New York
2014
Course Catalog
AUTHORIZED AND LICENSES

SAE Institute of Technology, New York is licensed by the New York State Education Department.

ACCREDITATION

SAE Institute of Technology, New York, is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC).

DISCLOSURE STATEMENT

All prospective and enrolled students must read this Catalog for factual information regarding SAE Institute.
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### AUDIO TECHNOLOGY DIPLOMA PROGRAM

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WELCOME TO SAE!

THE PHILOSOPHY OF SAE
SAE Institute of Technology is a private post-secondary training institution, educating a diverse student population throughout the world. SAE is committed to preparing students for careers in the field of creative media arts through a solid grounding in current technology consisting of both practical experience and theoretical knowledge.

In order to fulfill SAE’s commitment to the student, our curriculum is based upon the latest developments in the creative media arts industry, and includes current industry-standard equipment and technology in order to ensure that students receive the proper training and preparation for their chosen field. All of our efforts at SAE are directed towards the fulfillment of the school’s institutional objectives; namely, to provide students with the theoretical and practical skills to work in an entry-level job in the student’s area of training.

THE HISTORY OF SAE
Tom Misner founded SAE in 1976 in Sydney, Australia, as a school that specialized in audio engineering instruction and emphasized a balanced curriculum featuring both a theoretical and practical approach. By 1984, Dr. Misner had opened five more schools in Australia, and in 1985 established SAE London, the first overseas institute and first pro-audio school in the United Kingdom.

In 1986, SAE opened its first non-English speaking school in Munich, Germany. Since then, SAE has continued to expand its network of institutes and offer educational opportunities in locations such as Vienna, Amsterdam, Berlin, Paris, Kuala Lumpur, Stockholm, Milan, Athens and Singapore. In 2003, SAE Byron Bay was established in Byron Bay, Australia, serving as a World Headquarters for the more than thirty SAE locations in 20 countries worldwide.

SAE expanded its campuses to the United States in 1999, opening the first two U.S. locations in New York, NY, and Nashville, TN. Since then, four more locations have opened in Miami, FL (2002), Los Angeles, CA (2006), Atlanta, GA (2007) and San Francisco, CA (2009). For a more detailed description of the history of SAE, please visit the SAE global website at www.sae.edu.

NON-DISCRIMINATION POLICY
SAE Institutes are postsecondary educational institutions that admit academically qualified students without regard to sex, age, race, national origin or handicap and afford them all rights, privileges, programs and other opportunities generally available to students at the Institutes. SAE does not discriminate on the basis of sex, age, race, color, national origin or handicap in admissions, employment services, or access to its programs and activities.

DRUG FREE WORKPLACE AND SCHOOL
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 illegal drugs or alcohol, may be subject to both school disciplinary action and criminal prosecution.

CAMPUS FACILITIES AND EQUIPMENT
SAE Institute of Technology, New York, is located at:

218 West 18th St, 4th Floor
New York, NY 10011

SAE New York’s contact information is:
tel: 212.944.9121
fax: 1.888.429.0663
email: newyork@sae.edu
web: newyork.sae.edu

SAE Institute of Technology, New York is located at 218 West 18th Street in the heart of Chelsea’s burgeoning technology and cultural district. The Institute occupies a modern, 27,000 square foot facility which includes student classrooms, and fully equipped studios with industry-standard equipment, including:

- Neve 88R Console
- Solid State Logic 4000G+ Console
- Audient 8024 Console
- Mackie 1604VLZ Consoles
- Mackie 1202 Consoles
- Yamaha O2R Console
- PreSonus Studio Live Mixers
- Otari MX-80 24-track Multitrack Recorder
- Studer A827 24-track Multitrack Recorder
- Mackie SDR2496 Hard Disk Recorders
- Alesis HD24 Hard Disk Recorder
- Avid Pro Tools HD Systems
- Avid 32 Channel Icon D-Control
- Apple Macintosh iMac Computers
- Apple Macintosh Mac Pro Desktop Systems
- Neve 8816 Summing Mixer
- Lavry LE4496 Digital Audio Converter
- Focusrite Processors
- Lexicon Processors
- TC Electronics Processors
- Korg Triton Synthesizer
- Genelec Monitor Systems
- Mackie HR824 Loudspeaker Systems
- Blue Sky Monitor 5.1 System
- AKG Microphones
- Beyerdynamic Microphones
- Neumann Microphones
- Rode Microphones
- Sennheiser Microphones
- Shure Microphones
- SE Microphones

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Software:
• Ableton Live
• Apple Logic Studio
• IK Multimedia Total Studio Production Bundle
• Native Instruments Komplete Production Bundle
• Izotope Ozone Mastering Software
• T-Racks Mastering Software
• Wavelab
• Avid ProTools
• Apple - EXS24 Software Sampler
• Propellerhead Reason, Recycle, and Record
• Waves Effects Bundles

SAE regularly upgrades its equipment, software, and materials in order to keep up with rapidly changing audio and media technology. The school reserves the right to upgrade its facilities, equipment, software, and other student materials at any time to provide the student with current industry-standard practical experience.

HOURS OF OPERATION
SAE New York’s hours of operation are 10:00 am to 2:00 am, Monday through Thursday, and 8:00 am to 12:00 midnight on Friday and Saturday. Any additional or changed lab hours will be discussed at orientation and/or posted on the student bulletin boards.

ADMINISTRATION OFFICE
The Administration Office is responsible for documenting student academic activity and student status while at SAE, as well as permanent record storage and retrieval after withdrawal or graduation. These responsibilities include but are not limited to registration, maintaining confidential student files, transcripts, grades, and attendance records, student status tracking and verification, issuing student identification cards, processing withdrawal requests and verifying graduation requirements. Students may request assistance from the Administration Office by telephone, email, appointment or walk-in basis during Administrative Office hours, 9:00 am to 6:00 pm, Monday through Friday. Students having business with the Administrative staff are encouraged to schedule an appointment, if possible.

SAE LEARNING RESOURCE CENTER
The Resource Center functions as the school's library and learning center. Students have access to on-line resources, trade magazines, audio and multimedia books, equipment manuals, and textbooks used by SAE. The Resource Center is open during school hours of operation. Additional resources are available on a sign-out basis, but must remain on SAE’s premises. Resources not returned on the same day are subject to a fine. Resources lost or not returned within one day after sign-out are subject to a replacement fee.

INSTITUTION SECURITY
Federal law requires that schools administering Federal student loans through Title IV provide accurate campus crime statistics. The Student Services Coordinator maintains an annual report of such campus crime statistics and a student desiring a printed copy of this report may request one from the Administration Office. While SAE NY does not have a Security Department, it is the policy of SAE NY that access to institutional facilities be limited to authorized personnel, students, invited visitors & prospective students. There is always a staff member on duty responsible for monitoring and enforcing institutional security policies. Please refer to the guest musician policy in this catalog for more information regarding visitors.

THEFT POLICY
SAE is not responsible for the theft of a student’s personal items. Students are advised to take proper precautions in regards to their belongings while on campus. If a student experiences a lost or stolen item they should report it to an appropriate SAE staff member immediately.

SMOKING POLICY
SAE New York is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time. This policy includes Electronic Cigarettes as mandated by New York City.

DRUG AND ALCOHOL POLICY
SAE New York Prohibits the use or possession of any substance. Students are made aware of this policy during Orientation. Further resources on substance abuse and resources for counseling and treatment can be found on the school’s bulletin boards and are available electronically on SAE’s Learning Management System Canvas.

CELL PHONE POLICY
The use of cell phones is prohibited during class hours. Please turn off all such devices while in class.

BULLETIN BOARDS
The bulletin boards located throughout the SAE NY campus are used for posting student information and notices. Each class has a designated area on these boards and any updates on due dates, project information, test schedules, and any other important student information will be posted here. Students are responsible for all such information posted and should check the boards regularly. The use of campus bulletin boards is restricted to institutional information, as defined by SAE staff. Bulletin boards that are designated as public or student bulletin boards are intended for students, faculty, and staff use. Informational materials may be posted on these bulletin boards (such as roommate information or items for sale), but must be approved by an SAE staff member.
LOST AND FOUND
Lost items will be kept in the Administration Office or at the Front Desk for 30 days. After that point these items will be discarded. Any found item should be turned in to the front desk or to an SAE staff member.

PHOTOGRAPHY, VIDEO, AND AUDIO TAPING
Photography or video recording within the facilities is permitted only with the expressed written permission of the Director. Audio taping of class lectures may be allowed only with the expressed permission of the Director.

HOLIDAY SCHEDULE FOR 2014
SAE New York will closed for the following holidays:

- Martin Luther King Day: Monday, January 20, 2014
- Washington’s Birthday: Monday, February 17, 2014
- Memorial Day: Monday, May 26, 2014
- Independence Day: Friday, July 4, 2014
- Labor Day: Monday, September 1, 2014
- Columbus Day: Monday, October 13, 2014
- Veterans Day: Tuesday, November 11, 2014
- Thanksgiving Break: Thursday, November 27, 2014 through Sunday, November 30, 2014

Although holiday periods have been factored into the total time required to complete the program, any additional class time may be made up during the school week (Monday through Friday). Please inform Administration of any absence required for religious holiday observation.

Any changes to the class start schedule or holidays will be clearly printed in a Catalog supplement and posted on the class bulletin boards.

BAD WEATHER POLICY AND EMERGENCY PROCEDURES
SAE follows the status of New York City Public Schools in regards to closures, should prevailing hazardous conditions such as snow or ice dictate that the school should be closed for the day, or part of the day. In all other instances, SAE will remain open as scheduled regardless of weather conditions.

Please monitor television and radio stations for information on New York City Public Schools should these conditions arise. The SAE New York website will be updated with closing information. Also, students are advised to confirm the school’s status by calling the school. These procedures will also be used if any emergency conditions in New York City and/or the New York area dictate that the school should be closed for the day, or part of the day.

Keep in mind that relative hazards may vary within our service area and that the decision to be open or closed will relate to general prevailing conditions. Even if during inclement weather or an emergency situation SAE remains open, students should use their best judgement when their local conditions prohibit safe travel. When such local hazardous conditions exist, individual students may be entitled to an excused absence and the privilege of making up missed work. In a situation where your local area is deemed dangerous for travel, simply contact the school and talk to an Administrator.

If an emergency of any type occurs while SAE is open and an evacuation of the school is indicated, please stay calm and follow the directions of the faculty and staff, and immediately leave the school premises. Do not stop to collect personal belongings or complete activities. Faculty and staff will monitor the situation to ensure that any such process is handled in a calm and safe manner.

ADMINISTRATION POLICIES

STUDENT RECORDS
Student records contain the institutional information of each individual who has applied and/or enrolled at SAE. SAE Institute maintains a permanent copy of student records on site. An official copy of the student’s high school transcript, educational credentials, or GED scores is required for the permanent student file. Also included within student records is information directly related to the student, such as the Application for Admission, Enrollment Agreement, attendance records, placement data and a current SAE Academic Transcript.

The Family Education Rights and Privacy Act of 1974 is implemented at SAE. The Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate and misleading statements. A student has the right to request amendment of his/her educational record to insure that the record information is accurate and not misleading or in violation of a student’s rights. A written request must be submitted to the Director stating the reason the student wants to amend his/her educational record with supporting documents attached to the request. The director will issue a decision in response to the student’s request. If SAE decides not to amend the record as requested by the student, then SAE will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.

In accordance with the Privacy Act, third parties such as SAE administrative staff (Director, Administration, Corporate Officers) or other oversight agency members (state licensing boards, accrediting agency, appropriate federal agencies) will have access to files. Students may have access to their own educational records and are allowed to see original records upon request to the Administration Office. No original records may be removed from the files or the Administration Office.
Students who are still legal dependents (dependent on the Internal Revenue Service form) should be aware that parents or legal guardians may sign a “Parental Affidavit For Academic Information” to receive record information from the school. In all other cases, records and related information will only be released with a signed consent form from the student on file. These forms are handed out during Orientation and are available at all other times in the Administration office.

Educational records will not be released to students until all financial obligations are met. Students have the right only to inspect and review their records if they have pending financial obligations. Copies of transcripts from other institutions will not be copied or released from an SAE student file. Students should seek other schools’ transcripts from the original source.

Students have the right to file a complaint with SAE and with the United States Department of Education or the state authorizing/licensing agency concerning the alleged failures by SAE to comply with the requirements of the Family Education Rights and Privacy Act. The school’s administrative staff should first address complaints. Unresolved complaints may then be directed to the Family Policy Compliance Office, US Department of Education, in Washington, D.C.

TRANSCRIPT REQUEST
Students may obtain a permanent transcript of grades from the Administration Office. There is no charge for the first copy. Additional copies are $2.00. All requests for transcripts must be in writing and include name, social security number, and signature. Only students who have cleared all balances will be eligible to receive a transcript. Certified transcripts will be mailed directly to other institutions or businesses.

IDENTIFICATION CARDS
Identification cards will be issued at the beginning of each program. SAE requires that all students have an identification card with them at all times. In the event of a lost or damaged ID, a duplicate can be issued. In such a case the student will be charged $40.00 as a replacement fee. IDs are valid for the duration of the student’s enrollment at SAE.

Student ID cards are used to book studio time and to enter the school. Students who need to use equipment in the classrooms or studios outside of regular class times may be required to show a valid student ID. In addition, all students may be asked to show an SAE ID upon entry into the building.

STUDENT POLICIES
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 to the reputation of SAE, will not be tolerated.

DISCIPLINARY OFFENSES
SAE reserves the right to dismiss, suspend or place on probation a student whose behavior is in violation of the school’s code of conduct or harassment policies. Reasons for such action shall include, but not be limited to:
• Conduct dangerous to others;
• Any act of hazing in any form;
• Disorderly conduct;
• Obstruction of, or interference with, SAE activities or facilities;
• Any unauthorized occupancy of SAE facilities;
• Interference with the right of any faculty, staff or student to gain access to any SAE event or facility;
• Any obstruction or delay of any SAE official in the performance of his/her duty;
• Failure to cooperate with SAE staff or faculty;
• Misuse of, or damage to property, or any act of theft; misappropriation or sale of SAE property;
• Alteration, or unauthorized use, of SAE documents, forms, records or identification cards;
• 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, use or distribution of any such drug or controlled substance on any SAE campus or SAE event;
• Sexual harassment of any fellow students, faculty, or staff of SAE;
• Plagiarism, cheating, and other forms of academic dishonesty;
• 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 school Director as serious, that threaten to disrupt the education of other students or SAE business;
• Aiding and abetting others in any of the foregoing offenses.

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.

POLICY ON 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. Sexually harassing conduct at SAE is prohibited as well. Such conduct includes, but is not limited to, sexual flirtations, touching, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress, or body; sexually degrading words to describe an individual; the display of sexually suggestive objects or pictures.

Any person who has a complaint regarding sexual harassment should contact the Director. All complaints of any type of harassment will be investigated promptly, in an impartial and confidential manner. Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the investigation, the Director will issue a finding and attempt to resolve the matter. In cases in which a student chooses not to file a formal complaint, SAE may still take appropriate action while maintaining the complainant’s desire for confidentiality. In all cases, the person making a complaint is to be informed in writing about the findings and conclusions reached regarding the complaint.

Any employee or student who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate disciplinary action. Sexual harassment may also constitute a violation of state or federal law and may be referred to the appropriate authorities.

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control over behavior in the classroom and studio and maintenance of academic integrity. 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 (such as through probation or suspension) or permanent exclusion (dismissal) from the classroom or school can be affected only through appropriate SAE procedures. In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor, or Lab Instructor at his/her discretion, has the 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 Director.

STUDENT DISCIPLINARY ACTION

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. 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 Director, depending upon the specific incident(s) and situation(s), will determine if dismissal is warranted, or the length of a suspension or probation. If the student is dismissed from the school, the student may be readmitted after careful review by the Director. Disciplinary action may be appealed through the complaint procedure. A student may appeal any decision in writing. In the event of a formal appeal the Director may reconsider his/her decision if new evidence is introduced. If the decision stands, the student may request a hearing consisting of the school Director, a faculty member, and an administrative staff member. Additionally, an SAE Corporate Officer may be consulted. Witnesses can be called to the hearing. If after the hearing the outcome remains unchanged, then the decision is deemed to be final.

STUDENT COMPLAINTS AND GRIEVANCES

Situations may arise in which a student believes that he/she has not received fair treatment by a representative of SAE. A student who wishes to have a complaint addressed by SAE should first use the following complaint procedure and then utilize the grievance procedure if the complaint procedure proves unsatisfactory. Students are encouraged to seek assistance with this process from the Student Services Coordinator, an instructor, or another member of faculty and staff, if appropriate.

GENERAL STUDENT COMPLAINT PROCEDURE

All students are encouraged to discuss concerns, academic issues or complaints with the SAE staff and faculty. Problems involving classroom or academic matters should first be discussed directly with the faculty member involved. Questions about non-academic matters should be discussed with an appropriate member of the administration. Unresolved concerns should be referred in writing to the school Director. The Director will make appropriate inquiries and recommend a resolution as soon as possible and within 30 days of receiving the complaint. When necessary a meeting may be arranged to discuss the situation. This meeting is not a formal hearing. The solution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below.
GRIEVANCE PROCEDURE
A student may file a formal written notice of grievance with the Director within two weeks if dissatisfied with all prior attempts at resolution. After receipt of the written notice of grievance, and upon ascertaining the complaint procedure has been exhausted, the Director shall refer the grievance to a Grievance Committee. The Committee is appointed by the Director and shall be composed of two faculty members and one staff member not directly involved with the case. A hearing shall be arranged with this Grievance Committee. The hearing will provide the opportunity for the student to present relevant evidence, to challenge adverse evidence, and to have the complaint heard by an impartial committee. Upon completion of the hearing the committee shall review the original recommendation by the Director and either uphold the original decision or make a new recommendation. The recommendation of the committee is final and shall be stated in writing and placed in the student file. Students that believe that they have a complaint beyond the procedures outlined above may contact the state authorizing agency. SAE New York students may direct their complaint to: New York State Education Department, Bureau of Proprietary School Supervision, 99 Washington Avenue, Room 1613 OCP, Albany, New York 12234, (518) 474-3969.

ACCSC STUDENT COMPLAINT/GRIEVANCE PROCEDURE
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

Students may also direct inquiries or complaints to ACCSC online at www.accsc.org.

A copy of the ACCSC Commission’s Complaint Form is available at the school and may be obtained by contacting the Student Services Coordinator or online at www.accsc.org.

STUDIO AND LAB PROCEDURES
Students are responsible for the condition of the labs and studios that they use. When a student has completed a session, the studio must be ‘broken down’ and cleaned. This includes normaling 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.

FOUNDATION AREA
Many of the labs and projects done in the school’s Foundation Area involve critical listening. Please be considerate to fellow classmates and keep conversation to a minimum.

EQUIPMENT AND MATERIALS
All equipment at SAE is monitored and maintained by the SAE staff. Students must not attempt to repair the equipment. Any problems must be reported to the Lab Instructor and written up using the Maintenance Reports, which are located in all studios and lab areas. In addition, students must not repatch any equipment (other than normal use of patch bays). If any equipment, such as keyboards, tape machines, or outboard equipment, needs to be moved between studios, classrooms, or labs, it must be done by the supervisor on duty.

All media required for programs and courses will be provided by SAE and the cost is included in the tuition. Students may NOT remove any tapes supplied by SAE from the premises. All projects recorded at SAE may only be used for demonstration or reference and may not be used for commercial purposes. Lab projects are for educational purposes only. SAE may use any recorded project for educational or promotional purposes.

INSTRUMENTS
When necessary, students may bring in their own musical instruments. SAE does not provide any storage for students’ instruments and is not responsible or insured for this equipment. Any equipment connected to SAE equipment must be done so in the presence of the Lab Instructor on duty. With the exception of two available drum kits, SAE does not supply musical instruments for sessions and does not provide musicians for studio projects. Lists of available musicians and groups may be periodically posted on the school’s bulletin boards.

COMPUTERS, SERVERS, AND WORKSTATIONS
It is very important to remember that computers are machines and can, do, and will fail from time to time. Files may be erased at any time. Pay close attention to file management and proper saving procedures when working on computers. Lab Instructors will remove all projects and students files from the school’s computers on a nightly basis.

STUDIO AND LAB POLICIES
NO FOOD OR DRINK IS ALLOWED IN ANY CLASSROOM OR STUDIO. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.
Students should back up their projects to their own computers or drive. Not backing up files appropriately can cause projects to be turned in late or lost completely.
Local hard drives on SAE computers are for temporary storage only. All work must be saved by the student on their own system at the end of each session.
SAE is not responsible for any lost data.

MICROPHONES
All microphones at SAE are locked in the school’s microphone closet. The supervisory staff will sign out all microphones to students. Mics are signed out on a first come, first served basis. Once accepting and signing for the microphone(s), the student is responsible for the microphone(s) until such time as the Lab Instructor on duty signs them back in.

SOLDERING
Certain audio classes and projects require hands-on manipulation of wiring with electronic boards and making cables. Students will learn how to solder cables and wires. While working on projects involving soldering, the wearing of safety glasses is required.

MANUALS
Each lab, studio, and workstation has a copy of the appropriate manual(s). If a manual is not available, ask a Lab Instructor. Manuals may not be removed from their location or the SAE premises at any time. All manuals are also available on Canvas for students’ use.

GUEST MUSICIAN POLICIES
The number of guest musicians allowed into the school at one time is limited to 3. If a session requires more than 3 musicians to be present at one time, the student who has booked the session will need to fill out and hand in a Guest Approval form no later than 24 hours before the session. This form can be obtained from the Student Services Coordinator or downloaded from Canvas.

All guests must sign in upon entry to SAE and show valid ID. Acceptable IDs include government-issued identification only, such as Driver’s Licenses, State IDs, or 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 type of 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.

Musicians 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 of or damage to equipment, including the bringing of food and drinks into the studios, and will be held accountable for any such actions and consequences.

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

RESERVING STUDIO AND LAB TIME
SAE’s Booking Computer is used to book most studio time at SAE. This process will be explained in detail during Student Orientation and reviewed during the first week of class.

Sign-up sheets for certain studios are located in designated areas and will be pointed out during Orientation and again in the first week of class. Students may sign up for lab time 2 weeks in advance. Once everyone in all classes has had a chance to book their first session, students may reserve additional time.

LAB ATTENDANCE
When attending labs, students must sign in and out (time in, student time out, and total number of hours) on the appropriate sheets at the Front Desk, and get a staff member to initial the sheet upon sign-out. The Booking Computer is not used for the purpose of attendance. If a student does not sign in and out properly, that studio time will not be counted for lab hours.

If a student does not arrive for their scheduled lab within 30 minutes of the scheduled time, they are considered absent for that lab and will be penalized by a cancellation of all lab times for the next 7 days. If a student needs to cancel a lab time, a 24-hour notice is required. This 24-hour notice allows other students an opportunity to use the time.

Please see the Attendance Policies section of this Catalog for more information regarding Lab Attendance Policies.

COMPLETED LAB ASSIGNMENTS
Lab assignments are due by school closing on the due date. Projects must be turned in according to the project requirements and a grading slip must be turned in for every project. The method for submitting projects will vary from project to project. Students will be instructed in the proper way to submit all lab projects.
Diploma Program

AUDIO TECHNOLOGY PROGRAM

SAE’s Audio Technology Program falls under the scope of ACCSC accreditation.
 AUDIO TECHNOLOGY PROGRAM (900 CLOCK HOURS)

This program leads to the award of a Diploma in Audio Technology. Intensive practical and theoretical training gives students a solid grounding in audio technology and the commercial music recording industry in order to provide the skills necessary for today's successful audio engineer. Students attending this program will learn both the technical and creative sides of the audio recording process, as well as the basics of audio and music business.

PROGRAM OBJECTIVES: The program is designed to train students for entry level positions as audio engineers in the areas of commercial recording, television and film post production, broadcast and live sound, and to provide the necessary understanding of the music industry for an entry level position in the entertainment business.

JOB DESCRIPTION: The graduate will be prepared to enter the audio recording or music business as an effective professional in a number of entry level roles in recording, post production, and live sound recording, as well as entry level positions at record companies, production houses, and related businesses.

STRUCTURE: The Audio Technology Program (ATP) is divided into 4 modules, each being 9 weeks in length for a full time student, and 18 weeks in length for a part time student. Each module encompasses at least one complete subject area. Each module is comprised of subject units (skill and theory components of the course). Each unit and module progressively builds skills toward the completion of educational and technical skills goals for the program of choice. The total length of the program is 36 weeks for a full time student or 72 weeks for a part time student. The program includes theory, practical, and workshop components. Student grades are posted bi-monthly and reviewed at the end of each module. There are 30 written tests given during the program, including a Module Exam at the end of each quarter recapping what the student has learned in the previous module.

MODULE DESCRIPTIONS

AT101 - INTRODUCTION TO AUDIO TECHNOLOGY AND STUDIO EQUIPMENT
12 Module Credit Hours/225 Clock Hours (Prerequisite: None)
This 9-week module introduces the student to the recording process, audio terminology, the fundamental nature of sound, the human ear and hearing process, as well as the basic principles of electronics and music theory as they apply to audio engineering and procedures. This module also includes an introduction to basic audio equipment and operating procedures, tape machines and editing, signal flow, computer fundamentals and MIDI sequencing. Classes cover intensive theory and practice of recording consoles, including techniques for mixing, using equalizers and signal processors as well as microphone theory and techniques.

AT102 - DIGITAL AUDIO SOFTWARE AND ADVANCED STUDIO EQUIPMENT
12 Module Credit Hours/225 Clock Hours (Prerequisite: AT101)
This 9-week module emphasizes the role of the computer in audio engineering, including advanced instruction in digital audio workstations, sequencing, MIDI theory, and the operation of analog vs. digital consoles. An introduction to intermediate signal flow will be covered on both analog and digital consoles and students will begin to work collectively in the recording studio environment. Session procedures will be emphasized and common documentation practices reviewed. An introduction to Pro Tools will also be implemented as intermediate signal flow concepts within the DAW environment are explored.

AT103 - ADVANCED ENGINEERING AND DIGITAL AUDIO APPLICATIONS
12 Module Credit Hours/225 Clock Hours (Prerequisites: AT101, AT102)
This 9 week module covers the theory and practice of planning, setting up, and operating a recording session, including session planning, synchronization of equipment, audio console operation, and advanced signal flow in music and postproduction environments. Advanced Pro Tools applications, and integrated consoles and control surfaces for multiple digital multitrack platforms are explored.

AT104 - ADVANCED RECORDING ENGINEERING AND PRODUCTION
12 Module Credit Hours/225 Clock Hours (Prerequisites: AT101, AT102, AT103)
This 9-week module starts with a focus on recording, editing and mixing sound for picture. It also exposes the student to multi-channel engineering and audio procedures for radio and TV production. A music production lab hones the student’s skills. This module includes a Sound Reinforcement Lab to give the student actual experience in producing a live event. Course work explores the role of audio industry professionals, record companies, advertising and marketing, studio personnel, service contracts, principles of copyright and client expectations. Engineering concepts as they relate to multimedia and the emerging gaming industry are also explored.

PROGRAM SEQUENCE

THEORY COMPONENT
All students in the Audio Technology program will work through the following lecture sequence. Full time classes will be held Monday through Thursday, from 10:00 am to 1:30 pm (morning), or 2:00 pm to 5:30 pm (afternoon), with a 30-minute break. Part time classes will be held 2 evenings a week (Monday/Wednesday or Tuesday/Thursday), from 6:00 pm to 9:30 pm, with a 30-minute break. The following schedule represents the module time frame for the full time class; the part time module lengths are doubled.
AT101 - Introduction to Audio Technology and Studio Equipment incorporates the following units of study:

**AT101-T Theory (9 credit/135 hours)**

- AT101T1 Introduction to Audio 1 week
- AT101T2 Basic Signal Flow 1 week
- AT101T3 Introduction to DAW 1 week
- AT101T4 Music Theory 1 week
- AT101T5 Introduction to MIDI Sequencing 1 week
- AT101T6 Audio Electronics 1 week
- AT101T7 Signal Processing 1 week
- AT101T8 Microphone Theory 2 weeks

AT101TE Exam
AT101TW Workshop Requirement

AT102 - Digital Audio Software and Advanced Studio Equipment incorporates the following units of study:

**AT102-T Theory (9 credit/135 hours)**

- AT102T1 Pro Tools I 1 week
- AT102T2 Intermediate Signal Flow 2 weeks
- AT102T3 Session Procedures 1 week
- AT102T4 Advanced Sequencing 1 week
- AT102T5 Synthesis & Sampling 1 week
- AT102T6 Digital Signal Flow 2 weeks
- AT102T7 Pro Tools II 1 week

AT102TE Exam
AT102TW Workshop Requirement

AT103 - Advanced Engineering and Digital Audio Applications incorporates the following units of study:

**AT103-T Theory (9 credits/135 hours)**

- AT103T1 Sync Interface & Formats 1 week
- AT103T2 Acoustics 1 week
- AT103T3 Advanced Signal Flow I 2 weeks
- AT103T4 Pro Tools III 1 week
- AT103T5 Advanced Signal Flow II 2 weeks
- AT103T6 Mixing 1 week
- AT103T7 Mastering 1 week

AT103TE Exam
AT103TW Workshop Requirement

AT104 - Advanced Recording Engineering and Production incorporates the following units of study:

**AT104-T Theory (9 credits/135 hours)**

- AT104T1 Sound for Picture 2 weeks
- AT104T2 Surround Sound 1 week
- AT104T3 Music Production 1 week
- AT104T4 Game Audio 1 week
- AT104T5 Live Sound Speakers & Amps 2 weeks
- AT104T6 Music Business 1 week
- AT104T7 Multimedia & Internet 1 week

AT104TE Exam
AT104TW Workshop Requirement

**AUDIO TECHNOLOGY PRACTICAL COMPONENT**

All students in the Audio Technology Program will work through a sequence of studio/lab projects. The project start and due dates are posted on the student bulletin boards, and each project is graded upon completion.

AT101 - Introduction to Audio Technology and Studio Equipment incorporates the following practical components:

**AT101-P Practical (3 credits/90 hours)**

- AT101P1 Ear Training I
- AT101P2 Ear Training II
- AT101P3 GarageBand Project
- AT101P4 Digital Edit I
- AT101P5 Digital Edit II
- AT101P6 Sequencing I
- AT101P7 Basic Digital Console Mix I
- AT101PS1 Computer Skills Test
- AT101PS2 Basic Signal Flow Skills Test

AT102 - Digital Audio Software and Advanced Studio Equipment incorporates the following practical components:

**AT102-P Practical (3 credits/90 hours)**

- AT102P1 Soldering Lab
- AT102P2 Basic Signal Flow Mix
- AT102P3 Effects Lab
- AT102P4 Digital Edit III
- AT102P5 Basic Digital Console Mix II
- AT102P6 Sequencing II
- AT102P7 Pro Tools Jingle I
- AT102PS1 Digital Edit Skills Test
- AT102PS2 Basic Signal Flow Skills Test

AT103 - Advanced Engineering and Digital Audio Applications incorporates the following practical components:

**AT103-P Practical (3 credits/90 hours)**

- AT103P1 Sequencing III
- AT103P2 Pro Tools Multitrack Mix
- AT103P3 Intermediate Signal Flow Project
- AT103P4 Advanced Digital Console Project
- AT103P5 Advanced Signal Flow I Mix
- AT103PS1 Advanced Digital Console Skills Test
- AT103PS2 Advanced Signal Flow I Skills Test

AT104 - Advanced Recording Engineering and Production incorporates the following practical components:

**AT104-P Practical (3 credits/90 hours)**

- AT104P1 Sequencing IV
- AT104P2 Advanced Signal Flow II Mix
- AT104P3 Mastering Lab
AUDIO TECHNOLOGY WORKSHOP COMPONENT (SEMINARS)
The Audio Technology program includes a minimum of 36 hours of workshops into the program. This amounts to 9 hours of workshops during each module. While the workshop component only comprises 4% of the total program hours, the purpose is to provide students the opportunity to hear guest lecturers working in the field and to gain exposure to current audio trends and emerging technologies.

CLOCK HOURS PER MODULE
The hourly breakdown is defined as follows:
Module I Introduction to Audio Technology and Studio Equipment
Theory/Workshop 135 Practical 90 Total 225
Module II Digital Audio Software and Advanced Studio Equipment
Theory/Workshop 135 Practical 90 Total 225
Module III Advanced Engineering and Digital Audio Applications
Theory/Workshop 135 Practical 90 Total 225
Module IV Audio Recording Engineering and Production
Theory/Workshop 135 Practical 90 Total 225
TOTAL 900

Theory hours are calculated as actual instructional (classroom) hours that students are required to complete. This is a set schedule of 135 hours and determined by the cohort group in which the student is enrolled. Each theory test has equal percentage weight in the overall GPA of the Theory component. A theory exam will be administered at the end of the semester and factor as 20% of the overall GPA of the Theory component.

Practical hours are determined by overall attendance of self-directed study. Students must attend a minimum of 90 practical lab hours per semester. Each lab assignment and/or skills test has its own unique grade weight in determining the overall GPA of the Practical component.

SAE LAPTOP PROGRAM
All incoming SAE Audio Technology Program students will receive an Apple Laptop bundled with software necessary for their studies at SAE. Please refer to the SAE NY website (newyork.sae.edu) for a listing of the hardware and software packages currently being offered.

The cost of this computer is included in the total tuition for SAE and is mandatory for the SAE curriculum. The laptops will be distributed during the first module. Students must be up-to-date with all payments including any loan payments before they can take possession of the laptop. Once the student has received the computer, it becomes the property of that student. As such, SAE is not responsible for damage, loss, theft, improper use of hardware or software, or any other computer malfunction. Computer specifications are subject to change without notice.

Because the Apple laptop is integral to the SAE curriculum, receipt of the computer is not optional. Students must take possession of the laptop, regardless of whether the student has another computer of equal or similar specifications. Students transferring from another class session or SAE location should discuss laptop requirements with the Director of Education.

TEXTBOOKS
The following textbooks will be issued to students and required reading assignments will be given throughout the program. Textbook cost is included in the cost of the program. Please see the Refund Policy of this Catalog for information concerning the return of textbooks. (Textbooks subject to change).

Home Recording Studio: Build It Like the Pros - Rod Gervais
Thompson Learning Course Technology PTR; 2nd edition
September 30, 2010

Mastering Audio, Second Edition: The art and the science - Bob Katz
Focal Press; 2nd edition
July, 2013

All You Need to Know About the Music Business - Donald Passman
Free Press; 8th edition
November, 2013

All New Electronics Self-Teaching Guide - Harry Kybett & Earl Boysen
Wiley Publishing; 3rd edition
May, 2012

Assistant Engineer’s Handbook - Tim Crich
Black Ink Publishing; 2nd edition
October 15, 2008

Modern Recording Techniques - Huber and Rubenstein
Focal Press; 8th edition
October, 2014

Yamaha Sound Reinforcement Handbook - Davis and Jones
Hal Leonard/Yamaha; 2nd edition
January 1, 1990
ADMISSIONS
Admission to SAE Institute of Technology’s Audio Technology Program is open to any individual who is seriously interested in the field of professional audio recording technology and the music industry AND meets all necessary entrance requirements.

Prospective students may enroll in person or by mail. Students applying or enrolling in person may visit the school campus of choice during regular office hours, 9:00 am to 5:00 pm, Monday through Friday. Individual appointments outside of normal hours can be made with an Admissions Representative.

International and out-of-area students may submit the Application for Admission and the Enrollment Agreement by mail; however, SAE strongly encourages all prospective students to visit the school before enrolling. Students applying by mail should contact the school regarding available openings for a desired start date.

REQUIREMENTS FOR ADMISSION
In order to be admitted into the Audio Technology Program at SAE New York, prospective students must:
• Be a United States Citizen or Permanent Resident OR obtain the appropriate student visa;
• Be a High School Graduate or GED Recipient;
• Be at least 18 years of age;
• Possess English proficiency;
• Pass an Entrance Evaluation

APPLICATION PROCEDURE
To apply to the Audio Technology Program, the following steps must be completed:
• Complete and submit Application for Admission;
• Remit payment of the non-refundable $100 application fee;
• Submit an official High School Transcript, a copy of a High School Diploma, OR evaluated proof of educational achievement that is equivalent to a US High School diploma. All documentation must be in English or officially translated;
• Successfully complete Entrance Evaluation

In addition to the application steps listed above, international students must:
• Demonstrate English proficiency;
• International students will not be permitted to start class until SAE has received the student’s application fee and down payment or full up-front payment. Payment methods accepted include credit card, wire transfer, cashier’s check, and money order.

ENROLLMENT PROCEDURE
Upon receipt of the Application for Admission and application fee, and verification that the student has met minimum entrance requirements, the student will be sent confirmation of being accepted into the Audio Technology Program, and will be provided with the necessary paperwork to complete enrollment. The applicant must then complete the following steps:
• Meet with the Financial Aid office to determine and confirm individualized payment arrangements;
• Remit payment of tuition deposit, as required;
• Submit the complete Enrollment Agreement and related paperwork within specified time frame.

Upon signed confirmation by SAE, an exact copy of the Enrollment Agreement will be returned to the student and a class slot will be held for the start date and program of request. SAE accepts applications up to and including the first day of the program, as long as requirements have been met and there is availability in the class session.

NOTE: If an enrolled student changes his or her start date prior to beginning instruction, he or she may apply the previously paid $100 application fee to the new enrollment. For transfers to another class session after the class has commenced, the student must pay a $100 rescheduling fee for enrollment in any and all subsequent start dates.

PLEASE SEE THE REFUND POLICY SECTIONS OF THIS CATALOG FOR A DETAILED DESCRIPTION OF REFUNDS IN THE EVENT OF CANCELLATION OF THE APPLICATION AND/OR ENROLLMENT AGREEMENT

ADMISSION FOR INTERNATIONAL STUDENTS
SAE is authorized under federal law to enroll non-immigrant foreign students (M1 Visa). International students must complete the entire enrollment process before the school can issue a form I-20 (Certificate of Eligibility). The student must present that form, along with all other required documents, to the appropriate consular officials in order to obtain a proper visa for entry into the United States. International students are only eligible to attend full-time programs.

Education Evaluation
Any educational experience received outside of the United States must be evaluated. For purposes of determining US High School diploma equivalency, any foreign credential evaluation service may be used. Examples of companies providing this service are listed below. How-
ever, SAE is not affiliated with and does not recommend any specific provider; listings are purely given for informational purposes.
- Educational Perspectives (www.edperspectives.org)
- Globe Language (www.globelanguage.com)
- World Education Services (www.wes.org)
- AACRAO (http://ies.aacrao.org)

Demonstration of Financial Support
International students must demonstrate available financial support and stability for the period of enrollment. This proof may be in the form of a bank or other financial statement. Based on cost of living for the New York area and all tuition costs, students must show access to a minimum of $42,595 US to satisfy this requirement. If this financial support is not in an account under the student’s name, written consent of the account holder must also be presented.

English Proficiency
Regardless of citizenship, applicants who have not attended a school at the secondary level or above for a least three years full time where English is the primary language of instruction must provide one of the following to demonstrate sufficient English proficiency:

- A minimum score of 500 on paper-based version, 173 on computer-based version, or 61 on the internet-based version of the TOEFL [the TOEFL code number for SAE New York is 8561]
- Completion of level 5 on iTEP exam
- A minimum score of 5.5 on the IELTS exam
- Proof of graduation from an English language high school
- A minimum score of 46 on the Pearson English Test (PTE)

Students must have the examining/awarding facility/entity mail the official results to the school. Copies, faxes, or emails from the students not accepted.

ENTRANCE EVALUATION
SAE New York requires all applicants to score 14 or higher on the Wonderlic SLE examination in order to be accepted into the Audio Technology Program. Applicants who do not meet the minimum score of 14 on their first attempt may retake the exam with a maximum of four (4) total attempts to meet the minimum score, subject to possible waiting period and/or additional restrictions. After the fourth overall attempt the student is unable to enroll in the Audio Technology Program. There is no additional fee to take the Entrance Evaluation.

A remote test will be administered for international students unable to take the Entrance Evaluation at an SAE campus. Students that cannot pass the exam will not be allowed to enroll in the program. Students should contact their SAE representative for details and to set up a date and time for the evaluation.

LEARNING DIFFERENCES
Students who have a learning difference that may adversely impact their class and/or academic performance should discuss them with the Administration Office prior to enrollment so that any necessary and reasonable arrangements can be made. Such students will meet with the Director of Education at the beginning of the program to arrange an appropriate plan to facilitate any special needs or requirements.

SCHOOL TOURS
SAE is proud of all of our institutes worldwide, and we welcome the opportunity to introduce you to the world of SAE through one of our campuses. Students are strongly encouraged to tour the SAE campus of intended enrollment prior to completing the Enrollment Agreement. Please contact SAE to arrange an individual appointment. We also post Open House information on our website at newyork.sae.edu.

HOUSING
SAE does not offer residential facilities. For information on types of student housing that may be available in the New York area, SAE recommends researching different options using the Internet and other resources. Options for student and general housing in the New York area are listed below. SAE is not affiliated with and does not recommend any specific provider; listings are given purely for informational purposes.
- Educational Housing Services (www.studenthousing.org)
- Craig’s List (www.craigslist.org)

The Student Services Coordinator also compiles a list of students interested in finding roommates. If you would like to be included on that list, please contact the Administration office. The student must grant permission before any student information (i.e., phone number or e-mail address) can be released to another student. Upon forwarding the student information, it becomes the student’s responsibility to contact prospective roommates.

READMISSION AND TRANSFERS
Students who have voluntarily interrupted their studies at SAE and are not able to continue with their lockstep group, but wish to return to SAE, must apply for readmission. Applicants for readmission must complete all current admissions forms and enrollment contracts and be counseled on programs, policies, and requirements. Students who are readmitted must continue their studies under the program requirements stated in the catalog in effect at the time of readmission and pay all associated fees, including but not limited to a rescheduling fee for any new enrollment. A new Enrollment Agreement will be signed at the time of readmission.

Students who have been dismissed from the program must submit a request for re-admission in writing to the Campus Director. The Campus Director will review the student’s file and any supporting documentation and make a decision on the student’s ability to re-enroll. This decision will be sent in writing to the student. Any decision made by the Campus Director is final.
Students who have completed a program at SAE and wish to continue their studies in another program within a year of graduation do not need to reapply for admission to the school, but must complete a new Enrollment Agreement for the additional program of study in the Administration Office and remit payment of the appropriate re-entry fee. Any readmission is contingent upon availability in the requested class session.

Transfer to a different lockstep group is only available to currently enrolled students who are in good standing. If a student wishes to transfer their enrollment to a different lockstep group, he/she must complete the current module with their current lockstep group. The student will continue their studies with the new lockstep group at the start of the next sequential module. Transfers granted to any student not maintaining satisfactory progress at the end of their current module are at the discretion of the Director and the Director of Education.

TRANSFER WITHIN THE SAE SYSTEM
Transfers are possible between any SAE campuses. Students desiring to transfer to a different SAE campus should work with the local school Director for assistance in coordinating the transfer. Please be aware that transfers between programs are allowed at the discretion of the Director and may not always be feasible, depending on a student’s particular situation. Student liability will be calculated at the time of transfer and any excess tuition paid will be credited to the student at the new location. Tuition may vary from school to school due to current economic conditions and currency exchange rates. Students transferring to other SAE campuses must abide by local rules and regulations.

TRANSFER OUTSIDE THE SAE SYSTEM
SAE is a special purpose institution. The goal of the Audio Technology Program is to train students in the field of audio and prepare them for an entry-level job in the audio industry. Because of the practical educational approach and lock-step nature of the program, and because of the need to ensure consistency of learning, SAE does not grant credit for prior learning or advanced standing to students transferring to SAE from outside of the SAE network. Students transferring out of SAE should be aware that transfer of course credit is always at the discretion of the receiving institution. Any student interested in transferring credit should check with the receiving institution directly to determine to what extent, if any, courses or hours can be transferred. Because SAE is a worldwide training institute, students do have other educational opportunities abroad. SAE graduates that are planning to work, travel or study outside of the United States should check SAE’s website at www.sae.edu to look for additional training and degree opportunities. Students should be aware that SAE does have agreements with colleges and universities outside the United States; however, these degrees and higher education credentials may not necessarily be academically recognized in the United States due to differences in educational systems.

SCHEDULE OF CLASSES
Students enter the school and move through the entire program as a group from start to finish in the prescribed series of modules. This is referred to as a “lockstep” program. The only exception to the lockstep approach is for a student who has been readmitted after a previous enrollment, or who has transferred from another SAE location. PLEASE NOTE: SAE reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

AUDIO TECHNOLOGY PROGRAM 900 HOURS FULL TIME
9 MONTHS (25 hours per week for 36 weeks)
Audio Technology Theory Class Schedules (Full Time)
Monday through Friday
from 10:00 am to 1:30 pm OR 2:00 pm to 5:30 pm

• Sessions will be assigned by SAE.
• Friday classes are in workshop form; schedules will be posted
• In addition to regularly scheduled theory class, the Full Time Program requires an average of ten (10) individually scheduled hours for lab and studio time per week

START DATES (FULL TIME)
Class Start Date Projected End Date
ATP0114FT January 27, 2014 October 5, 2014
ATP0414FT April 7, 2014 December 14, 2014
ATP0614FT June 9, 2014 March 15, 2015
ATP0814FT August 18, 2014 May 24, 2015
ATP1014FT October 20, 2014 July 12, 2015

AUDIO TECHNOLOGY PROGRAM 900 HOURS PART TIME
18 MONTHS (12.5 hours per week for 72 weeks)
Audio Technology Theory Class Schedules (Part Time)
Tuesday, Thursday, Friday from 6:00 pm to 9:30 pm (May)
OR
Monday, Wednesday, Friday from 6:00 pm to 9:30 pm (October)

• The part time Audio Technology Program is offered in the evening only
• Friday classes are in workshop form; schedules will be posted
• In addition to regularly scheduled theory class, the Part Time Program requires an average of five (5) individually scheduled hours for lab and studio time per week

START DATES (PART TIME)
Class Start Date Projected End Date
ATP0514PT May 6, 2014 October 5, 2015
ATP1014PT October 27, 2014 April 10, 2016
ACADEMIC POLICIES

CLASSES AND INSTRUCTIONAL HOUR DEFINITION
Each instructional hour is equal to 50 minutes of classroom instruction. To provide the best possible learning experience, theory classes are limited to 30 students per class. It should be noted that when theory classes are held in a studio environment, the maximum number of students per class will be limited to 12.

LATE START POLICY
Students will begin classes no later than the first day of the second week of instruction. Any late starts must be approved in advance by the Director.

GRADES
Grades are posted bi-monthly and are reviewed at the end of each module. Grades are tracked using the Grade Average (GA) and Grade Point Average (GPA). In order to provide students with the most accurate grade overview, both the GA and GPA are cumulative and therefore reflect all grades received as of the end of the module. Grades are assigned value using the following grading scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>4.0</td>
</tr>
<tr>
<td>80 - 89</td>
<td>3.0 - 3.9</td>
</tr>
<tr>
<td>70 - 79</td>
<td>2.0 - 2.9</td>
</tr>
<tr>
<td>60 - 69</td>
<td>1.0 - 1.9</td>
</tr>
<tr>
<td>00 - 59</td>
<td>0.0 - 0.9</td>
</tr>
</tbody>
</table>

CALCULATION OF GRADE POINT AVERAGE (GPA)
Each grade within the module is individually weighted. Overall theory and practical grades have an equal weight in the final grade average, with each module being comprised of a theory and practical grade.

The components of these overall grades are weighted as follows:

<table>
<thead>
<tr>
<th>Practical Grade</th>
<th>Theory Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Projects - 25%</td>
<td>Theory Tests - 40%</td>
</tr>
<tr>
<td>Skills Tests - 25%</td>
<td>Module Test - 10%</td>
</tr>
</tbody>
</table>

CALCULATION OF INCREMENTAL COMPLETION RATE (ICR)
SAE Institute has implemented a schedule designating the minimum percentage of cumulative coursework that must be completed at the end of each two-module payment period. This will ensure that students complete all coursework within the required 150% maximum timeframe. Whereas the CGPA is the standard qualitative component for measuring Satisfactory Academic Progress, the Incremental Completion Rate (ICR) is the quantitative component used by SAE Institute for measuring Satisfactory Academic Progress. This incremental measurement requires a student successfully complete 50% of all attempted coursework by the midpoint of the program, and 66% by the endpoint of the program.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)
Satisfactory Academic Progress is the measurement of the student’s academic performance within the educational goals while moving through the program in time with the group of enrollment. SAE requires that all students demonstrate that they are making orderly progress toward the completion of the program. All students must maintain Satisfactory Academic Progress in order to remain enrolled at SAE Institute and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student’s Cumulative Grade Point Average (CGPA) and the student’s cumulative Incremental Completion Rate (ICR) toward completion of the program coursework. To meet the minimum Satisfactory Academic Progress standards, the following criteria must be achieved for each respective payment period:

<table>
<thead>
<tr>
<th>Payment Period</th>
<th>CGPA</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 - AT101 and Module 2 - AT102</td>
<td>70%</td>
<td>50%</td>
</tr>
<tr>
<td>Module 3 - AT103 and Module 4 - AT104</td>
<td>70%</td>
<td>66%</td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress will be evaluated at the end of Module 2 and Module 4 to determine a student’s Title IV funding eligibility.

For a student attending the Audio Technology Program to remain in good standing, he or she must maintain satisfactory progress according to the following standards:

QUALITY
Students must maintain a 70% or better grade average (2.0 CGPA) in order to be meeting Satisfactory Academic Progress. Following the end of Module 1, any student with an average lower than 70% will be placed on Probation for the ensuing Module. Additionally any student with an average of 40% or lower will be dismissed from the program as it is not possible to achieve the required GPA by the end of the second module. Students must maintain a 70% or better grade average (2.0 CGPA) throughout the program in order to be meeting Satisfactory Academic Progress, and also to be eligible for graduation.

QUANTITY
In addition to the GPA requirements above, in order to meet the program graduation requirements, a student must maintain, throughout the program, an 85% attendance average of all clock hours offered. A student must achieve 85% of the 900 clock hours by the program’s end in order to graduate.
MAXIMUM TIME FRAME
A student must satisfactorily complete his/her program within 1 and 1/2 times of the program length. Therefore, the student must complete the program within 150% of the program hours (i.e., 1350 hours for a 900 hour program). If a student cannot complete the training within the maximum time frame, the student will be terminated from the program.

COURSE REPETITIONS AND WITHDRAWALS
Because the Audio Technology Program is a lockstep program, students may not withdraw from or repeat a specific module separately. If a student wishes to repeat a section of the program, the student must withdraw from the program and re-enroll in a later class. In all cases, the student must complete his/her program within the maximum time frame as described above.

COMPLETION RATE
A student must satisfactorily complete 85% of all clock hours offered.

REVIEWS
Grades and attendance are posted bi-monthly and reviewed at the end of each module, at which point disciplinary action will be taken for students not making satisfactory academic progress.

ACADEMIC DISCIPLINARY ACTION - PROBATION AND TERMINATION
If a student has less than the required cumulative GA of 70% (2.0 GPA) after 25% of the program, the student is placed on Academic Probation. The student will remain on probation through the ensuing 25% of the program. During the period of probation the faculty and administrative staff will monitor the student’s progress and advise as necessary to assist the student. If at the completion of the next 25% of the program, the student’s GA is not 70% or above (2.0 GPA), the student will be dismissed from the program.

If a student has a grade percentage of 40% or lower after 25% of the program, then the student will be dismissed from the program as it is not possible to achieve the required GPA by the end of the second module.

In addition, a student must achieve a 70% GA (2.0 GPA) at the end of the program in order to graduate. The school reserves the right to terminate a student prior to completion of the program upon its determination that a student is not complying with school rules, is not attending class regularly, is not paying tuition, is not making satisfactory progress, or is not adapted to the field of study.

ATTENDANCE DISCIPLINARY ACTION - PROBATION AND TERMINATION
If a student has less than 85% of the required attendance hours after 25% of the program, the student will be placed on Attendance Probation. The student will remain on probation through the ensuing 25% of the program. During the period of probation, the faculty and administrative staff will monitor the student’s progress and advise as necessary to assist the student. If at the completion of the next 25% of the program, the student’s cumulative attendance hours are below 85%, the student will be dismissed from the program. A student must satisfactorily complete 85% of all clock hours offered.

SATISFACTORY PROGRESS AND DISCIPLINARY ACTION FOR FEDERAL FINANCIAL AID RECIPIENTS
In addition to the above Academic and Attendance policies on probation and termination, any student receiving federal financial aid who is not meeting Satisfactory Progress at the end of Module Two (50% of the program) will have 30 days from the end of that module to achieve Satisfactory Academic Progress, or the student will be dismissed from the program, no further disbursement will be requested, and the student will be held accountable for any outstanding tuition liability.

REINSTATEMENT:
Once dismissed from the program a student may reapply for admission to the program for re-enrollment as a new student with a new lockstep group. Once a student has been dismissed from the program, a student may reapply for admission to the program as a new student with a new lockstep group. Withdrawn and dismissed students will only be admitted to re-enroll in the program at the beginning of the module in which they were last maintaining satisfactory progress. Reinstatement is at the discretion of the Director.

SPECIAL GRADING PROCEDURES
If a grade of 0 is received on a test or assignment due to an excused absence, the student can complete and submit that outstanding course work to the instructor within 10 days from the end of the module. If the missing work is not received within the deadline, the grade will remain a 0. The school does not offer non-credit remedial work.

APPEAL
A student who feels that satisfactory progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the school Director within one week of being notified. A mitigating circumstance is a situation beyond your control (i.e., illness, accident, or trauma). The student must also provide details in the appeal on why they failed to meet SAP standards and what has changed in their personal circumstances. The school director will make the final decision within a one-week period of receipt of the appeal.

REINSTATEMENT OF SATISFACTORY PROGRESS
A student will be judged as making satisfactory progress if an appeal is won or the student meets the above standards.

ACADEMIC PLAN
If the appeal for reinstatement is honored, the student will then be placed on an academic plan and will remain on this status throughout
the following payment period. The student must meet the modified standards for Satisfactory Academic Progress during that period. The Director of Education and Student Services Coordinator will oversee and monitor the student’s progress while on the academic plan. The student will receive advisement accordingly and a schedule of weekly one-on-one meetings may be implemented. After reinstatement, all Satisfactory Academic Progress evaluations will be based on the modified standards and will be calculated accordingly. Dismissed students who are readmitted will sign a new Enrollment Agreement, and will be charged tuition consistent with the existing published rate.

RETKING EXAMS AND PROJECTS
Students who fail written exams will not be allowed to retake the exam unless, in the opinion of the Director of Education, there is a significant and unusual circumstance beyond the student’s control that directly affected the exam grade (i.e., death of an immediate family member or illness the day of the exam). In such a case, supporting documentation is required. The student must verify the circumstance with the Student Services Coordinator and request a retake from the head Lab Instructor. All new assessments will replace any previously attempted grades and will thus be calculated into the new ongoing SAP requirement. All course attempts will be included as attempted hours in the SAP calculation.

LAB ASSIGNMENTS
All lab assignments/practical projects are due by school closing on the due date. Lab assignments that are turned in late, but within 1 week of the due date will incur a 30-point grade reduction (i.e., a 92 would become a 62). For assignments turned in more than 1 week late, the student will receive a grade of 0.

GOOD STANDING
“Good Standing” is a reference to the on-going status of a student who
• is making Satisfactory Academic Progress;
• is meeting attendance requirements;
• has no adverse disciplinary action;
• is current with tuition and fee payments;
• has met up-to-date obligations with the school.
A student that is not in good standing as a result of problems in any or all of the above areas will be called in for an advising session with an SAE staff member. Appropriate academic disciplinary action may result.

GRADUATION REQUIREMENTS
To complete requirements for graduation and receive an SAE diploma, students must have:
• a Cumulative Grade Point Average (CGPA) of 2.0 (70%) or better;
• an ICR of 67% or better;
• attended at least eighty five percent (85%) of the total hours offered in the program;
• completed a mandatory exit interview;
• met all financial obligations to the school.

Students who have met all the listed graduation requirements will be awarded a Diploma in Audio Technology.

WITHDRAWAL PROCEDURE
Withdrawal from the program must be done through the Administration Office. If a student wishes to withdraw from a program, then he or she is requested to officially withdraw in writing. As stated in the Refund Policy, the Refund Calculation will be completed using the student’s last day of physical attendance.

ATTENDANCE POLICIES

ATTENDANCE
Attendance is taken on a daily basis. Regular and punctual attendance is required and expected for all classes, and students are expected to remain for the entire class. Students must attend at least 85% of all class and lab time offered in order to receive a passing grade for each module and for the program. Students not meeting the required hours will be put on probation for each applicable module and may not meet graduation requirements. Students are responsible for making up all work missed during any absences.

CLASS ATTENDANCE
Any student arriving late but within the first twenty minutes of class or leaving during the final twenty minutes before a class has finished, shall be marked “Late.” Late marks are equivalent to twenty minutes absence. A student reporting to class more than twenty minutes after it has begun, or leaving more than twenty minutes before it has concluded, shall be marked absent for the entire hour. This system is used for each discrete hour in a multi-hour class. Non-attendance does not release a student from tuition payment obligations or completing course work for that time period.

If a student is absent from class due to illness, legal obligation, or emergency and is able to provide written documentation of the event (e.g. doctor’s note, court documentation), in order to make up any missed assignments. The student will need to bring the documentation to the administration office upon return to school in order to excuse the absence(s). Excused absences are limited to 6 per module.

If a student fails to attend scheduled classes for a period of 14 calendar days, the student will be contacted via certified mail and given 12 days to return to class. If the student has not returned after this 12 day period, the student’s enrollment will be terminated with the date of determination (or notice of cancellation) being the 14th day after the student’s last day of physical attendance.

PRACTICAL TEST ATTENDANCE
Students are required to schedule practical tests with a supervisor prior to the test date(s) or the supervisor will automatically schedule the test at the end of the sign-up week. Failure to show up for a practical test will result in a grade of zero (0) unless excused by supporting documentation.
LAB ATTENDANCE
Students are responsible for booking their own studio and lab sessions during operating hours. It is very important for students to not only attend scheduled labs, but also to be punctual. Failure to show up for reserved lab time or arriving late will incur penalties. Please see the Studio Policies section of this catalog for details.
Lab attendance is factored into a student’s overall attendance percentage. When attending labs, students must sign in and out (name and time) and have a staff member initial the time. This sheet is used to calculate a student’s lab attendance. If a student does not sign in or get signed out properly, his/her studio time will NOT be counted.

MAKE-UP TIME
For students in good standing, making satisfactory academic progress, but who missed more than 15% of the overall attendance for scheduled program hours (because of an emergency, approved Leave of Absence (LOA) or other excused absences), SAE will provide the opportunity for make-up work to remedy deficient hours. Make-up work is assigned by the Director of Education and must be completed by the due date assigned. There is no additional charge for make-up work.

MAKE-UP EXAMS
Students who have missed theory or practical tests due to an unexcused absence or emergency, will be allowed to make up two theory tests and one practical test. This “free pass” rule is provided for situations where the illness is genuine but a doctor cannot necessarily be seen. The rule is applicable to theory tests throughout the entire curriculum, whereas the practical test “free pass” applies to 1st and 2nd modules only. The issuance of these “free passes” will be documented and kept on file. Students should meet with the head lab instructor immediately upon return to class to schedule any make up tests. Make up tests must be completed within 7 days of the students return.

Each module culminates with a comprehensive theory exam. The “free pass” rule does not apply to module theory exams. If an exam is missed, the student must provide legitimate documentation to be considered eligible for a make up exam.

Students who have met all the listed graduation requirements will be awarded an SAE Diploma.

LEAVE OF ABSENCE (LOA)
At SAE’s discretion, a Leave of Absence (LOA) may be granted for personal reasons that are family, medical, legal or emergency related. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. International students should speak to the Student Services Coordinator prior to requesting an LOA for clarification of how an LOA effects their VISA status and what further action may be required.

A request for a LOA must be made in writing, with supporting documentation, and be approved by the campus Director before the leave begins. A student may initiate this Leave of Absence through the Student Services Coordinator, who will provide the necessary documentation and guide the student through the process.

Request forms should be submitted with as much advance notice as possible to ensure appropriate time to be processed. However, if unforeseen circumstances prevent a student from providing a prior written request, it is possible that SAE may grant the student’s request if a LOA Request form is submitted with appropriate documentation provided by the student.

If a student fails to return from a LOA, he/she will be dismissed from the program as of the approved LOA return date and any refund will be processed in accordance with the institutional refund policy.

Notice for students participating in Title IV Federal Student Aid programs:
A student who is granted an approved LOA is considered to remain in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student’s change in enrollment status as of the withdrawal date.

One possible consequence of not returning from an LOA is that a student’s grace period for a Title IV program loan might be exhausted.

SAE will inform a student who is a Title IV loan recipient of the possible consequences a withdrawal may have on the student’s loan repayment terms, including the exhaustion of the student’s grace period, prior to granting a leave of absence.

STUDENT SERVICES

INTERNATIONAL STUDENTS
SAE is authorized under federal law to enroll non-immigrant foreign students. While in school, international students must:
• Provide a copy of approved I-20 form to Designated School Official. Students will not be able to begin class unless such form is provided.
• Provide a copy of approved I-94 form and student visa for student file.
• Notify Designated School Official and have I-20 form signed by Designated School Official when leaving the country for any reason. Before graduation, international students must:
• Prepare all paperwork necessary for any visa extensions or transfers (for Practical Training, further study, etc.) and submit to the appropriate office in a timely and complete manner (forms should be submitted ninety days before due).
Please be aware that visa restrictions may affect an international student’s ability to retake the final exam, if necessary. In most cases, international students will need to re-enroll for additional program work if they wish to return at a later date to re-take the final practical exam. Please see the Administration or Director’s Office for additional information.

Starting 90 days prior to graduation, international students are eligible to apply for approval of Optional Practical Training. Please see the Designated School Official for further instruction and appropriate paperwork.

International graduates of SAE are eligible for Practical Training of up to nine weeks after Program completion. SAE will assist students with this process. However, SAE is not responsible for assisting students with securing work sponsorships or other options for staying in the U.S. past the period of study. The M1 Student Visa is provided only for ability to study and receive limited practical training. The Practical Training extension offered to M1 students does not allow for work in the U.S. after the period of training is completed.

SAE cannot assist any international student with finding work after the approved period of practical training has expired, and cannot assist any international student with finding options for extended stays in the United States after this period of practical training has expired. After graduation, international students must:

• Provide a copy of approved Employment Authorization for Practical Training, if applicable.

International students are responsible for understanding and following all United States Citizenship and Immigration Service (formerly the INS) rules and regulations. The staff at SAE New York is available to assist students with this process, but it is always the responsibility of the student to comply with necessary rules and restrictions and to file any and all necessary paperwork, forms, or payments in a timely and complete manner.

STUDENT ADVISING
All SAE faculty and staff are available to assist with student issues. Instructors will be happy to help with academic questions and problems. Lab Instructors are available at all times for assistance with equipment or technical procedures. The school administration will be happy to help any student with issues regarding school policies or requirements. All students will be required to visit with an assigned SAE administrative staff or instructor during the program. Advising will be primarily a review of a student’s progress. Any student not in “good standing” 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.

INTERNSHIPS
SAE does not include internships as part of the general curriculum; therefore, student participation is voluntary. Furthermore, SAE does not recommend internships during a student’s enrollment in the program due to its time-intensive nature.

CAREER DEVELOPMENT ASSISTANCE
Beginning a career in the audio industry can often be difficult and competitive. Upon graduation, SAE will do its best to help all graduates find suitable employment. SAE’s Career Services Coordinator will advise students regarding industry expectations and industry related information, as well as provide assistance with résumé preparation, personalized career advice, and industry contacts.

All students must complete an exit interview to evaluate the student’s progress throughout the program and to define the student’s goals and plans for the beginning of his/her career. Although the Audio Technology Department and the Career Services Coordinator assist all graduates with job placement, the student should be actively involved in this process. SAE encourages students to research what type of job, position, or company interests them so that the staff and student can work together to find the most suitable employment.

SAE works closely with audio and media companies to facilitate placement of qualified graduates. In many cases, graduates are interested in working with particular companies. SAE may have established relationships with these companies and can easily gather information regarding relevant job opportunities and provide the graduate with contact information. If SAE does not have a relationship with the requested company, the staff will contact the company on behalf of the graduate to find out what is required for employment.

Although SAE offers career development assistance to all Audio Technology Program graduates, the school cannot guarantee placement or employment.
TUITION AND FEES

For ATP courses starting September 30, 2013 and later:
Non-Refundable Application Fee 100.00
Books and Laptop Package Fee* 2,650.00
Tuition 22,400.00
Total Fees 25,150.00
*Books and Materials Fee includes Apple Laptop, headphones and required software for classes.

MONTHLY PAYMENT PLANS
SAE New York offers a monthly payment plan for students. There is no interest or finance charge for monthly payment plans with SAE. All such payment plans comply with state and federal requirements.

FULL TIME PROGRAMS - MONTHLY PLAN
Application Fee: paid upon application 100.00
Tuition Deposit: paid upon enrollment* 500.00
Down Payment: due on or before Class Start 7,750.00
7 Monthly Payments of 2,400.00
TOTAL PAYMENTS $25,150.00

PART TIME PROGRAMS - MONTHLY PLAN
Application Fee: paid upon application 100.00
Tuition Deposit: paid upon enrollment* 500.00
Down Payment: due before Class Start 5,350.00
16 Monthly Payments of 1,200.00
TOTAL PAYMENTS $25,150.00

TUITION DEPOSIT
For students whose tuition is not fully covered by Title IV funds and/or third party loan(s), a tuition deposit of up to $500, applied to the outstanding tuition balance, will be due upon signature of the Enrollment Agreement.
Tuition may be paid by cash, check, money order, bank transfer, American Express, Discover, Mastercard, or Visa. The application fee must be paid upon application and may not be included in any loan disbursements. Any down payment due, as determined by the Financial Aid office, is due on or before the first class meeting.

All monthly tuition payments are due by the 1st day of the month. After the 7th day of the month, the payment is considered late. Payments are posted the day they are received, regardless of the postmark, date sent or transferred. A late charge of $5.00 per business day will be assessed for all late payments. Additionally, any student with an outstanding balance after the 7th of the month will lose their booking computer privileges. This means that the student will not be permitted to book any new labs, and all previously booked labs will be cancelled. The student will not be allowed to make up any lab assignments missed due to this policy.

There will be a $25.00 fee assessed for any checks returned by the bank for insufficient funds. If a tuition account has more than one returned check, another payment method will be required.

Please direct all questions regarding tuition to the Administration or Director’s office. Students whose tuition and/or fees have not been paid in full by the completion of the program will not be allowed to graduate, or receive transcripts.

INTERNATIONAL STUDENTS
Please note that all international students must pay the application fee and approved down payment, in addition to completing enrollment before appropriate immigration related documentation can be issued. Students should request payment option information from their admissions representative or Student Accounts. Students who pay the entire amount up from will receive a 3% discount off tuition.

UP FRONT PAYMENT
SAE offers a discount of 3% on tuition paid in full in advance of the first class, with the exception of any loans administered through SAE (i.e., Sallie Mae) or any third-party agency sponsorship (i.e., VESID).

GI BILL/VA BENEFITS
SAE Institute New York participates in some G.I. Bill programs. Those students pursuing VA Benefits will be handled on a case by case basis and should contact the local VA office to start the process, at which point their counselor will contact SAE Institute to arrange details.

G.I. Bill programs and VA Benefits may vary from student to student. All students who plan to fund their tuition with the G.I. Bill or VA Benefits must meet with the Financial Aid office to confirm their payment arrangements.

ADDITIONAL COSTS
The program cost at SAE is all-inclusive. Students bear few additional costs beyond the supplied (with the total cost of the program) books and supplies necessary for completion of the program.

TUITION ASSISTANCE

Federal Student Aid
Financial aid is available to those who qualify. To receive Title IV federal student aid, students must:
• be admitted into the Audio Technology Program.
• demonstrate financial need (for Pell and subsidized loans only).
• be a U.S. citizen or eligible noncitizen.
• have a valid Social Security Number.
• register with the Selective Service, if required.
• maintain satisfactory progress while in school.
• certify that he/she is not in default on a federal student loan and does not owe money on a federal student grant.
• certify that he/she will use federal student aid only for educational purposes.

Students interested in receiving financial aid must complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov. The Financial Aid Office is available to assist accepted students with the financial aid application process.

The financial aid award year is from July 1 to June 30. Students may complete a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must update their FAFSA. Please be aware that this may change a student’s eligibility.

SAE New York currently participates in the following Title IV programs:

**Pell Grants**
- Gift aid: does not have to be repaid
- Awarded based on financial need
- $5,550 maximum for 2013-2014 award year
- Not available for students who have already completed a bachelor’s degree

**Direct Loans (Subsidized)**
- Student loan: must be repaid
- Awarded based on financial need
- Interest is paid by the government while the borrower is in school during grace and deferment periods.
- $3,500 maximum for 2013-2014 award year
- 6.8% fixed interest rate

**Direct Loans (Unsubsidized)**
- Student loan: must be repaid
- Financial need not required
- Student is responsible for paying all interest.
- Total of subsidized Direct Loans and unsubsidized Direct Loans cannot exceed $5,500 for dependent students or $9,500 for independent students.
- 6.8% fixed interest rate

**Direct PLUS Loans**
- Available to parents of dependent students who have no adverse credit history.
- Financial need not required
- Parent borrower is responsible for paying all interest.
- Borrow up to the total cost of attendance, less any other aid received
- 7.9% fixed interest rate

Students funding any remaining balance not met by federal student aid with Tuition Options or monthly payments must pay the $2,650 fee for books and the laptop package prior to the first day of class. Students receiving funds from a Sallie Mae Career Training Smart Option loan may apply those funds to the cost of the books and laptop program.

All loans must be approved and pending disbursement before any materials (books and laptop packages) will be issued to the student. Should a student’s loan not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

**VERIFICATION**

All incoming students who are selected for verification must submit a completed verification worksheet and supporting documentation to the Financial Aid Office before the first day of their scheduled class. Failure to submit verification documents before the first day of your scheduled class will result in the cancellation of your federal financial aid award.

Students who are selected for verification after beginning classes must submit their verification documents no later than 30 days after receiving notice of selection. If a student will be graduating before the end of the 30 days, they must submit complete documentation before final exams. Failure to submit verification documents within the given time frame will result in withdrawal of any offer of federal financial aid.

**SATISFACTORY ACADEMIC PROGRESS FOR FA RECIPIENTS**

Students receiving federal aid must meet the following satisfactory progress requirements to continue receiving federal funding:

- attendance: student must have 450 clock hours at midpoint to receive second disbursement
- cumulative grade average of 70% or greater

Students who do not meet these requirements will be placed on probation for one module. If the student fails to improve his/her academic standing by the end of the module, the student will be terminated from the program and will lose eligibility for financial aid until he/she is once again making satisfactory academic progress. (See p. 18, ACADEMIC DISCIPLINARY ACTION - PROBATION AND TERMINATION, and ATTENDANCE DISCIPLINARY ACTION - PROBATION AND TERMINATION for complete description of these policies.)

In addition to the above Satisfactory Progress policies on probation and termination, any student receiving federal financial aid who is not meeting Satisfactory Progress at the end of Module Two (50% of the program) will have 30 days from the end of that module by which to achieve Satisfactory Progress, or the student will be dismissed from the program, no further disbursement will be requested, and the student will be held accountable for any outstanding tuition liability.

A student who feels that satisfactory progress was not made due to extraordinary mitigating circumstances must submit a written appeal...
to the school Director within two weeks of being notified. The request must include appropriate documentation to substantiate the student’s request. The Director will render a final decision in writing within two weeks. If the appeal is won, the student will retain eligibility for financial aid.

Alternative (Private) Student Loans

SAE provides qualifying students assistance in applying for the alternative student loans listed below. Please contact the Financial Aid Office for more information.

Sallie Mae Career Training Smart Option Student Loan
• Student loan: must be repaid
• Not need-based; students usually need a creditworthy cosigner to qualify
• Borrow up to the total cost of attendance, less other aid received
• LIBOR + 7.75% to LIBOR + 12.5% variable interest rate

Tuition Options
• This is a student loan and must be repaid
• Not need-based; a cosigner is required
• Borrow up to the full tuition amount, minus books and laptop package
• Repayment terms up to 4 years
• 12% to 16% fixed interest rate (based on terms and credit)

REFUND POLICY

All refund policies reflect compliance with specific state law and post-secondary authorization and/or licensing rules for students enrolled on SAE campuses. The Institutional Refund Policy will be printed on the Enrollment Agreement as it appears in this Catalog, and reflect state requirements for the campus of enrollment.

Institutional Refund Policy

It is SAE’s policy to return all monies paid, including the Application Fee, if any scheduled class start is cancelled for reasons of insufficient enrollment.

A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, and/or failure to comply with SAE rules and regulations.

Students may cancel their enrollment in writing at any time, in which case the following conditions will apply:

A. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

B. All monies paid by an applicant must be refunded if requested within 3 days of signing an enrollment agreement and making an initial payment.

C. A student requesting cancellation more than 3 days after signing the enrollment agreement and making an initial payment, but before instruction begins is entitled to a refund of all monies paid minus the non-refundable application fee.

D. Thereafter, a student will be liable for:
   1. the non-refundable application fee, plus
   2. the cost of any textbooks or supplies accepted, plus
   3. tuition liability as of the student’s last date of physical attendance.

If student withdrawal or termination occurs during the first week of the program, the student incurs no tuition liability. Thereafter, a Pro-Rata refund policy will be used in which the student will only be charged for those hours actually offered to the student. “Hours offered” refers to the number of hours offered between the first day of class and the student’s last date of physical attendance.

Notice of cancellation or withdrawal is requested in writing. Refunds will be made within 45 days of receipt of notice of cancellation. In the event that notification of cancellation is not given, refunds will be made within 45 days of the date of determination of withdrawal. If tuition is paid through a loan company or other agency, the refund will be issued to the loan company or agency. In all other cases, refunds will be issued to the enrolled student, regardless of how tuition was paid.

Any tuition balances remaining on account after withdrawal or termination must be paid in a timely manner or will be subject to collection. Refund on Textbooks or Supplies: Once textbooks or supplies have been accepted by the student, they may not be returned for a refund. Students will receive a refund on any textbooks or supplies not received.

Return of Title IV Funds (Federal Financial Aid)

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the program, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive.

If a recipient of Federal Student Aid begins attendance but does not complete the program, SAE will calculate the amount of assistance that has been earned by the student. Up through the 60% point in each payment period or period of enrollment, 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 or period of enrollment, a student has earned 100% of the Title IV funds.

Title IV funds are returned in the following order:
• Unsubsidized Stafford Loan
• Subsidized Stafford Loan
• Federal PLUS
• Federal Pell Grant
If a credit balance occurs after all required Title IV funds are returned based on the Return of Title IV calculation and the internal refund calculation has been completed, the excess funds will be returned first to any sponsoring agency, then to private loans administered by SAE, and then to the student.

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. Students that have received funds for living expenses may also owe a refund of unearned Federal Aid to the Department of Education. If you have questions about the return of Title IV funds, or for examples of Title IV calculations, please contact the Financial Aid Administrator.

TERMINATION FOR NON-PAYMENT
Students paying tuition in installments are expected to make all tuition payments on time in accordance with the payment plan established by SAE at the time of enrollment. A student carrying a balance equivalent to two months’ tuition will receive notice from the Administration Office. If the student does not pay all outstanding fees before the third month is past due, his/her enrollment will be suspended. Students suspended for non-payment will be permitted to resume coursework (either with the original class session or as a transfer into another class session) once the balance is paid in full. Regardless of enrollment status, the student is liable for all tuition and fees due as of the last day of attendance.

SCHOLARSHIP PROGRAMS
SAE Institute offers 5 institutional scholarships. These scholarships are only available to the 9 Month Full Time Start Dates and cannot be transferred to a Part Time Enrollment. All Scholarships are due no later than 14 calendar days from the intended Start Date.

The Tom Misner Opportunities Scholarship is both a need and merit-based scholarship that provides financial assistance to a prospective student who is both hard working and passionate about creative media, but with limited financial means. The recipient will have one-quarter (25%) of tuition paid on their behalf by the SAE Institute Creative Media Scholarship Fund. The Tom Misner Opportunities Scholarship is for domestic students only.

One scholarship will be offered per new Full Time class start per campus. Domestic applicants who have been accepted into the Audio Technology Program and are a minimum of eighteen years old upon commencement of studies may apply for this scholarship. All institutional entrance requirements must be met and application fee paid prior to submitting a scholarship application.

Students applying for the Tom Misner Opportunities Need-Based Scholarship must do the following:
Students must complete the application, including the acknowledgement section with appropriate signatures and dates
- Submit a 300 word essay
- Provide 2 letters of recommendation from an academic counselor, instructor, or employer.
- Complete the Free Application For Student Aid (FAFSA)

Evaluation Criteria
- The Institutional Student Information Record (ISIR) is used to determine financial need.
- Academic Criteria: High School diploma or GED.
- The essay will be evaluated for proper use of grammar, punctuation, language usage and general content.
- Letters of Recommendation will be evaluated and considered

Selection Process
The scholarship will be awarded to whomever has properly submitted their complete scholarship application and is judged to have the best met the criteria as outlined above. A committee of educators and administrators evaluates the submissions and selects the winner.

The Tom Misner Opportunities Merit-Based Scholarship
• Submit application with appropriate signatures and dates
• Submit a 300 word essay
• Provide 2 letters of recommendation from an academic counselor, instructor, or employer.
• Submit a High School Diploma or GED.

The student must also submit a Creative Audio Project. This project is intended to evaluate the creative ability, audio skills, and professionalism of the applicant. The following is a list of examples of the kind of project ideas that would be considered appropriate:
- An audio recording (song, spoken word, instrument, etc.)
- A remix of a song
- A bank of custom synth patches
- Foley/Soundtrack to a video/film
- An example of a creative mix or production technique

The submission must include the audio data as well as a Production Paper describing the work per instructions in the application.

Evaluation Criteria
- The essay will be evaluated for proper use of grammar, punctuation, language usage and general content.
- Letters of Recommendation will be evaluated and considered
- Part 1 of the Creative Audio Project will be evaluated on: quality, professionalism, creativity, and relevance to audio, music and/or related industries.
- Part 2 of the Creative Audio Project will be evaluated on: Proper use of grammar, punctuation, and language as well as organization, professionalism, specifications followed, & presentation.

Selection Process
The scholarship will be awarded to whomever has properly submitted their complete scholarship application and is judged to have the best met the criteria as outlined above. A committee of educators and administrators evaluates the submissions and selects the winner.

The Sonum Perfectum Scholarship is a merit-based scholarship that provides a creatively gifted prospective student with a chance to be rewarded for demonstrating an inherent ability and enthusiasm for audio. The recipient will receive one half (50%) of tuition costs paid on their behalf by the SAE Institute Creative Media Scholarship Fund.
One scholarship will be offered per new Full Time class start per campus. All institutional entrance requirements must be met and application fee paid prior to submitting a scholarship application. Domestic applicants who have been accepted into the Audio Technology Program and are a minimum of eighteen years old upon commencement of studies may apply for this scholarship.

Students applying for the Sonum Perfectum Scholarship must do the following:
- Complete the application, including the acknowledgement section with appropriate signatures and dates
- Submit a 300 word essay
- Provide 2 letters of recommendation from an academic counselor, instructor, or employer.
- Submit a High School Diploma or GED.

The student must also submit a Creative Audio Project. This project is intended to evaluate the creative ability, audio skills, and professionalism of the applicant. The following is a list of examples of the kind of project ideas that would be considered appropriate:
- An audio recording (song, spoken word, instrument, etc.)
- A remix of a song
- A bank of custom synth patches
- Foley/Soundtrack to a video/film
- An example of a creative mix or production technique

The submission must include the audio data as well as a Production Paper describing the work per instructions in the application.

Evaluation Criteria
- The essay will be evaluated for proper use of grammar, punctuation, language usage and general content.
- Letters of Recommendation will be evaluated and considered
- Part 1 of the Creative Audio Project will be evaluated on: quality, professionalism, creativity, and relevance to audio, music and/or related industries.
- Part 2 of the Creative Audio Project will be evaluated on: Proper use of grammar, punctuation, and language as well as organization, professionalism, specifications followed, & presentation.

Selection Process
The scholarship will be awarded to whomever has properly submitted their complete scholarship application and is judged to have the best met the criteria as outlined above. A committee of educators and administrators evaluates the submissions and selects the winner.

The Vanguard Scholarship is a merit-based scholarship presented annually to one outstanding prospective student who possesses a superior creative aptitude, a rigorous work ethic, an insatiable desire to succeed, and a penchant for innovation. One scholarship will be offered annually to one Full Time student from one SAE campus. The recipient will have 100% of their tuition paid for by the SAE Institute Creative Media Scholarship Fund. The Vanguard Scholarship is open to both Domestic and International students and is offered at all U.S. campuses.

All institutional entrance requirements must be met and application fee paid prior to submitting a scholarship application. Domestic applicants who have been accepted into the Audio Technology Program and are a minimum of eighteen years old upon commencement of studies may apply for this scholarship.

Students applying for the scholarship must do the following:
- Complete the application, including the acknowledgement section with appropriate signatures and dates
- Submit a 300 word essay
- Provide 2 letters of recommendation from an academic counselor, instructor, or employer.
- Submit a High School Diploma or GED.

Submit a Creative Audio Project. This project is intended to evaluate the creative ability, audio skills, and professionalism of the applicant. The following is a list of examples of the kind of project ideas that would be considered appropriate:
- An audio recording (song, spoken word, instrument, etc.)
- A remix of a song
- A bank of custom synth patches
- Foley/Soundtrack to a video/film
- An example of a creative mix or production technique
- The submission must include the audio data as well as a Production Paper describing the work per instructions in the application.

Submit a research paper. The paper can be in one of the following formats:
- Argumentative
- Analytical
- Definition
- Compare and contrast
- Cause and effect
- Report
- Interpretive
- The topic will be chosen by the applicant but must be clearly related to the audio, music, and/or related industries.
- The paper must be a minimum of 10 pages long, but is not to exceed 20.
- All submissions should be in a 10-point font size and printed on both sides. Subheadings may be larger, but should not exceed 14 pt.

Evaluation Criteria
The essay will be evaluated for proper use of grammar, punctuation, language usage and general content.

Letters of Recommendation will be evaluated and considered on their own merit.

Part 1 of the Creative Audio Project will be evaluated on:
- Quality
- Professionalism
- Creativity
- Relevance to audio, music and/or related industries

Part 2 of the Creative Audio Project will be evaluated on:
- Proper use of grammar
- Punctuation
- Language
- Organization
- Professionalism
- Adherence to Specifications
- Presentation.

The Research Paper will be evaluated upon the following criteria:
- Topic clearly identified
- Relevance to audio, music and/or related industries
- Proper use of grammar, punctuation, and language
- Organization
Selection Process
The scholarship will be awarded to whomever has properly submitted their complete scholarship application and is judged to have the best met the criteria as outlined above. A committee of educators and administrators evaluates the submissions and selects the winner.

Any revisions to the SAE Catalog after publication will be attached using supplements reflecting state and campus specific information along with any recent changes or updates not available at the time of publication. The supplement will bear the publication date and volume number of the corresponding catalog.
SCHOOL FACULTY AND STAFF

All SAE instructors will meet the high standards expected at all SAE Institutes as well as established post-secondary standards for the state of New York.

Michael Morrell
Director
Bachelor of Arts in English, University of Massachusetts, Amherst
SAE Diploma in Audio Technology, SAE New York

Justin Colletti
Audio Department Chair
Bachelors in Studio Production, SUNY Purchase

Bill Lynch
Student Services Coordinator
Bachelor of Arts in History & Education, Worcester State College
SAE Diploma in Audio Technology, SAE New York

Rose Odorizzi
Student Accounts
Bachelor of Arts in Photography, Southern Illinois University

Jeff Lanier
Career Services Coordinator
Bachelor of Science in Music Industry, Drexel University (Magna Cum Laude)
MBA, Liberty University

Kristina Onishchuk
Administrative Assistant
Bachelors of Arts in Social Sciences (Interdisciplinary) & English

Tim O’Connor
Head Lab Instructor
Bachelor of Fine Arts in Studio Art, Molloy College
SAE Diploma in Audio Technology, SAE New York

Sean Kalaras
Lab Instructor
SAE Diploma in Audio Technology, SAE New York

Marcus Bagala
Lab Instructor
Bachelor of Fine Arts in Music Composition & Film Scoring, Berklee College of Music

John Naeder
Lab Instructor
Associate Degree of Liberal Arts in Music, Middlesex County College
SAE Diploma in Audio Technology, SAE New York

Jordan Gutshall
Lab Instructor
Bachelor of Science in General Management & Marketing, Indiana University of Pennsylvania
SAE Diploma in Audio Technology, SAE New York

Nathan Singhapok
Admissions Representative
Bachelor of Arts in Music – University of California, San Diego
Certificate in Audio Engineering & Music Production- Pyramid, San Francisco

Chris Massey
Admissions Representative
Bachelor of Art in History & Jazz Performance, Youngstown State University

John Rivera
Admissions Representative

Eric Castillo
Instructor
Bachelor of Arts in Music Synthesis, Berklee College of Music

Rich Crescenti
Instructor
Diploma- Conservatory of Recording Arts & Sciences

James Cruz
Instructor
Bachelor of Arts in Business Administration & Audio Recording, Five Towns College

Tony Grund
Instructor
Master of Arts in Music Performance, Royal Academy of Music, UK

Stephen Harwood
Instructor
Master of Arts in Music - Studio Jazz Writing, University of Miami, Florida
Bachelor of Arts in Saxophone Performance, Virginia Tech

Charles Noel
Instructor
Master of Fine Arts in Multimedia Arts, Ohio State University

Chloe Raynes
Instructor
Master of Arts in Music Business, New York University
SAE Diploma in Audio Technology, SAE New York

Nicholas Schenck
Instructor
Bachelor of Arts in Music Management, Manhattanville College, Purchase, NY

AJ Tissian
Instructor
Owner, Chief Engineer, Grand Street Studios, Brooklyn, NY

SAE ADVISORY BOARD

Rod Jones - CEO Navitas
Bryce Houghton - CFO Navitas
Dr. Thomas Misner - CEO & Founder SAE
Romy Hawatt - Senior Executive SAE
INTERNATIONAL ADVISORS

Dr. Thomas Misner      CEO & Founder
Romy Hawatt                 Senior Executive
Peter Brunskill               SAE Group Finance Director
Rudi Grieme                   Director of Operations Europe
Andreas Grotloh           Director of Administration Europe
Professor Zbys Klich    Director of Operations Australia

OWNERSHIP AND CONTROL

SAE Institute of Technology New York is owned by SAE Institute Group Inc., a Delaware Corporation. All SAE Institutes in the US, which include campuses in New York, Nashville, Miami, Los Angeles, Atlanta, Chicago and San Francisco are owned by SAE Institute Group Inc.

The officers of SAE Institute Group Inc. include: Scott McKinley, President; Will Winkowski, Vice President of Finance; Chris Davie, Vice President of Operations. SAE Institute provides a nationwide network to support SAE students in their educational goals, and graduates in their future careers. It further ensures consistent and coordinated high quality audio education using national industry connections.

The United States operations governing board includes the members of the American corporate staff, plus each Institutional Director. The Institutional Director (Local Administrator) from each campus acts as the campus representative to the Board to ensure that local needs are being reviewed and addressed and that educational requirements, operational standards, and physical resources are being delivered to the students on each campus.

NOTE:
School faculty and staff are subject to change without notice.