Welcome to SAE Institute

Welcome to SAE Institute of Technology, San Francisco. Our campus is a hub of activity and creativity located in the city’s vibrant South Park neighborhood. Our students come from a wide variety of backgrounds but typically have a common passion for music and music technology. Our instructors are industry professionals, some of whom co-own or work at recording studios. We share your love of music and are committed to your success. As Campus Director, my job is to ensure that you get relevant theoretical and practical instruction that will prepare you for a rewarding career in pro audio.

During your program here, think of SAE Institute as your home-away-from-home. Our professional grade recording studios are equipped with all the equipment you need to learn. You will also be part of an international network of SAE Institute campuses around the world to support you with contacts, networking events, and employment assistance on 5 continents.

My staff and I look forward to meeting and serving you. We hope that SAE Institute will provide you with a firm foundation for a successful career in professional audio.

Kirk Engel
Campus Director
SAE Institute of Technology, San Francisco (SAE Institute)

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

Certified true and correct in content and policy.

Kirk Engel
Campus Director
SAE Institute of Technology, San Francisco
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ABOUT SAE INSTITUTE

Mission Statement
Our mission is to help aspiring creative professionals prepare for entry level positions in the entertainment and creative media industries. SAE Institute provides educational programs built on industry standard best practices taught in real world environments by seasoned professionals in order to support our students with a dynamic, project based curriculum set on a comfortable, creative campus.

Learning Objectives
In support of our mission, SAE Institute seeks to:
• Prepare students for success in the creative media industries
• Provide training in facilities reflective of the professional workplace
• Maintain curricula that reflects industry standard best practices
• Engage qualified, experienced, professional faculty
• Foster lifelong learning
• Support professional growth through lifetime career services
• Create a supportive, student centered, diverse, and project based learning environment

History Of SAE Institute
SAE Institute was founded in 1976 in Sydney, Australia, as a school specializing in audio engineering instruction that emphasized a balanced curriculum featuring a theoretical and practical approach. After opening its first non-English speaking school in Munich, Germany, in 1986, SAE Institute continued to expand its network of institutes and now offers educational opportunities in locations such as Vienna, Amsterdam, Berlin, Paris, Kuala Lumpur, Stockholm, Milan, Athens, and Singapore.

In 1999, SAE Institute expanded its campuses to the United States, opening the first two U.S. locations in New York and Nashville, Tennessee. Since then, five more locations have opened in Miami (2002), Los Angeles (2006), Atlanta (2007), San Francisco (2009), and Chicago (2013). For a more detailed description of the history of SAE Institute, please visit the SAE Institute web site at www.sae.edu.

SAE Institute of Technology, San Francisco opened in 2009 as a branch campus of SAE Institute of Technology in Los Angeles, California, and was accredited by ACICS in 2011. In 2012, SAE Institute of Technology, San Francisco was approved to participate in Title IV Federal Student Aid programs. The campus received a major upgrade in 2014 including facility renovations and new recording consoles.
Authorization And Approvals
SAE Institute of Technology, San Francisco is a private institution licensed as a branch campus of SAE Institute of Technology in Los Angeles and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. There is no licensure requirement for Audio Technology. For more information, please contact:

Bureau of Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: 888-370-7589
Fax: 916-263-1897
Web: www.bppe.ca.gov

Accreditation
SAE Institute of Technology, San Francisco is a branch campus of SAE Institute of Technology in Los Angeles, California, and is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas. ACICS is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council of Higher Education Accreditation (CHEA). For more information regarding ACICS accreditation, please contact:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, Suite 980
Washington, DC 20002-4223
Phone: 202-336-6780
Fax: 202-842-2593
Web: acics.org

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

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

All prospective and enrolled students may consult this catalog for factual information regarding SAE Institute of Technology. All content is subject to change without notice.
Ownership And Control
SAE Institute Group, Inc., is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and San Francisco, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

SAE Institute Group, Inc., officers are:
Harry F. (Scott) McKinley  President
William Winkowski   Vice President
Deborah M. Buchanan  Secretary
William Winkowski   Treasurer

Campus Facilities
SAE Institute of Technology, San Francisco is located at:
450 Bryant Street, Suite 100
San Francisco, CA  94107
Phone:  415-344-0886
Fax:  415-276-1918
Email:  sanfrancisco@sae.edu
Web:  sanfrancisco.sae.edu

SAE Institute of Technology, San Francisco is located in the heart of the SoMa (South of Market Street) District, near the entrance to the San Francisco Bay Bridge, and is surrounded by audio, game, and multimedia technology companies including BandPage, Electronic Arts, Hyde Street Studios, Lucas Arts, Pixar, and Zynga.

The campus is a modern, 13,000 square foot, air conditioned facility which includes classrooms, a student lounge, a multi-workstation Learning Resource Center, 4 production suites, and 4 studios fully equipped with industry standard hardware and software from AKG, Apple, Avid ProTools, Focusrite, Genelec, Lexicon, Native Instruments, Neve, Neumann, PreSonus, Sennheiser, Shure, Slate Digital, Solid State Logic, TC Electronic, Toft, Universal Audio, Waves, and others.

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

All instruction at SAE Institute of Technology, San Francisco is in English and onsite at 450 Bryant Street, San Francisco, CA.

Supplements And Attachments To Catalog
Any revisions to the SAE Institute Catalog will be attached.
ADMISSIONS

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

Prospective students may apply in person, by mail, on online at usa.sae.edu. Those applying by mail or online should contact the SAE Institute campus of intended enrollment regarding available openings and the start date for the program before completing and submitting an Application for Admission. Those applying in person may make an appointment to visit the SAE Institute campus of intended enrollment during regular office hours. Out-of-area prospective students must contact the SAE Institute campus of intended enrollment in order to submit an Application for Admission and the Enrollment Packet by mail.

Requirements For Admission

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

- Complete and submit the Application for Admission
- Pay a one-time $60 Application Fee
- Successfully pass the Entrance Evaluation by scoring 14 or higher on the Wonderlic Scholastic Level Exam (Wonderlic SLC), 17 or higher on the ACT, or 830 or higher on the SAT, and provide official documentation of the results
- Provide Proof of Graduation in the form of a high school diploma, GED completion certificate, or high school transcript (see Proof of Graduation Policy)
- Provide proof of U.S. citizenship, eligible non-citizenship, or appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- Complete, sign, and submit the Enrollment Agreement

SAE Institute accepts applications up to and including the start date of the program, as long as all requirements have been met and there is space available.

*Please see the Refund Policy section of this catalog for a detailed description of refunds and possible return of application fee in the event of cancellation of the application and/or enrollment agreement.

Entrance Evaluation

SAE Institute requires all applicants to successfully complete an entrance evaluation to be accepted into a program. Applicants may submit official documentation of the required minimum SAT or ACT scores or take the Wonderlic SLE at the SAE Institute campus of intended enrollment. An applicant taking the Wonderlic SLE who does not meet the minimum score of 14 on the first attempt may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 14 or higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 14 or higher, a fourth attempt may be made three months after the third.
We highly recommend that applicants take the Wonderlic SLE at the SAE Institute campus of intended enrollment. However, it is possible to arrange for this evaluation to be taken at any SAE Institute campus worldwide. Please contact the SAE Institute Admissions Office for details.

**Proof Of Graduation Policy**

SAE Institute requires a high school diploma or GED in order to enroll in a program. Students applying to SAE Institute must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an SAE Institute staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

- Copy of High School Transcript
- Copy of GED certificate of completion
- Copy of High School Diploma

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

**English Language Proficiency Policy**

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

- Australia
- Belgium
- Denmark
- Holland
- Jamaica
- Norway
- United Kingdom
- Bahamas
- Belize
- Fiji
- India
- New Zealand
- St. Lucia
- US Virgin Islands
- Barbados
- Canada
- Finland
- Ireland
- Nigeria
- Sweden
- South Africa

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test. All other regulations and requirements regarding International Students still apply. Please contact the Admissions Office for complete information.
**TOEFL Exam Exemption**
An applicant from any country not listed above can request an exception to the TOEFL exam by submitting other documentation as proof of English proficiency, such as living in an English speaking country for a significant period of time, studying English extensively, or working for an English speaking company. Upon review of the provided documentation, the Campus Director can at his or her discretion choose to conduct an online interview to determine if the applicant’s English skills are adequate for successful completion of the academic program.

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

**Re-Enter Policy**
Former students interested in returning to SAE Institute to complete a program must contact the SAE Institute Director of Education at the campus of intended enrollment to determine eligibility.

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

SAE Institute is a worldwide training institute, providing educational opportunities at SAE Institute campuses abroad. SAE Institute graduates planning to work, travel, or study outside of the United States should check the SAE Institute web site at www.sae.edu for information on additional training and degree opportunities.
Transfer Of Credit To Other Institutions
SAE Institute does not make any representation or guarantee that coursework completed and/or credit earned at SAE Institute will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at SAE Institute.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at SAE Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Audio Technology is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Institute to determine if your credits or diploma will transfer.

Nondiscrimination Policy
SAE Institute is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, or handicap and affords them all rights, privileges, programs, and other opportunities generally available to students at SAE Institute. SAE Institute does not discriminate on the basis of gender, age, race, color, national origin, or handicap in admissions, employment services, or access to its programs and activities.
FINANCIAL INFORMATION

Tuition

Diploma in Audio Technology

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<tbody>
<tr>
<td>Application Fee</td>
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<tr>
<td>California Student Tuition Recovery Fund (STRF) Assessment (if applicable)</td>
<td>10.50</td>
</tr>
<tr>
<td>Materials Package (includes Apple laptop, books, and required software)</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$17,840.00</td>
</tr>
<tr>
<td>Total</td>
<td>$20,560.50</td>
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Fees

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<td>Late Payment Fee (per day, begins to accrue after the 7th day past due)</td>
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<tr>
<td>Returned Check Fee (per occurrence)</td>
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</tr>
<tr>
<td>Student I.D. Card Replacement Fee</td>
<td>$5.00</td>
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Materials Package

Students must pay the entire Materials Package fee prior to the start date of the program. If a student recipient of Title IV Federal Student Aid is funding a remaining balance not met by federal grants and/or loans, the student must pay the entire Materials Package fee prior to the start date of the program.

Additional Costs

SAE Institute students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.

Student Tuition Recovery Fund (STRF)

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California Resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:
1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

Current information on Federal Student Aid programs can be found online at:
Federal Student Aid Programs – www.studentaid.ed.gov
Free Application for Federal Student Aid – www.fafsa.ed.gov

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

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.
Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

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

**Title IV Federal Student Aid**

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

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

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

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

**Federal Pell Grant**

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

**Subsidized Federal Stafford Loan**

The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student’s Last Date of Attendance (LDA) or when the student drops below half-time.
Unsubsidized Federal Stafford Loan
The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student’s Last Date of Attendance (LDA) or when the student drops below half-time.

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

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

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

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, SAE Institute is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by SAE Institute as the last date of physical attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. However, SAE Institute must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.
Title IV funds are returned in the following order:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
4. Federal Pell Grants

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

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

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

**Cancellations**
Students or applicants have the right to cancel an application or enrollment agreement at any time by submitting a written notice of cancellation to the Student Services Coordinator in person, by electronic mail, or by standard mail.

Applicants who cancel an application with three (3) business days or are denied enrollment by the school for any reason are entitled to a refund of the $60 Application Fee. Applicants who cancel enrollment within three (3) business days of signing an enrollment agreement and making an initial payment are entitled to a refund of all tuition paid including the $60 Application Fee.

Applicants who have not visited SAE Institute prior to enrollment and request cancellation within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided are entitled to a refund of all monies paid including the $60 Application Fee.

Under all other circumstances, the $60 Application Fee is nonrefundable.

Students who request cancellation more than three (3) business days after signing the enrollment agreement but before the seventh (7th) calendar day after the start date of the program are entitled to a refund of all monies paid, excluding the Application Fee.
Withdrawals
Students who choose to withdraw or are dismissed after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by SAE Institute as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

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

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

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

Refund On Textbooks And Laptop Packages
Once the Materials Package, including textbooks, software, and laptop, have been accepted by the student and taken from the school premises, they may not be returned for a refund.

Refund Disbursement
Non-Title IV refunds will be made within thirty (30) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

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

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

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

Entrance Loan Counseling
The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student’s rights and responsibilities as a borrower.
Exit Loan Counseling
Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

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

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

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

SAE Vanguard Scholarship
The Vanguard Scholarship is a merit-based full scholarship awarded once per year to one full-time Audio Technology Program student who is accepted for admission on any SAE Institute USA campus. The recipient of the Vanguard Scholarship must demonstrate extraordinary passion, drive, and creativity in the field of sound recording. The Vanguard Scholarship pays 100% of program costs, including tuition, fees, and books, and materials.

A Vanguard Scholarship applicant must be:
- 17 years of age or older
- A U.S. citizen
- Accepted full-time into the Audio Technology Program on any SAE Institute USA campus

A Vanguard Scholarship applicant must complete and submit required materials and documents by the published deadline including:
- Completed Vanguard Scholarship Application
- 2 Letters of Recommendation sent directly to SAE Institute to ensure authenticity
- Creative work demonstrating abilities in music composition and/or production
- Production paper detailing how the creative work was created
- 10-20 page Research Paper
- Original Essay
- All other requirements as detailed on the Vanguard Scholarship Application

Vanguard Scholarship in Brief:
- Merit and Need based
- Pays 100% of program cost
• Full-time Audio Technology Program students only
• U.S. citizens only
• Each SAE Institute USA campus may submit one applicant
• 1 scholarship per year, awarded in the Fall

All Vanguard Scholarship applications, documents, papers, creative media, and other required supporting materials must be submitted by the following deadline:

2015 Vanguard Scholarship Applications are due on or before August 3, 2015.

SAE Sonum Perfectum Scholarship
The Sonum Perfectum Scholarship is a merit-based scholarship awarded to one full-time student on each SAE Institute USA campus who is accepted for admission to the Audio Technology Program at each new class start. The recipient of a Sonum Perfectum Scholarship must be both hard working and passionate about the field of sound recording. A Sonum Perfectum Scholarship pays 50% of the total program cost.

A Sonum Perfectum Scholarship applicant must be:
• 17 years of age or older
• A U.S. citizen, eligible non-citizen, or International Student
• Accepted full-time into the Audio Technology Program

A Sonum Perfectum Scholarship applicant must complete and submit required materials and documents by the published deadline including:
• Completed Sonum Perfectum Scholarship Application
• 2 Letters of Recommendation sent directly to SAE Institute to ensure authenticity
• Creative work demonstrating abilities in music composition and/or production
• Production paper detailing how the creative work was created
• Original Essay
• All other requirements as detailed on the Sonum Perfectum Scholarship Application

Sonum Perfectum Scholarship in Brief:
• Merit-based
• Pays 50% of program cost
• Full-time Audio Technology Program students only
• Open to both U.S. and International Students
• 1 scholarship awarded per new class start on each SAE Institute USA campus
• Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Need Based Scholarships
SAE’s Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into the Audio Technology Program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays 25% of the total program cost.
A Need Based Scholarship applicant must be:
• 17 years of age or older
• A U.S. citizen
• Accepted full-time into the Audio Technology Program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:
• Completed Need Based Scholarship Application
• Completed and Filed Federal Application for Student Aid (FAFSA)
• A Letter of Recommendation sent directly to SAE Institute to ensure authenticity
• Original Essay
• All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:
• Need-based
• Pays 25% of program cost
• Full-time Audio Technology Program students only
• U.S. citizens only
• Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

SAE Merit Based Scholarships
SAE’s Merit Based Scholarships provide financial assistance to domestic and International students who are accepted full-time into the Audio Technology Program. Recipients of Merit Based Scholarships must be both hard-working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays 25% of the total program cost.

A Merit Based Scholarship applicant must be:
• 17 years of age or older
• A U.S. citizen, eligible non-citizen, or International Student
• Accepted full-time into the Audio Technology Program

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:
• Completed Merit Based Scholarship Application
• A Letter of Recommendation sent directly to SAE Institute to ensure authenticity
• Creative work demonstrating abilities in music composition and/or production
• Original Essay
• All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:
• Merit based
• Pays 25% of program cost
• Open to all full-time Audio Technology Program students
• Open to both U.S. citizens, eligible non-citizens, and International Students
• Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

A combined total of 5 Need and Merit based scholarships are awarded for new class start on each SAE Institute USA campus.
2014 - 2016 CALENDAR SCHEDULE

Program Start Dates

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

Diploma Program

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 27, 2014</td>
<td>October 5, 2014</td>
</tr>
<tr>
<td>April 7, 2014</td>
<td>December 14, 2014</td>
</tr>
<tr>
<td>June 9, 2014</td>
<td>March 1, 2015</td>
</tr>
<tr>
<td>August 18, 2014</td>
<td>May 31, 2015</td>
</tr>
<tr>
<td>October 20, 2014</td>
<td>August 9, 2015</td>
</tr>
<tr>
<td>January 20, 2015</td>
<td>October 18, 2015</td>
</tr>
<tr>
<td>March 30, 2015</td>
<td>January 17, 2016</td>
</tr>
<tr>
<td>June 8, 2015</td>
<td>March 27, 2016</td>
</tr>
<tr>
<td>August 17, 2015</td>
<td>June 5, 2016</td>
</tr>
<tr>
<td>October 26, 2015</td>
<td>August 14, 2016</td>
</tr>
</tbody>
</table>

Part-time Diploma Program

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4, 2014</td>
<td>July 21, 2015</td>
</tr>
<tr>
<td>July 14, 2014</td>
<td>December 20, 2015</td>
</tr>
</tbody>
</table>

Holiday Schedule

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

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

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>Wednesday, January 1</td>
<td>Thursday, January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 20</td>
<td>Monday, January 19</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday, February 17</td>
<td>Monday, February 16</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 26</td>
<td>Monday, May 25</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Friday, July 4</td>
<td>Friday, July 3 (observed)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 1</td>
<td>Monday, September 7</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday, October 13</td>
<td>Monday, October 12</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>Tuesday, November 11</td>
<td>Wednesday, November 11</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday &amp; Friday, November 27 &amp; 28</td>
<td>Thursday &amp; Friday, November 26 &amp; 27</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Wednesday, December 24</td>
<td>Thursday, December 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Thursday, December 25</td>
<td>Friday, December 25</td>
</tr>
<tr>
<td>New Years Eve</td>
<td>Wednesday, December 31</td>
<td>Thursday, December 31</td>
</tr>
</tbody>
</table>
## 2014-2016 Academic Calendar

### 2014 Academic Calendar
The following calendars apply to students who start a program in 2014.

#### ATP0114 Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Module</td>
<td>January 27, 2014</td>
<td>March 30, 2014</td>
</tr>
<tr>
<td>2nd Module</td>
<td>March 31, 2014</td>
<td>June 1, 2014</td>
</tr>
<tr>
<td>3rd Module</td>
<td>June 2, 2014</td>
<td>August 3, 2014</td>
</tr>
<tr>
<td>4th Module</td>
<td>August 4, 2014</td>
<td>October 5, 2014</td>
</tr>
</tbody>
</table>

#### ATP4114 Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Module</td>
<td>April 7, 2014</td>
<td>June 8, 2014</td>
</tr>
<tr>
<td>2nd Module</td>
<td>June 9, 2014</td>
<td>August 10, 2014</td>
</tr>
<tr>
<td>3rd Module</td>
<td>August 11, 2014</td>
<td>October 12, 2014</td>
</tr>
<tr>
<td>4th Module</td>
<td>October 13, 2014</td>
<td>December 14, 2014</td>
</tr>
</tbody>
</table>

#### ATP0614 Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Module</td>
<td>June 9, 2014</td>
<td>August 10, 2014</td>
</tr>
<tr>
<td>2nd Module</td>
<td>August 11, 2014</td>
<td>October 12, 2014</td>
</tr>
<tr>
<td>3rd Module</td>
<td>October 13, 2014</td>
<td>December 14, 2014</td>
</tr>
<tr>
<td>4th Module</td>
<td>December 15, 2014</td>
<td>March 1, 2015</td>
</tr>
</tbody>
</table>

#### ATP0814 Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Module</td>
<td>August 18, 2014</td>
<td>October 19, 2014</td>
</tr>
<tr>
<td>2nd Module</td>
<td>October 20, 2014</td>
<td>January 18, 2015</td>
</tr>
<tr>
<td>3rd Module</td>
<td>January 20, 2015</td>
<td>March 22, 2015</td>
</tr>
</tbody>
</table>
### ATP1014 Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Module</td>
<td>October 20, 2014</td>
<td>January 18, 2015</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Module</td>
<td>January 20, 2015</td>
<td>March 22, 2015</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Module</td>
<td>March 30, 2015</td>
<td>May 31, 2015</td>
</tr>
<tr>
<td>Winter Break</td>
<td>June 1, 2015</td>
<td>June 7, 2015</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Module</td>
<td>June 8, 2015</td>
<td>August 9, 2015</td>
</tr>
</tbody>
</table>

### ATP0314PT Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Module</td>
<td>March 4, 2014</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Module</td>
<td>July 8, 2014</td>
<td>November 10, 2014</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Module</td>
<td>November 11, 2014</td>
<td>March 16, 2015</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Module</td>
<td>March 17, 2015</td>
<td>July 21, 2015</td>
</tr>
</tbody>
</table>

### ATP0714PT Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Module</td>
<td>July 21, 2014</td>
<td>November 23, 2014</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Module</td>
<td>November 24, 2014</td>
<td>April 12, 2015</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Module</td>
<td>April 13, 2015</td>
<td>August 16, 2015</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Module</td>
<td>August 17, 2015</td>
<td>December 20, 2015</td>
</tr>
</tbody>
</table>

### ATP1014PT Students Only

<table>
<thead>
<tr>
<th>Module</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Module</td>
<td>October 28, 2014</td>
<td>March 16, 2015</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Module</td>
<td>March 17, 2015</td>
<td>July 20, 2015</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Module</td>
<td>July 21, 2015</td>
<td>November 23, 2015</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Module</td>
<td>November 24, 2015</td>
<td>April 11, 2016</td>
</tr>
</tbody>
</table>
2015 Academic Calendar

The following calendar applies to students who start a program in 2015.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Term A</td>
<td>January 20, 2015</td>
<td>March 22, 2015</td>
</tr>
<tr>
<td>Spring Term</td>
<td>March 30, 2015</td>
<td>May 31, 2015</td>
</tr>
<tr>
<td>Break</td>
<td>June 1, 2015</td>
<td>June 7, 2015</td>
</tr>
<tr>
<td>Summer Term</td>
<td>June 8, 2015</td>
<td>August 9, 2015</td>
</tr>
<tr>
<td>Break</td>
<td>August 10, 2015</td>
<td>August 16, 2015</td>
</tr>
<tr>
<td>Fall Term</td>
<td>August 17, 2015</td>
<td>October 18, 2015</td>
</tr>
<tr>
<td>Break</td>
<td>October 19, 2015</td>
<td>October 25, 2015</td>
</tr>
<tr>
<td>Winter Term B</td>
<td>October 26, 2015</td>
<td>January 17, 2016</td>
</tr>
</tbody>
</table>

Class Schedules

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Friday classes may be offered in a workshop format, and classes may be scheduled on Saturday as needed. The following class sessions are assigned during enrollment.

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>10:00 a.m.</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>Afternoon</td>
<td>2:00 p.m.</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>Evening</td>
<td>6:00 p.m.</td>
<td>9:30 p.m.</td>
</tr>
</tbody>
</table>

Weekly workshops are offered to help broaden the educational experience, and tutoring sessions may be scheduled to give students the opportunity for help if needed. Additional time will be required to study for exams, complete projects, and devote effort to difficult or complex topics.

*Not all sessions run every term. Check with the Admissions Office for preferred class session availability.*

Inclement Weather Policy

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

SAE Institute maintains normal hours of operation for studios and labs Monday through Thursday from 10:00 a.m. to 12:00 midnight, Fridays from 10:00 a.m. to 10:00 p.m., and Saturdays from 10:00 a.m. to 6:00 p.m. Any additional or changed lab hours will be discussed at orientation and posted on the student bulletin boards.

Administrative offices are open Monday through Friday from 9:00 a.m. to 6:00 p.m. Students wishing to meet with the administrative staff are encouraged to schedule an appointment. Students who wish to meet with an administrator after business hours are required to schedule an appointment.
ACADEMIC POLICIES

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

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

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as clock hours attempted but are not counted as clock hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a 3rd attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the 3rd attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the 3rd time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated clock hours will be counted as attempted clock hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TR" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). Neither TR or TO grades are calculated into the CGPA or ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than 5 school days following the end of the course. Within 5 days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Quality Points</th>
<th>Hours Completed</th>
<th>Hours Attempted</th>
<th>Cumulative Grade Point Average (CGPA)</th>
<th>Incremental Completion Rate (ICR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90% = Excellent</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>89-85% = Very Good</td>
<td>3.5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>84-80% = Good</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>79%-75% = Above Average</td>
<td>2.5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>74-70% = Average</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D+</td>
<td>69%-65% = Below Average</td>
<td>1.5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>64%-60% = Poor</td>
<td>1.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>59% or Below = Failing</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>TO</td>
<td>Test Out</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress is the measurement of the student’s academic performance within the educational goals. SAE Institute requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must maintain SAP in order to remain enrolled at SAE 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’s coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE Institute. In addition, students must complete all coursework within the required 150% maximum timeframe. SAE Institute monitors academic progress for academic purposes at the end of each module and for financial aid purposes at the end of the payment period.

**Successful Course Completion**

In order to complete a course, a student must complete all 225 required clock hours, including 135 Theory Hours and 90 Practical Hours. If a student does not complete at least 135 Theory hours and 90 Practical hours for a total of 225 clock hours by the end of the course and earn a grade of a “D” or higher, the student will fail the course and need to retake the course. Please see the Attendance Policy section of this catalog for more information about make-up hours. In addition, the student will need to meet minimum Satisfactory Academic Progress (SAP) requirements or face Academic/Financial Aid Warning or dismissal and may no longer be eligible for Title IV Federal Student Aid.
**Incremental Completion Rate (ICR)**
Incremental Completion Rate (ICR) measures the number of clock hours successfully completed by the student divided by the total number of clock hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

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

**Maximum Timeframe**
A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for a Diploma program is 36 weeks and 900 clock hours in length. Therefore, 150% of that normal completion rate is 54 weeks and 1,350 attempted clock hours. A student who reaches 54 weeks or 1,350 attempted clock hours without completing the program will be not be allowed to continue and will be dismissed from the school.

**Satisfactory Academic Progress (SAP) Criteria**
SAE Institute has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each module. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each module:

<table>
<thead>
<tr>
<th>SAP Criteria for Diploma Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clock Hours Attempted</strong></td>
</tr>
<tr>
<td>225</td>
</tr>
<tr>
<td>450*</td>
</tr>
<tr>
<td>675</td>
</tr>
<tr>
<td>900</td>
</tr>
</tbody>
</table>

*Title IV Federal Student Aid Payment Period*
**Academic Warning**

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

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

**Remaining Evaluation Periods**

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

**SAP Appeal And Reinstatement**

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

**Academic/Financial Aid Probation**

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

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

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

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

Withdrawn And Incomplete Grades Implications To SAP
While a “W” or “Withdrawn” grade does not impact a student’s CGPA, it does impact the student’s ICR and maximum timeframe calculation. An “I” or “Incomplete” grade counts as a failed grade in the student’s CGPA and unsuccessful attempted clock hours in the student’s ICR and maximum timeframe.

Graduation Requirements
To graduate from SAE Institute and receive a diploma, students must meet the following requirements:

- successfully complete all required courses with a passing grade
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher
- complete 100% of the required clock hours
- complete a mandatory exit interview
- meet all financial obligations to the school
- submit a résumé to the Career Services office

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items. Failure to return borrowed items will place the student in a situation of financial obligation to the school.
and will result in the inability to receive an official transcript or diploma until the obligation is met in full.

Students who have met all the listed graduation requirements will be awarded a Diploma in the program of study.

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

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

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

**Course Numbering System**
SAE Institute uses a course numbering system that consists of a two letter prefix followed by three numbers, indicating both the area of study and the general level of the course.

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

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

**Test Out**
SAE Institute provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session. The Director of Education will determine the necessary test out, which could include a written exam as well as a project. A student must score 80% or higher on the test out in order to receive credit. A test out will be designated on the student’s transcript as a “TO.”

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

**Class Size**
Class sizes vary depending on a number of factors. A Theory course may not have more than 36 students, and a Practical lab component may not have more than 15 students.

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

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

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In order to receive a passing grade for a course, students must complete 100% of the required scheduled time for every class, which is minimum of 135 Theory hours and 90 Practical hours for a total of 225 clock hours per course. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus which is distributed the first day of the course.

Students may arrange with the instructor to make up both Theory and Practical hours required for a course. However, if all required hours are not made up within the module, the student will fail the course.

**Family Education Rights And Privacy Act Of 1974 (FERPA)**

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

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

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAE Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist
another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE Institute.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202

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

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

• To other school officials, including teachers, within SAE Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
• To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
• To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
• In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
• To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
• To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

Attendance Dismissal Policy
Students who are absent from all courses at SAE Institute for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.
STUDENT INFORMATION AND SERVICES

Smoking Policy
SAE Institute is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided. The use of e-cigarettes is not allowed on campus.

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

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

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

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

Disciplinary Offenses
SAE Institute reserves the right to dismiss, suspend, or place on probation any student whose behavior is in violation of the school's code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
• Obstruction of or interference with SAE Institute activities or facilities
• An unauthorized occupancy of SAE Institute facilities
• Interference with the right of any faculty, staff, or student to gain access to any SAE Institute event or facility
• The obstruction or delay of any SAE Institute official in the performance of his/her duty
• Failure to cooperate with SAE Institute staff or faculty
• Misuse of or damage to SAE Institute property
• Any theft, misappropriation, or unauthorized sale of SAE Institute property
• Alteration or unauthorized use of SAE Institute documents, forms, records, or identification badges
• Violation of any signed waiver or agreement with SAE Institute
• 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 Institute property
• Any unlawful possession or use of any drug or controlled substance on any SAE Institute campus or SAE Institute event
• Any sale or distribution of any such drug or controlled substance on any SAE Institute campus or SAE Institute event
• Harassment, including sexual harassment, of any fellow students, faculty, or staff of SAE Institute
• Plagiarism, cheating, and other forms of academic dishonesty
• Wearing clothing with pictures or language denoting violence, prejudicial biases, sexual acts, or other inappropriate depictions or suggestions
• Violations of state and/or federal laws
• Any documented offense or series of offenses deemed by the Campus Director to threaten to disrupt the education of other students or SAE Institute business
• Aiding and abetting others in any of the foregoing offenses
• Possession, copying, or distribution of illegal or unlicensed software

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

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

**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 Institute is also prohibited. 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 Campus Director. All complaints of any type of harassment will be promptly investigated in an impartial and confidential manner. Upon receipt of a written complaint of harassment, an in-depth investigation will be conducted. After evaluating the specifics of the investigation, the Campus 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 Institute 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 and maintenance of academic integrity in the classroom and studio. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE Institute. Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate SAE Institute procedures.

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

**Student Disciplinary Action**

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed students will be withdrawn effective the date of action, and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and
projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior. The Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted. If the student is dismissed from the school, the student may be readmitted after careful review by the Campus 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 Campus Director may reevaluate the school's decision if new evidence is introduced. If the decision stands, the student may request a hearing with a panel consisting of the Campus Director, a faculty member, and a member of the administrative staff. Additionally, an SAE Institute Corporate Officer may be consulted. Witnesses may be called to the hearing. If, after the hearing, the outcome remains unchanged, the decision is deemed final.

**Student Complaints And Grievances**

Situations may arise in which a student believes that he/she has not received fair treatment at SAE Institute. Below is the process a student should follow when he/she has a grievance:

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

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

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

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4223
(202)336-6780
www.acics.org
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

**Appropriate Attire**

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

**Learning Resource Center**

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

**Drug Free Campus And Workplace**

SAE Institute 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.

**Studio And Lab Policies**

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

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

Commercial use of SAE Institute studios is not permitted unless approved by the Campus Director.
**Guest Musicians**

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

All guests must sign in upon entry to SAE Institute and show valid government issued ID. Acceptable government issued IDs include Driver’s Licenses, State IDs, Passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper identification, the guest will not be allowed entry to SAE Institute facilities. All guests are required to wear a guest badge at all times when on SAE Institute premises. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

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

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

**Career Services**

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

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

SAE Institute offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Beginning a career in the entertainment industry can often be difficult and competitive. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation.
Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

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

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

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

**Graduate Re-Training**

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

**Student Advising**

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

**Tutoring**

Tutoring is available for students who need extra help. Please see the Learning Resource Center for tutoring opportunities.
Housing
There is no student housing available at SAE Institute. Rental housing may be available throughout the city and in the neighboring communities. SAE Institute students typically pay between $700 and $1800 per month per person for housing, and many share housing arrangements with at least one other roommate.

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

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

Audio Technology Program (ATP)

Program Description
The Audio Technology Program (ATP) is an intensive practical and theoretical course of study that provides students with a solid foundation in the key aspects of audio production and the skills necessary to become successful in today’s commercial sound recording industry. Students attending this program learn both the technical and creative components of audio recording as well as the essential business principles of the entertainment industry including contracts, budgeting, copyrights, self-employment, and revenue management.

Program Objectives
The Audio Technology Program (ATP) prepares students for entry-level positions in the audio and creative media industries in the areas of music production, audio postproduction for film, television, and video games, and live sound. The program also prepares students as entrepreneurs and freelancers in the entertainment and creative media industries.

Career Prospects
Graduates of the Audio Technology Diploma Program will be prepared for entry-level positions in such careers as:

<table>
<thead>
<tr>
<th>ADR Recordist</th>
<th>Boom Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archivist Technician</td>
<td>Broadcast &amp; Sound Engineering Tech</td>
</tr>
<tr>
<td>Assistant Audio Engineer</td>
<td>Dialogue Editor</td>
</tr>
<tr>
<td>Assistant Editor</td>
<td>Film Sound Engineer</td>
</tr>
<tr>
<td>Assistant Music Editor</td>
<td>Front of House Engineer</td>
</tr>
<tr>
<td>Assistant Sound Designer</td>
<td>Media Manager</td>
</tr>
<tr>
<td>Assistant Studio Manager</td>
<td>Monitor Engineer</td>
</tr>
<tr>
<td>Audio Engineer</td>
<td>Music Director</td>
</tr>
<tr>
<td>Audio Programmer</td>
<td>Producer</td>
</tr>
<tr>
<td>Board Operator</td>
<td>Production Assistant</td>
</tr>
<tr>
<td>Professional Audio Sales Representative</td>
<td>Sound Cutter</td>
</tr>
<tr>
<td>Public Address Technician</td>
<td>Sound Designer</td>
</tr>
<tr>
<td>Recording Engineer</td>
<td>Sound Editor</td>
</tr>
<tr>
<td>Recordist</td>
<td>Sound Engineer</td>
</tr>
<tr>
<td>Remote Broadcast Engineer</td>
<td>Sound Technician</td>
</tr>
<tr>
<td>Sound Assistant</td>
<td>Studio Technician</td>
</tr>
</tbody>
</table>

Program Schedule
Each module is a course comprised of two required components: Theory and Practical.

**Theory hours** are scheduled, didactic instruction sessions. **Practical hours** are determined by overall attendance in supervised labs.
<table>
<thead>
<tr>
<th>Course Component</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>135</td>
</tr>
<tr>
<td>Practical</td>
<td>90</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>225</strong></td>
</tr>
</tbody>
</table>

Assessments are provided for both Theory and Practical components. Each practical lab assignment or skills test has its own unique grade weight in determining the overall grade of the Practical component. Theory and Practical grades have equal weight and are averaged together to determine the student’s overall grade for the course.

**Schedule Of Classes**
Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 10:00 p.m. Friday classes may be offered in a workshop format, and classes may be scheduled on Saturday as needed. The following class sessions are assigned during enrollment.*

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>10:00 a.m.</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>Afternoon</td>
<td>2:00 p.m.</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>Evening</td>
<td>6:00 p.m.</td>
<td>9:30 p.m.</td>
</tr>
</tbody>
</table>

Weekly workshops are offered to help broaden the educational experience, and tutoring sessions may be scheduled to give students the opportunity for help if needed. Additional time will be required to study for exams, complete projects, and devote effort to difficult or complex topics.

*Not all sessions run every term. Check with the Admissions Office for preferred class session availability.*
Course Descriptions

**AT101 Introduction to Audio Technology and Studio Equipment**
225 Clock Hours
Prerequisite: None
This 9-week course 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 course 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**
225 Clock Hours
Prerequisite: AT101
This course 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 Applications**
225 Clock Hours
Prerequisite: AT102
This course 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 multi-track platforms are explored.

**AT104 Advanced Recording Engineering and Production**
225 Clock Hours
Prerequisite: AT103
This course 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 course 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 video game/interactive entertainment industry are also explored.
SAE INSTITUTE TEAM

National Advisors
Harry F. (Scott) McKinley  President & CEO
William Winkowski  Chief Operating Officer & Chief Financial Officer
Deborah Buchanan  Executive Assistant to the President
Jeff Baker  National Director of Marketing
Deniese Miranda  National Director of Human Resources
George Shipley  National Director of Admissions
William Smith  National Academic Director
Dr. Michele Ernst  National Director of Compliance

SAE Institute Staff & Faculty

Campus Administration
Kirk Engel  Campus Director
James Cortes  Marketing Coordinator
Michelle Travers  Admissions Representative
Allen Douglas  Admissions Representative
Carol Knox  Financial Aid Administrator
Jorge Hernandez  Student Services and Career Services Advisor
Tien Huynh  Receptionist/Administrative Assistant
Allison Agbeniyi  Student Accounts Administrator

Full-Time Faculty
Brian DeLizza  Audio Technology Department Chair
BS, Entertainment Business, Full Sail University, Orlando, FL
Studio owner since 2007
Teaching since 2012

Cameron Maharaj  Head Studio Manager and Lab Instructor
Diploma, Audio Technology, SAE Institute of Technology, Los Angeles, CA
Teaching since 2011

Robert Raymond  Lab Instructor
BS, Anthropology, Santa Clara University, Santa Clara, CA
Diploma, Audio Technology, SAE Institute of Technology, San Francisco
Teaching since 2010

Nic Pope  Audio Instructor
BAS, Sound Arts, Ex’pression College, Emeryville, CA
Studio Engineer since 2008
Teaching since 2014