Game Development degree. The following courses are required to complete the Bachelor of Applied Science in Game Development program:

## Bachelor of Applied Science in Game Development Course List

Number	Course	Credits
Required Core Courses		
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
Required General Education Courses		
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

## Career Prospects for Game Development Program

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 the Bachelor 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
- UI/UX Designer
- 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
- Serious Games Designer
- Serious Games Scripter
- Serious Games Artist
- Multiplayer Game Designer

## **SAE Emeryville General Education Courses**

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 as attendance that week. 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 resolution of 1024x600 on 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)

## **Materials**

A complete and current list of materials required for each course and program of study can be found online at [www.usa.sae.edu](http://www.usa.sae.edu).

## Course Descriptions

**Accommodation due to COVID-19:** Prerequisites have been waived for the May 2020 module.

Course Letter Prefix	Course Area of Study	Offered At:
AUD	Audio	All Campuses
ENT	Entertainment Business	All Campuses
FLM	Digital Film	Atlanta, Emeryville, Nashville
AVE	Animation & Visual Effects	Emeryville
GAM	Game Development	Emeryville
CAR	Career Preparation	All Campuses
CC	Common Core	Emeryville
ART, COM, ENG, MAT	General Education Courses	All Campuses

### **ART200 Modern and Contemporary Art**

#### **4 Credit Hours**

Prerequisite: 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.

### **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 AUD110

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

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**

Prerequisite: AUD200

This course introduces the fundamental audio production and lighting techniques used in live sound reinforcement applications.

**AUD240 Audio Post Production****4 Credit Hours**

Prerequisite: AUD200

This course introduces the processes, methods, and workflows involved in producing sound for picture.

**AUD250 Game Audio****4 Credit Hours**

Prerequisite: AUD 200

This course focuses on the creation and integration of game audio within interactive environments.

**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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD250

This course introduces graphical programming environments for interactive media systems and low-level digital signal processing.

### **AUD400 Mastering and Media Preparation**

#### **4 Credit Hours**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: AUD410, or AUD250 and approval by program chair

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**

Prerequisite: AUD 300 and must be taken in final semester of BAS program

Corequisite: 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**

Prerequisite: AUD300 and must be taken in final semester of BAS program

Corequisite: 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**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE201 Compositing 1**

#### **3 Credit Hours**

Prerequisites: None

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

### **AVE202 3D Modeling 1**

#### **4 Credit Hours**

Prerequisites: None

71

2020 Catalog Volume 09.10.20

Effective: 09.10.20

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**

#### **3 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: AVE203

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

### **AVE207 Current Industry Techniques**

#### **2 Credit Hours**

Prerequisite: 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**

#### **3 Credit Hours**

Prerequisite: AVE204

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

### **AVE313A Hard-Surface Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE313B Organic Modeling**

#### **4 Credit Hours**

Prerequisite: AVE202

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

### **AVE314A Surface Shading**

#### **4 Credit Hours**

Prerequisite: AVE205

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

### **AVE314B Production Lighting**

#### **4 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE202

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

**AVE316A Animation Body Mechanics****4 Credit Hours**

Prerequisite: 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 Sync****4 Credit Hours**

Prerequisite: 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****3 Credit Hours**

Prerequisite: AVE204

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

**AVE406 Group Project****4 Credit Hours**

Prerequisite: Complete all program electives

Production course on a collaborative animation & visual effects pipeline.

**AVE412 Dynamic Effects****3 Credit Hours**

Prerequisite: 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****4 Credit Hours**

Prerequisite: AVE201

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

**AVE413B CG Compositing****4 Credit Hours**

Prerequisite: AVE201

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

**AVE424 Reel Production 1****3 Credit Hours**

Prerequisite: AVE406

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

**AVE425 Reel Production 2****3 Credit Hours**

Prerequisite: AVE424

73

2020 Catalog Volume 09.10.20

Effective: 09.10.20



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

**AVE428 Portfolio**

**2 Credit Hours**

Prerequisite: 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**

Prerequisite: Must be taken within final two semesters 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**

**4 Credit Hours**

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**

**4 Credit Hours**

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**

**3 Credit Hours**

Prerequisites: 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**

**3 Credit Hours**

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**

**2 Credit Hours**

Prerequisites: None

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

**CC432 Externship**

**2 Credit Hours**

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 Chair.

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

74

2020 Catalog Volume 09.10.20

Effective: 09.10.20

This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

**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**

Prerequisite: 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 Credits**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: None

This course provides an introduction to fundamental legal concepts, practices, and issues in entertainment business.

**ENT130 Media Production**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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**

**4 Credit Hours**

Prerequisite: 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****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.

**ENT230 Web Design and Development for the Entertainment Industry****4 Credit Hours**

Prerequisite: 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****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****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****4 Credit Hours**

Prerequisite: 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.

**FLM100 Storytelling for Contemporary Media****4 Credit Hours**

Prerequisites: None

This course provides an introduction to the art of storytelling in contemporary media.

**FLM110 Introduction to Film Production****4 Credit Hours**

Prerequisites: None

This course introduces the fundamentals of film production concepts, techniques, and practices.

**FLM120 Editing and Post Production I****4 Credit Hours**

Prerequisites: None

This course introduces fundamental principles and techniques for editing visuals and sound.

**FLM130 Film Studies****4 Credit Hours**

Prerequisites: None

This course provides a critical introduction to film studies, including film history and film theory.

**FLM140 Camera and Lighting****4 Credit Hours**

Prerequisite: FLM110

This course introduces fundamental camera and lighting techniques.

**FLM150 Production Design****4 Credit Hours**

Prerequisites: None

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****4 Credit Hours**

Prerequisites: FLM100, FLM120, and FLM140

Corequisite: FLM210

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****4 Credit Hours**

Prerequisite: FLM110

Corequisite: FLM200

This course provides an introduction to the role of the producer in motion pictures from development to distribution.

**FLM220 Production and Audio Post Production****4 Credit Hours**

Prerequisites: FLM110 and FLM120

This course explores production sound techniques, practices, and workflows for on-set audio, sound design, and post production.

**FLM230 Nonfiction Production and Post Production****4 Credit Hours**

Prerequisite: FLM100, FLM120, and FLM140

This course explores production and editing techniques for nonfiction filmmaking.

**FLM300 Design for the Screen****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an introduction to directing with a focus on the director's creative and supervisory role in various media productions.

**FLM320 Screenwriting****4 Credit Hours**

Prerequisite: FLM220

This course explores fiction and nonfiction screenwriting techniques and practices for contemporary media.

**FLM330 Visual Effects for Film****4 Credit Hours**

Prerequisite: FLM300

This course explores advanced on-set and post-production techniques for visual effects.

**FLM340 Narrative Production****4 Credit Hours**

Prerequisite: FLM220

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****4 Credit Hours**

Prerequisite: FLM220

This course provides an intermediate-level exploration of genre-specific editing techniques, workflows, and processes.

**FLM400 Cinematography****4 Credit Hours**

Prerequisite: FLM220

This course explores advanced concepts, techniques, and practices in cinematography, lighting, aesthetics, and image management.

**FLM410 Capstone I: Development and Production****4 Credit Hours**

Prerequisite: FLM340

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****4 Credit Hours**

Prerequisites: FLM330 and FLM350

This course focuses on professional workflows, color grading, audio finishing, and final distribution requirements for a production project.

**FLM430 Emerging Technologies****4 Credit Hours**

Prerequisites: FLM330 and FLM400

In this course, students will critically examine emerging and evolving industry technologies and techniques.

**FLM440 Capstone II: Post Production****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM450

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****4 Credit Hours**

Prerequisites: FLM400; must be taken in final semester of program

Corequisite: FLM440

This course focuses on portfolio refinement and skill, asset, and professional practice development to prepare students for entry into the film and television industries.

### **GAM100 Principles of Game Design**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisite: 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**

#### **4 Credit Hours**

Prerequisites: GAM100, GAM101, GAM102, and 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 Credit Hours**

Prerequisite: GAM100

This course introduces students to processes of idea generation, refinement, and prototyping in game design.

### **GAM202 Logic and Math for Games**

#### **4 Credit Hours**

Prerequisite: GAM102

This course will focus on integrating mathematical skills and logical algorithms into game designs.

### **GAM210 Game Development 2**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM103

79

2020 Catalog Volume 09.10.20

Effective: 09.10.20

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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.

### **GAM301 Designing Complex Game Systems**

#### **4 Credit Hours**

Prerequisite: GAM210

This course will address fundamental systems-thinking approaches to game design, with an emphasis on creating interacting systems common in game development.

### **GAM302 Multiplayer Game Design and Technology**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

This course addresses the design and development of levels and environments in games.

### **GAM401 Animation for Games**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

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**

#### **4 Credit Hours**

Prerequisite: GAM310

In this course, students will plan, pitch, and prototype a larger and more complex game of their own design.

### **GAM411 Game Development Capstone**

#### **4 Credit Hours**

Prerequisite: GAM310

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**

#### **4 Credit Hours**

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.

### **HIS200 U.S. History from 1865 to 2001**

#### **4 Credit Hours**

Prerequisite: 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.

### **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.

### **SOC100 Sociology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course explores and analyzes the dynamics and structure of human society.

### **PSY100 Psychology**

#### **4 Credit Hours**

Prerequisite: ENG100

This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.



# SAE TEAM

## SAE Group Inc.

### Executive Management Team

Lee Aitkin	Executive General Manager
Dr. Michele Ernst	Chief Academic and Compliance Officer
Luis Mata	Chief Financial Officer
Jeff Baker	Vice-President of Marketing
Sarah Sizemore	Vice-President of Admissions
Gabriel Jones	American Disabilities Act 504 Coordinator
Kyle Goldman	Title IX Coordinator

### Campus Administration

#### Atlanta:

Ken Hause	Campus Director
Nasser Salmanzadeh	Director of Education
Patrice Cain	Admissions Manager
Jalil Muhammad	Admissions Representative
Joslyn Henderson	Admissions Representative
Tasha Fountaine	Admissions Representative
Mark Trojanowski	Career Services Advisor
Angelia Williams	Financial Services Manager
LaJuana Ingram	Student Accounts Specialist
Elani Temple	Financial Aid Representative
Parlar Halley	Financial Aid Representative
Kelley Hickman	LRC Manager and Deputy Title IX Coordinator
Felicia Lang	Administrative Assistant
Jordan Gutshall	Technology Supervisor
Whitney Moulton	Student Advisor

#### Chicago:

Jim Kapitan	Campus Director
Dr. Ruth Clayman	Director of Education
Christian Romasanta	Senior Admissions Representative
Cynthia Smith	Financial Services Manager and Deputy Title IX Coordinator
Mark Perry	Admissions Representative
Jalisse House	Financial Aid Representative
Bernard Holmes	Career Services Advisor

#### Emeryville:

Chris Colatos	Director of Education
Miok Kim	Admissions Manager
Jenny Gillette	Librarian and Deputy Title IX Coordinator
Shelly Picinich	Director of Financial Services
Amy Heindselman	Financial Aid Representative
Crystal DeMello	Financial Aid Representative
Victoria Terrell	Student Accounts Specialist
Sean Rodriguez	Student Advisor
Cassandra Cargile	Career Services Advisor
Robin Garcia	Registrar

## Nashville:

Shannon Meggett  
 Shane Prine  
 Kevin White  
 Matthew Rosenboom  
 Michael Copeland  
 Brianna Morris  
 Gail Musser  
 Sam Sourinho  
 Lauren Novack  
 Lidia Sullivan  
 Chris Dilday  
 Ben Hans  
 Jose Calix  
 Rick Franklin

Campus Director  
 Director of Education  
 Career Services Advisor  
 Financial Aid Manager and Deputy Title IX Coordinator  
 Financial Aid Advisor  
 Student Accounts Specialist  
 Admissions Manager  
 Admissions Representative  
 Admissions Representative  
 Administrative Assistant  
 Technology Supervisor  
 Student Advisor  
 Studio Technician  
 Studio Technician

## Full Time Faculty

### Atlanta

Miller, Lamarr	Program Chair	Audio	BS, Architectural Technology - NY Institute of Technology AS, Audio Technology - SAE Institute
Jones, Tim	Instructor	Audio	BA, Audio Production, Art Institute of Atlanta
Oplinger, Alexander	Instructor	Audio	BA, Sound Design, Savannah College of Art and Design

### Chicago

Shreve, Nathaniel	Program Chair	Audio	BA Film/Audio Production, Columbia College
-------------------	---------------	-------	--

### Emeryville

Cox, Michael	Program Chair	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Arts Music Technology, State University of New York at Albany
Sylla, Tom	Program Chair	Animation and Visual Effects/Digital Film	Master of Fine Arts, Cinema & Television, University of Southern California; BS Industrial and Systems Engineering, University of Southern California
Borden, George	Senior Instructor	Audio	MA Creative Writing, SNHU (in progress); Bachelor of Applied Science, Sound Arts, Ex'pression College for Digital Arts
Fielder, Jon	Instructor	Audio	Doctor of Music Arts Composition, The University of Texas at Austin; Master of Music Composition, Bowling Green State University; Bachelor of Music, Music Theory, Ohio University
Jones, Shanti	Assistant Professor	Digital Film	MA Professional Practice (Creative Media Industries), Middlesex University; BA Interdisciplinary Studies in Creative Arts, San Francisco State University
Pennebaker, Demetrius	Program Chair	Game Development	Master of Interactive Technology, Southern Methodist University; Bachelor of Fine Arts, Interactive Design and Game Development, Savannah College of Art and Design
Teale, Norman	Assistant Professor	Audio	Master of Fine Arts Electronic Music and Recording Media, Mills College; Bachelor of Science Recording Industry:

			Production and Technology, Middle Tennessee State University
--	--	--	--

## Nashville

Anthony Corder	Program Chair	Entertainment Business	MA Communication Aspects of the Entertainment Industry / University of Memphis BPS Business Aspects of the Entertainment Industry / University of Memphis
Andy Wildrick	Program Chair	Audio	MA Audio Technology, American University BS Business and Music, American University
Pentecost, Zack	Instructor	Audio	PhD Music, University of Minnesota MA Music, University of Tennessee BS Music, Austin Peay State University
Chiarella, Anthony	Instructor	Audio	MA Audio Arts, Syracuse University BA Communications, SUNY Albany