

CELEBRATING 50 YEARS

ACADEMIC CATALOG





SAE INSTITUTE

CHICAGO

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USA.SAE.EDU

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ABOUT SAE INSTITUTE

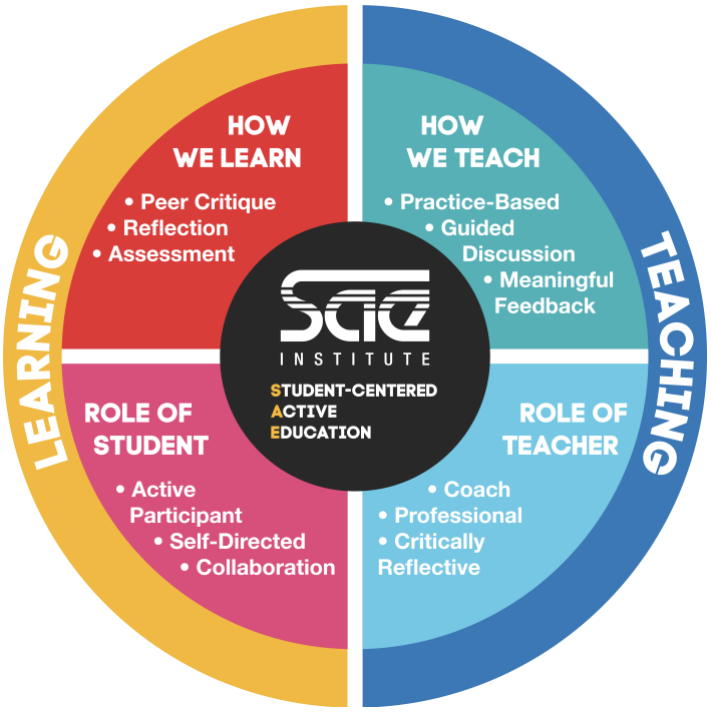
Mission Statement

The mission of SAE Institute is to provide student-centered, active education that prepares individuals for entry-level employment. The institution delivers career-focused programs grounded in industry standards, equipping students with the skills and competencies needed to graduate, obtain employment, and advance in their chosen fields, while supporting student success through effective instruction, relevant curriculum, and continuous improvement.

Learning

In support of our mission, SAE Institute seeks to:

- Deliver career-focused curricula grounded in industry standards that prepare students for successful entry-level employment in their fields of study.
- Employ qualified, experienced faculty who facilitate learning and support the development of job-relevant skills and professional competencies.
- Deliver instruction through practice-based training, authentic learning activities, and performance-based assessments that enable students to demonstrate proficiency of program and institutional learning outcomes.
- Support student success through effective academic support services that promote retention, graduation, and achievement of learning outcomes.
- Enhance graduate employability by providing comprehensive career services that support entry-level employment and continued professional growth.
- Foster a learning environment grounded in continuous improvement, ensuring that curriculum, instruction, and student services remain aligned with industry needs and informed by institutional performance data.



SAE Institute teaches using a Student-centered Active Education design that promotes learning through practical experiences that replicate common professional competencies.

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 over 50 locations throughout Europe, Australia and North America.

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, three more locations have opened in Miami (2002), Atlanta (2007), and Chicago (2013). In 2017, SAE Institute expanded into Canada with the acquisition of the Harbourside Institute of Technology in Vancouver, British Columbia that is now known as SAE Vancouver. For a more detailed description of the history of SAE Institute, please visit the SAE Institute website at www.sae.edu.

Campus History

Chicago

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

Ownership and Control

SAE Institute Group, Inc., is owned by Navitas Pty Ltd, a leading global education provider headquartered in Perth, Australia. On July 5, 2019, Navitas Pty Ltd was purchased by Marron Group Holdings Pty Ltd (Marron). Marron is now the ultimate holding company of the Navitas Group, including SAE Institute Group, Inc. Marron is an independent firm, owned by a group of shareholders comprising funds managed by BGH Capital Pty Ltd (an independent private equity firm owned and managed by its founding partners), Mr Rod Jones (Navitas' co-founder), Australian Super (Australia's largest superannuation fund manager) and Canadian pension funds BCI, CPP Investments and Ontario Teacher' Pension Plan.

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

Marron's Board of Directors are:
Benjamin Gray
Rodney Jones
Terrence Bowen
Stephanie Charles
Gordon Blake Fizzard
Simon Harle
Jane den Hollander AO
Haroula Morfis
Ravindra Jeyaraj

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

Authorization and Approvals

All SAE Institute campuses are approved by the US Department of Education to offer Title IV federal financial aid and the State Approving Agency for various benefits for veterans. The schools are certified by Student and Exchange Visitor Program (SEVP), which allows SAE Institute campuses to issue student Visas for qualified international students.

Chicago

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

Illinois Board of Higher Education (IBHE)
1 North Capitol Plaza, Suite 333
Springfield, IL 62701
Phone: 217-782-2552
Fax: 217-782-8548
Web: www.ibhe.org

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

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

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

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

Disclosure Statements

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the accrediting agency of their desired campus listed above.

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

Campus Facilities

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

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

Chicago

SAE Chicago is located at:
820 North Orleans Street, Suite 125
Chicago, Illinois 60610
Phone: 312-300-5685
Email: chicago@sae.edu
Web: chicago.sae.edu

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

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

Some courses are taught in a blended format, with some content online and some classroom instruction. Please refer to the Course Descriptions for further details. On-ground class sessions are only offered at the Campus location listed above.

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.

Requirements for Admission

Prospective students must meet all admissions requirements, including having a fully executed enrollment agreement, before the first day of the module.

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

- Successfully pass the Wonderlic SLE Entrance Evaluation by scoring a minimum of 17 or provide an official transcript of a completed bachelor degree accredited by an agency recognized by the US Department of Education.
- Complete the Wonderlic Distance Learning Assessment.
- Provide Proof of Graduation in the form of a standard high school diploma, GED completion certificate, state high school equivalency certificate or high school transcript (see Proof of Graduation Policy)
- Provide current Government-issued photo identification
- Be a U.S. citizen or eligible non-citizen; or provide proof of appropriate student visa
- Be at least 17 years old
- Demonstrate English language proficiency (see English Language Proficiency Policy)
- International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor's name, address, signature, email address, and relationship with the student

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

- Have a fully executed Enrollment Agreement
- Attend a new student orientation
- Attend beyond the first week of the first module

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

Please see the Impact on Refunds for Withdrawals or Terminations section of this catalog for a detailed description of refunds in the event of cancellation of the enrollment agreement.

Entrance Evaluation

SAE Institute requires all applicants to successfully complete the Wonderlic SLE-Q to enroll into a program. An applicant for a diploma or associate degree program taking Wonderlic SLE-Q who on the first attempt does not met the minimum score of 17, may retake the exam one hour after the first attempt. If the second attempt does not result in the minimum score of 17, higher, a third attempt may be made one week after the second. If the third attempt does not result in a minimum score of 17, a fourth attempt may be made three months after the third.

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

Wonderlic Distance Learning Assessment

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

- Schedule Management
- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Technical Knowledge

Seven areas of readiness under the above-mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in a blended/hybrid course requires students to attend a mandatory orientation to online learning. The mandatory orientation to online learning takes place on the same day as new student orientation, which is held prior to the start of the module.

Proof of Graduation Policy

SAE Institute requires a standard high school diploma or GED or state equivalency exam 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 physical POG documentation must be submitted via Conext. POG documentation must be received, approved, and be placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:

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

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

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

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

English Language Proficiency Policy

All locations require students to be proficient in English, both spoken & written. Applicants to SAE Institute who have completed secondary school in the following English-speaking foreign countries do not need to demonstrate English language proficiency:

American Samoa
Anguilla
Antigua and Barbuda
Australia
Bahamas
Barbados
Belize
Bermuda
Botswana
British Virgin Islands
Cameroon
Canada
Cayman Islands
Dominica
Falkland Islands
Fiji
Gambia
Ghana
Gibraltar
Grenada
Guam

Guyana	Nigeria	St. Vincent & the Grenadines
Ireland	Papua New Guinea	Tanzania
Jamaica	Seychelles	Tonga
Kenya	Sierra Leone	Trinidad & Tobago
Lesotho	Singapore	Turks & Caicos Islands
Liberia	Solomon Islands	Uganda
Malta	South Africa	United Kingdom
Mauritius	St. Helena	US Virgin Islands
Montserrat	St. Kitts & Nevis	Zambia
New Zealand	St. Lucia	Zimbabwe

Applicants from all other countries not listed above must demonstrate English language proficiency by taking one of the below exams and achieving the minimum score.

Exam	Minimum Required Score
International English Language Testing System (IELTS)	6.0
TOEFL Internet Based Test (iBT)	61
Pearson Test of English Academics (PTE)	44
Pearson Versant	56
Duolingo	95

Technical Standards

Audio

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

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

Entertainment Business

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

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

Enrollment Agreement

Each prospective student must sign an Enrollment Agreement prior to attending class. The Enrollment Agreement is a legally binding instrument when signed by a student and accepted by the school. The fully executed Enrollment Agreement is 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 switches programs, a new Enrollment Agreement must be signed. Students will not be allowed to sit in class without a completed Enrollment Agreement.

New Student Orientation

Attending an Orientation is a requirement of admission to SAE Institute. Orientation takes place prior to the first day of the starting term. At Orientation, incoming students have the opportunity to meet faculty and staff and tour the Campus. Orientation prepares students for technical steps such as logging into Canvas, SAE Institute's learning management system, as well as the student's school email. Additional

topics include, but are not limited to, SAE's Title IX policy, Accommodations policy, Drug and Alcohol policy, available Student Supports, Financial Aid needs, and Career Services. On completion of Orientation, each student must complete an Orientation Packet to acknowledge that they have completed the presentation.

Re-Enter Policy

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

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

A re-admitted student is required to sign a new enrollment agreement. The enrollment agreement must be fully executed before the first day of the returning module.

Enrollments between SAE Institute Campuses

Enrollments between SAE Institute campuses are only if a student is in good academic and financial standing. An SAE Institute student desiring to transition 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 enrollments between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested enrollments may not always be feasible. If enrollment is granted, Satisfactory Academic Progress and any remaining financial liability of the transferring student will be calculated at the time of transfer. All courses that apply to the new program at the new campus will be transferred along with all earned grades. As tuition may vary from campus to campus, upon completion of the new Enrollment Agreement, any excess tuition prepaid to SAE Institute will be refunded. Students enrolling in other SAE Institute campuses must abide by local rules and regulations. This policy applies to all SAE students, including currently active, dismissed/withdrawn, or graduated students.

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

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 Bachelor's, Associate or Diploma degree you earn at SAE Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending SAE Institute to determine if your credits or diploma will transfer.

FINANCIAL INFORMATION
Tuition and Fees

Chicago Programs:

Diploma in Entertainment Diploma

Tuition	$26,620.00
Technology Package	$1,200.00
Technology Fee	$675.00
Administrative Fee	$200.00
Total	$28,695.00
Repeat Course Tuition per credit	$605.00

Diploma in Audio

Tuition	$26,620.00
Technology Package	$1,650.00
Technology Fee	$675.00
Administrative Fee	$200.00
Total	$29,145.00
Repeat Course Tuition per credit	$605.00

AAS in Entertainment Business

Tuition	$38,720.00
Technology Package	$1,650.00
Technology Fee	$900.00
Administrative Fee	$200.00
Total	$41,470.00
Repeat Course Tuition per credit	$605.00

AAS in Audio

Tuition	$38,720.00
Technology Package	$2,100.00
Technology Fee	$900.00
Administrative Fee	$200.00
Total	$41,920.00
Repeat Course Tuition per credit	$605.00

The administrative fee is a fee applied to the first module at $200 after a student has attended classes beyond the 7th calendar day. This is a non-refundable fee which covers initial registration and administrative fees associated with starting school. Program Transfers and Re-Entries are subject to the administrative fee with the signing of a new enrollment agreement.

The technology fee is charged each semester at $225.00. The totals listed above are based on normal completion time for the program.

Non-Refundable Fees

Test Out Fee (per attempt)	$100.00
Returned Check Fee (per occurrence)	$25.00
Student I.D. or Access Card Replacement Fee (per card)	$5.00
Damaged/Unreturned Library Items	Price of Item
Damaged Equipment Fee	Cost to fix or replace equipment
Unreturned Equipment Fee	Replacement Cost of Equipment
U-Pass Card Replacement Fee for Chicago Only	$50.00

Total Charges for the Current Period of Enrollment

Tuition is charged by the credit hour at SAE Institute Campuses. Students can determine the tuition cost for each semester by multiplying the course tuition charge per credit hour by the number of credits attempted for that semester. For example, a Chicago Associate Program student pays $605.00 per credit hour attempted. If that student takes 12 credits in a semester, they would be charged $7,260.00 for that semester.

Technology Package

All courses at SAE Institute require the students to have a device with at least the functionality of a tablet, headphones, a flash drive, and required electronic book subscriptions. These materials are required for successful program completion. The cost of the technology package is not included in the cost of tuition, and students may elect to purchase the equipment from vendors other than SAE Institute. The entire bundle must be purchased as a whole from the school, or a student may use his or her own equipment as long as it meets the system requirements (the technical specifications can be found on the campus website). Students who have successfully completed a program at SAE Institute may elect to purchase only the electronic book subscriptions for $275.

If a student elects not to purchase the technology package from SAE Institute, the student is responsible for ensuring they have the required equipment and books to successfully complete the program. All financial documents must be completed before the technology package is issued to the student.

Technology Fee

All students will be charged a technology fee. This fee is designed to cover the cost of maintaining the campus network, upkeep of computers, audio consoles, access to subscriptions to learning resource materials and the currency of instructional equipment. The technology fee is $225.00 per semester.

Additional Costs

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

Tuition Assistance

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

Applying for Financial Aid

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

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

Private student lending and payment options may also be available to assist qualified students in achieving their goals when not covered by federal or state programs. All loans and grants awarded to students must be verified, approved, and pending disbursement before materials and technology packages are issued to the student. Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for the technology fee and the technology package prior to the start date of the program. Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Services Contact Information can be found at:
Chicago: https://usa.sae.edu/campuses/chicago/#campus

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 (Except Direct Unsubsidized and PLUS Loans)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy in this catalog
- Certify that the student is not currently in default on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant
- Certify that Federal Student Aid will be used for educational purposes only

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

Types of Title IV Federal Student Aid available to SAE Institute 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.

Direct Subsidized Loan

The Direct Subsidized Loan is available to students with financial need. Subsidized 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.

Direct Unsubsidized Loan

A Direct Unsubsidized 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 Direct Unsubsidized 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.

Direct PLUS Loan (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.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant award made by the college to students with exceptional financial need. Due to limited funding from the Department of Education, priority awarding of FSEOG funds will first go to students who apply and demonstrate the highest need (1500 SAI). Funds will be awarded to students on a first-come first-serve basis. Because of limited funds, SAE Institute has set its own limits dependent upon availability of funds; currently students can be awarded up to $500 per award year. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest student aid index (SAI) who will also receive Federal Pell Grant in that award year. All students with 1500 SAI a, who are receiving Pell and are attending at least half-time for the award year are awarded $500 in FSEOG per award year. Once all Pell eligible students with a 1500 SAI have received an award, non-pell eligible and less-than half-time students, with a 1500 SAI will be awarded. If funds still remain, the student selection group will expand to students with an SAI equal to or less than zero. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded.

Alternative Loan Programs

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

Federal Work Study (FWS) Program

The Federal Work Study (FWS) Program provides part-time job opportunities for eligible students. The salary is generally the current minimum wage, based on the campus location, and students are paid by the hour. The number of hours a student may work is based on a calculated financial need and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for applying to qualifying work study employment. For more information, contact the Financial Services Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. Students must file a Free Application for Federal Student Aid (FAFSA) to apply for financial aid and have their program eligibility determined. Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum or drops below a half-time enrollment status (6 credits per semester), the student will be terminated from the work-study program. Upon termination, students may contact the Financial Services Office to determine if they have

any remaining work-study eligibility. The Financial Services Office will conduct an evaluation of eligibility. If eligible, the student may request additional work study funding through the Financial Services Office. For more information, contact the Financial Services Office.

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

Verification

Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Within two (2) weeks of receiving a selected Institutional Student Information Report (ISIR), the institution's FA Staff contacts all students whose ISIR require verification documentation. Students who are selected for verification must submit a completed Verification Worksheet and all supporting documentation, which may require the submission of IRS transcripts, tax documents, and additional information 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 should complete verification before the last week of their final semester. Students are required to correct the household size and number in college if incorrect. SAE's third-party may correct income data elements for which backup documentation is provided. Once verification has been completed the students will be notified of an original financial aid award package or changes to a financial aid award package by e-mail or phone call. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

Refund Policy

SAE Institute's refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards.

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.

The Department of Education has established the following withdrawal exemption criteria which, if met, allows a student who has withdrawn or otherwise ceased attendance to NOT be considered a withdrawn student for Title IV purposes, which means that no R2T4 calculation is required for that student.

1. All graduation requirements are met before completing the days or hours in the period they were scheduled to complete.

SAE Institute credit-hour programs meet the federal definition of programs offered in modules. Under these regulations, additional exemptions are as follows:

2. Successful coursework completion that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules.
3. Successful completion of coursework equal to or greater than the coursework required for the institution's definition of a half-time student under 34 CFR 668.2(b) for the payment period.

A student only needs to meet one of the withdrawal exemptions to be exempt from R2T4.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study and none of the exemptions above are met, 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. For students who do not begin attendance in the second module of their payment period, only the scheduled days in the first module are included in the denominator of the calculation. 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. All refunds and disbursements will be issued within forty-five (45) days of the date of determination.

Title IV funds are returned in the following order:

1. Unsubsidized Loans
2. Subsidized Loans
3. Direct PLUS Loan (Parent Loan for Undergraduate Students)
4. Federal Pell Grants
5. Federal Supplemental Education Opportunity Grant

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to SAE 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.

Impact on Refund for Withdrawals or Terminations

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

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

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

Refund on Third Party Fees

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

Refund on Technology Packages

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

Refund Disbursement

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

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

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.

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

Delinquent Payments to SAE Institute
Students who reach a payment delinquency of 90 days of non-payment, will be required to meet with the Campus Director. The student may be locked out of all SAE technology, including Canvas, until the meeting is held. If no payment is made and no updated payment plan arrangement is approved by the Campus Director, the student may be dismissed due to delinquent payment. Failure to meet with the Campus Director will also result in a dismissal.

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.

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

Student's Right to Cancel
All new students and applicants, including re-admitted students, have the right to cancel an enrollment agreement at any time prior to the start of classes by contacting the admissions office in person, by electronic mail, or by standard mail. Cancellation can be initiated by the student or SAE Institute.

Cancellation occurs in two scenarios:

- A student requests cancellation before the start of classes **or**
- A student has not secured financial funding and or made their first payment (if applicable) within the first two weeks of the first module, unless prior arrangements have been made with the Campus Director.

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

Illinois Significant Physical or Financial Hardship Withdrawal Request

Consistent with the Illinois Student Debt Assistance Act, this policy establishes processes and procedures to assist students in limiting their student debt when a physical or financial hardship requires the student to withdraw from SAE Institute Chicago after the 100% tuition add/drop deadline has passed, as well as implementing requirements of the Act as it pertains to access to student transcripts. This policy should be read in conjunction with other policies related to student financial aid and student accounts.

An Illinois student may apply for a hardship withdrawal from their academic enrollment due to an unforeseeable and documented circumstance that occurs after the drop/add period, which had a significant impact on the student's ability to continue in their course of study and be successful. Examples of a physical or financial hardship include: (i) serious injury or illness; (ii) chronic illness; (iii) a serious medical issue of a family member (spouse or partner, child, parent or guardian, grandparent, or sibling) for which the student is a part-time or full-time caretaker of that family member; (iv) a mental health condition of the student; (v) a sudden or consistent lack of transportation that prohibits a student's presence in class; or (vi) a significant, non-elective cost of living increase for the student.

To request a hardship withdrawal under this policy, the student must complete the Hardship Withdrawal Request Form and submit supporting documentation of the physical/financial hardship evidencing the significant physical or financial hardship prior to the end of the term/semester in which they intend to withdraw.

Hardship withdrawal submissions will be reviewed by the Vice President of Finance and Corporate Services in conjunction with Academic Affairs, Financial Aid, and Student Accounting. Students will be considered for a full or partial refund of the original tuition, fee, and any other charges for the term of the withdrawal. Outcomes will be based on the information submitted along with university records including but not limited to enrollment, financial aid, and billing. Students will receive communication regarding the review outcome or any requests for further information within two weeks of submission.

As a general rule, students are not eligible for hardship withdrawals for courses that have been completed. A student receiving federal and/or state financial assistance should contact the Office of Financial Aid to address any possible financial implications, including those related to Title IV funding. Hardship withdrawal requests will be processed according to the last date of course attendance. A student who files or attempts to file a fraudulent application for a withdrawal under this policy in order to avoid a failing grade or disciplinary action may be considered in violation of the Code of Conduct.

Institutional Aid

Returning Student Completion Grant

SAE Institute 's Returning Student Completion Grant provides financial assistance to students who re-apply to return to a program at SAE Institute within one to four years from the last date of attendance. A Returning Student Completion Grant will pay the balance owed to SAE at the time of re-entry up to a maximum of $5,000. The Returning Student Completion Grant will be paid once the student successfully graduates from the program.

To apply, students must meet the following criteria:

- Have previously attended an SAE Institute program with a last date of attendance within one to four years from re-starting the program
- A U.S. citizen, eligible non-citizen, or International Student
- Accepted to return to SAE Institute to complete their program

The grant application is complete once the completed Returning Student Completion Grant Application is received by the Financial Services Office no later than 5 business days before the start of the module.

Payment of the grant is made as a cash credit against the total balance on the student's ledger at the time of enrollment and applied at the successful completion of the program. The grant has no cash equivalency.

SAE Institute High School Class of 2026 Scholarship

SAE Institute's High School Class of 2026 Scholarship provides financial assistance to students who graduate from high school in 2026. Moneys for this scholarship is made available for up to five (5) students at $2,500 to students graduating high school in 2026.

To qualify, students must:

- Graduate or will graduate high school in 2026
- Apply to an SAE Institute program
- Submit a completed scholarship application
- Complete Personal Statement Questions

All materials must be received by midnight (local time), August 21, 2026.

Scholarship funds will be evenly distributed across the student's remaining payment periods and applied as a credit to their student ledger at the end of each successfully completed semester. Scholarship will be applied to the tuition upon acceptance into the program.

If a student cancels, withdraws or is terminated due to non-attendance, code of conduct violations, or failure to complete a module, the scholarship will be prorated based on the percentage of the semester completed. This scholarship has no cash value.

Employee Tuition Discount

Full-time employees and their spouses, registered partners, and eligible dependents who are attending SAE are eligible for a 35% discount on his or her tuition. The discount only applies to tuition and does not include technology fees, program fees, taxes and any other costs related to the program.

2025-2026 CALENDAR SCHEDULE

Program Start Dates

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.

Associate of Applied Science Degree Programs

Start Date	Projected Graduation Date
May 12, 2025	August 21, 2026
July 7, 2025	October 27, 2026
September 8, 2025	December 18, 2026
November 3, 2025	March 2, 2027
January 12, 2026	April 23, 2027
March 9, 2026	June 29, 2027
May 11, 2026	August 20, 2027
July 6, 2026	October 26, 2027
September 8, 2026	December 17, 2027
November 2, 2026	February 29, 2028

Diploma Programs

Start Date	Projected Graduation Date
September 8, 2025	August 21, 2026
November 3, 2025	October 27, 2026
January 12, 2026	December 18, 2026
March 9, 2026	March 2, 2027
May 11, 2026	April 23, 2027
July 6, 2026	June 29,2027
September 8, 2026	August 20, 2027
November 2, 2026	October 26, 2027
January 11, 2027	December 17, 2027

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.

Holiday	2026	Make Up Day
New Year's Day	Thursday, January 1	N/A
Martin Luther King, Jr. Day	Monday, January 19	Monday, March 2
Presidents' Day	Monday, February 16	Friday, February 20
Memorial Day	Monday, May 25	Monday, June 29
Juneteenth	Friday, June 19	Tuesday, June 30
Independence Day	Friday (observed) & Saturday, July 3 & 4	N/A
Labor Day	Monday, September 7	Monday, October 26
Columbus Day/Indigenous People's Day	Monday, October 12	Friday, October 16
Veterans' Day	Wednesday, November 11	Friday, November 13
Thanksgiving	Thursday & Friday, November 26 & 27	Friday, December 4 & Saturday December 5
Christmas Eve	Thursday, December 24	N/A
Christmas Day	Friday, December 25	N/A
New Year's Eve	Thursday, December 31	N/A

2026 Academic Calendar

Semester	Start	End
Spring Mod A	January 12, 2026	March 3, 2026
Break Week	March 4, 2026	March 8, 2026
Spring Mod B	March 9, 2026	April 24, 2026
Break Week	April 25, 2026	May 10, 2026
Summer Mod A	May 11, 2026	June 30, 2026
Break Week	July 1, 2026	July 5, 2026
Summer Mod B	July 6, 2026	August 22, 2026
Break Week	August 23, 2026	September 6, 2026
Fall Mod A	September 8, 2026	October 27, 2026
Break Week	October 28, 2026	November 1, 2026
Fall Mod B	November 2, 2026	December 18, 2026
Break Week	December 19, 2026	January 10, 2027

Class Schedules

Classes are typically scheduled Monday through Friday, between 9:00 a.m. and 11:15 p.m. Classes may be scheduled on Saturday as needed. Class sessions are assigned during enrollment with morning, afternoon and/or evening session options. Not all sessions run all terms.

Student schedules are broken down by Morning, Afternoon or Evening Sessions.
Morning Shift: Classes are scheduled Monday through Friday between 9am and 2:15pm.
Afternoon Shift: Classes are scheduled Monday through Friday between 1:30pm and 7:45pm.
Evening Shift: Classes are scheduled Monday through Friday between 6pm – 11:15pm.

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

Students are responsible for knowing their own schedule. SAE Institute reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

Inclement Weather Policy

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

Hours of Operation

During normal business hours, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group.

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

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

Chicago

The Chicago Campus is open on Mondays through Fridays from 9:00 a.m. to 11:30 p.m. Campus Administrative Offices are open Mondays through Thursdays from 9:00 a.m. to 8:00 p.m. and Fridays from 9:00 a.m. to 5:00 p.m.

ACADEMIC POLICIES

Definition of an Academic Year

The academic year at SAE Institute is approximately 30 weeks. An academic year is comprised of two semesters that are each a 15-week teaching period. Each semester is divided into two modules. Module A is 8 weeks in length. Module B is 7 weeks in length.

Grading

Each course includes a number of assessments, including but not limited to: papers, in-class activities, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the student's final grade. The number, type and weighting of assessments varies by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course. Students must repeat any required courses in which a grade of "F" or "W" is received, which may delay their graduation date. Students may verify their graduation date at any time via the student portal. When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation (see below) and both attempts will remain on the student's transcript.

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

If illness or other circumstances out of the student's control prevent a student from completing all required coursework within the scheduled module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional 10 calendar days from the last day of the module to complete any missing assignments. The incomplete grade will be converted to the earned grade within 10 days after the end of the module. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student's ICR.

Grading Scale

Grade			Grade Included In:			
Letter Grade	Description	Quality Points	Credit Hours Earned	Credit Hours Attempted	Cumulative Grade Point Average (CGPA)	Incremental Completion Rate (ICR)
A	100-90% = Excellent	4.0	Yes	Yes	Yes	Yes
B+	89-85% = Very Good	3.5	Yes	Yes	Yes	Yes
B	84-80% = Good	3.0	Yes	Yes	Yes	Yes
C+	79%-75% = Above Average	2.5	Yes	Yes	Yes	Yes
C	74-70% = Average	2.0	Yes	Yes	Yes	Yes
D+	69%-65% = Below Average	1.5	Yes	Yes	Yes	Yes
D	64%-60% = Poor	1.0	Yes	Yes	Yes	Yes

F	59% or Below = Failing	0.0	No	Yes	Yes	Yes
W	Withdrawal	N/A	No	Yes	No	Yes
I	Incomplete	N/A	No	Yes	No	Yes
TC	Transfer	N/A	Yes	Yes	No	Yes
TO	Test Out	N/A	Yes	Yes	No	Yes

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

Satisfactory Academic Progress (SAP)

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

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's cumulative Incremental Completion Rate (ICR) toward completion of the program's coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by SAE 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 semester and for financial aid purposes at the end of the payment period.

Incremental Completion Rate (ICR)

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

Cumulative Grade Point Average (CGPA)

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

Maximum Timeframe

A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the training within the maximum time frame, the student will be dismissed from the program. For example, if a student is enrolled in a 64 credit hour program, the student will no longer be allowed to continue after having attempted more than 90 credit hours (64 credit hours x 150% = 96 credit hours.)

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 evaluation period. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester, based on the number of credit hours attempted:

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

Academic Warning

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

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

Remaining Evaluation Periods

If, at the end of the second and remaining evaluation periods, a student has not met the minimum SAP requirements, the student will be dismissed from SAE 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, or another as designated by the Chief Academic and Compliance Officer. The appeal must be initiated by the end of the Add/Drop period of the following module and fully completed by the end of the second week of the module. An extraordinary mitigating circumstance is a situation beyond a student's control (i.e. illness, accident, trauma, etc.). The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements was not met and what has changed to allow success upon reinstatement. Included with the appeal must be an Academic Plan, created with the student and their assigned advisor. If the Campus Director approves the appeal, s/he will forward the appeal to the Chief Academic and Compliance Officer of SAE Institute North America or her designee for determination of acceptance or denial of the appeal. The assigned advisor will notify the student in writing of the appeal decision within three (3) business days of the receipt of the Chief Academic and Compliance Officer's decision. During this time, the student will be able to continue attending classes. The decision of the Chief Academic and Compliance Officer or her designee is final and cannot be appealed.

Academic Probation

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

The student will have up to two semesters to meet the minimum SAP requirements at the appropriate evaluation point. The student and assigned advisor will meet regularly to discuss the student's progress toward their Academic Plan. The student must meet all of the expectations as outlines in the Academic Plan. If the expectations are not met at the end of either of the semesters on Academic Probation, the student will be dismissed for not making SAP, without the opportunity to appeal for another Academic Probation semester. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic Probation semesters, the student will be dismissed from SAE Institute with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

Extended Enrollment

Students enrolled in an Associate Degree program who were on Academic/Financial Probation but were not able to meet the Satisfactory Academic Progress standards after completing two semesters on Academic/ Probation can petition to the Campus Director for an Extended Enrollment. The student must appeal to the Campus Director, and if approved, the appeal will need approval of the Chief Academic and Compliance Officer or her designee. The appeal must demonstrate mitigating circumstances with third party documentation in order to be considered and must include an Academic Plan, created with the student and the assigned advisor. Students who are allowed to continue under Extended Enrollment may only repeat courses already attempted.

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

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

Repeating Courses

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

Changing Programs

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

Additional Credential

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

Transfer of Credit and Test Out Implications to SAP

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

Withdrawn and Incomplete Grades Implications to SAP

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

Class Size

Class sizes vary depending on a number of factors and may have up to 40 per class. Average class sizes are generally lower than the maximum allowable size.

Homework Expectations

Homework is assigned by instructors to reinforce the information presented during class sessions. SAE Institute follows the U.S. Department of Education definition of a credit hour for semester schools, which includes homework expectations. For every one (1) hour of classroom lecture, students are expected to complete two (2) hours of outside homework.

Auditing a Course

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

Clock to Credit Hour Conversion

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

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

One class hour unit is defined as 50 minutes.

Graduation Requirements

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

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

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

In order to participate in Graduation Ceremonies, students must be current with all financial obligations.

Student Distinctions

SAE Institute presents awards and honors to students in recognition of individual academic achievement and perfect attendance. These accomplishments are presented at the end of each semester and during graduation.

Attendance Awards

The Graduate Perfect Attendance Award is presented to graduated students who have earned 100% attendance for all courses in their program of study. To be eligible for this award, a student must attend all classes as scheduled for the duration of their program.

The Semester Perfect Attendance Award is presented to current students who have earned 100% attendance for all courses scheduled for the most recent semester. To be eligible for this award, a student must attend all classes as scheduled for the duration of that semester.

Academic Awards

Graduate Honor Awards are presented to graduated students who have achieved academic excellence in their program. To be eligible for these awards, students must achieve the following cumulative grade point average (CGPA):

Highest Honors: 4.0 CGPA
High Honors: 3.75 to 3.99 CGPA
Honors: 3.5 to 3.74 CGPA

Academic Excellence Awards and Honor Roll are presented to current students who have achieved academic excellent in their most recent semester. To be eligible for this award, a student must achieve the following semester grade point average:

Academic Excellence: 4.0 Semester GPA
Honor Roll: 3.5 to 3.99 Semester GPA

Transcripts and Diplomas

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

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

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

Transcript Request

Students may request an official transcript of grades by completing a transcript request on the SAE Institute website at: usa.sae.edu/index.php/campus-resources/transcript-request/. Official transcripts can be mailed directly to other institutions or businesses at the student's written request.

Reasonable Accommodations for Individuals with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. SAE 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 campus Director of Education who will forward it to the 504 Coordinator who will create an Accommodation Plan. The 504 Coordinator will forward the Accommodation Plan to the Director of Education for distribution to the student. The student will be responsible for sharing the approved Accommodation Plan with instructors.

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

Service Animal Policy

Policy Statement

It is the policy of SAE Institute that Service Animals assisting Individuals with Disabilities are generally permitted in all facilities and programs on any SAE Institute campus except as described below.

Definitions

An "Assistance Animal" is an animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of a disability, but is not individually trained to perform work or tasks. These animals are generally not permitted in SAE Institute facilities absent written permission from the Campus Director.

An "Individual with a Disability" is a person who 1) has a physical or mental impairment that limits one or more of a person's major life activities; or 2) has a record of having, or being perceived as having, a physical or mental impairment.

A "Partner" is an individual with a disability who is accompanied by a service animal. A "Handler" is an individual who is responsible for handling the service animal. A partner may be the service animal's handler, or there may be a partner and handler team.

A "Service Animal" is as a dog that is individually trained to do work or perform tasks for people with disabilities. In accordance with state law, miniature horses may also be classified as service animals. The work or task the service animal has been trained to provide must be directly related to the person's disability.

Service Animals in Training

In accordance with state and local law, a service animal being trained generally has the same rights as a fully trained service animal when accompanied by a trainer and identified as such in any place of public accommodation. However, Handlers of service animals in training must also adhere to all of the requirements for service animals above and are subject to the removal policies as outlined in this policy.

Service animals in training are welcome in public areas of campus if accompanied by a dog guide trainer. Service animals in training cannot be in private areas of campus, unless they are being trained by their Handler to serve as the Handler's own service animal.

Requirements For Service Animals and Partners/Handlers

Requirements for Service Animals and Partners/Handlers include the following:

Vaccination**:** The Service Animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus and must receive booster vaccinations annually or as required. All vaccinations must be current and the Service Animal must be wearing current vaccination tags.

Licensing**:** The Service Animal must be licensed according to state law and county ordinance.

Health: The Service Animal must be in good health.

Leash**:** Service Animals must be on a leash or in a harness at all times, unless impracticable or unfeasible due to Partner's disability.

Under Control of Partner/Handler**:** The Partner/Handler of a Service Animal must be in full control of the animal at all times. The care and supervision of a Service Animal is solely the responsibility of the Partner/Handler.

Responsibility and Liability**:** The Partner/Handler is personally responsible for the Service/Animal at all times. The Partner/Handler will be required to pay for any damages or injuries caused by the Service Animal.

When an animal is excluded from the SAE Institute campus for failure to meet a requirement in this section, SAE Institute will work with the Partner to provide the Partner with the opportunity to benefit from the education program or activity while the Service Animal is not on the premises.

Areas Where Service Animals May Not Be Allowed to Enter

In most cases, an individual with a Service Animal may bring their Service Animal into all areas of campus that are open to the public or the SAE Institute community. However, for safety reasons, certain areas are generally off-limits to Service Animals and all other animals, including the following:

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.

Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

An instructor in a classroom with moving equipment may allow a Service Animal in a classroom or teaching laboratory with moving machinery. Admission for each Service Animal will be granted or denied on a case-by-case basis. The final decision shall be made based on the nature of machinery and the best interest of the animal. Example: The machinery in a classroom may have moving parts at a height such that the tail of a large dog could easily be caught in it; this is a valid reason for keeping large dogs out. However, a very small hearing dog may be shorter than any moving part and, therefore, considered for admission to the classroom.

Access to designated off-limits areas may be granted on a case-by-case basis. A Partner/Handler who wants her or his Service Animal to be granted admission to an off-limits area should contact the Campus Director.

When A Service Animal May Be Asked to Leave

A Service Animal may be asked to leave an SAE Institute facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a Service Animal that displays vicious behavior toward people may be excluded. Service Animals that are not housebroken can also be asked to leave SAE Institute facilities and programs. In addition, animals not covered under the Americans with Disabilities Act (ADA) Service Animal definition can be asked to leave an SAE Institute facility or program. Questions related to the use of service animals on campus should be directed to the Campus Director.

Conflicting Issues

Individuals with conditions affected by the presence of a Service Animal or an Assistance Animal should contact the Campus Director. They will work with the individual to determine whether there is a need for an accommodation.

Course Numbering System

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

The course letter prefixes represent the following areas of study:

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
CAR	Career Preparation
ART	Art
COM	Communication
ENG	Composition
MAT	Mathematics
ENV	Environmental Science
HIS	History
PSY	Psychology
SOC	Sociology

Transfer of Credit

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from all previous institutions to be forwarded directly to the Director of Education's office at SAE Institute.

The official transcript(s) must be received by the end of the first module of the program, so the student can receive a correct schedule. Students that attempted a course may not submit for transfer credit of that course. If a student decides to change or add programs, it is the student's responsibility to check with their Director of Education for which transfer credits are applicable and which will no longer apply.

The decision to award transfer credit is at the sole discretion of SAE Institute. SAE Institute will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student's program of intended enrollment. Only courses with passing grades of "C" or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for SAE Institute to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as "TC."

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of credit hours the student must earn in order to graduate. Students must complete at least 40% of their core and general education coursework at the awarding 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 core course should contact the Director of Education on or before the end of the third class session of their first attempt of the course. Students that attempted a course may not request a test out of that course on subsequent attempts. Test outs are not available for general education courses, CAR100 Careers in Creative Media Studies, CAR200 Career Preparation, CAR210 Career Preparation, AUD440 Capstone Project, or AUD450 Portfolio, unless approved by the Chief Academic and Compliance Officer.

SAE Institute will accept up to 50% of course work via test out. Students must complete at least 40% of their core and general education coursework at the awarding SAE Institute.

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

The Director of Education will determine the necessary test out, which will include one or multiple assessments to determine acquired knowledge. A student must score 80% or higher on the assessment(s) in order to receive credit. A test out will be designated on the student's transcript as a "TO." The cost of any coursework with a test out credit, based on awarded credit hours, will be deducted from the total tuition of the program.

Prerequisites

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

Articulation Agreements

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

Add/Drop Policy

During the first five (5) business days of each module, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the 7th week of class will receive a grade of "W" or "Withdrawn". The grade of "W" does not impact the student's CGPA but does impact the student's ICR (see Satisfactory Academic Progress Policy). Any student who has not attended a course by the end of the second week of the module will be withdrawn from the course in week three without incurring any academic penalty.

Students are allowed to modify their course shift without incurring any academic penalty during the first ten (10) business days of the module. This change is only available when the same course as scheduled is available, during the same module, at a different time. Attendance from the originally scheduled section will not transfer to the new section. All other add/drop requirements still apply.

Students who wish to add or drop courses must contact their assigned advisor. Any changes a student makes to his/her schedule will result in a delay of his/her graduation date.

Attendance Policy

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

Students who are absent from all courses at SAE 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 on the 15th day. Students who reach 13 consecutive calendar days without the possibility of logging attendance on the 14th day may be dismissed on that day.

Withdrawal from SAE Institute

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

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

1. Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
2. Violates the Student Code of Conduct
3. Fails to maintain satisfactory attendance
4. Fails to meet financial obligations

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

Family Education Rights and Privacy Act of 1974 (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day SAE Institute receives a request for access. A student should submit a written request to their assigned advisor that identifies the record(s) the student wishes to inspect. The assigned advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to their assigned advisor clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before SAE Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SAE 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 or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her

tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAE 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))

Statement of Student Record Retention Program

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

STUDENT INFORMATION AND SERVICES

Nondiscrimination Policy

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

Title IX of the Education Amendments

SAE Institute is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the SAE Institute community. In support of this commitment, and as required by Title IX of the Education Amendments of 1972 ("Title IX") and other applicable federal and state laws, SAE Institute has created a comprehensive policy that prohibits Sexual Misconduct, as well as Retaliation against an individual for making a good faith report of Sexual Misconduct under this policy. The comprehensive policy can be found on the SAE Institute website at https://usa.sae.edu/about/campus-security/

Security, Crime Statistics and Emergency Preparedness

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 along with the emergency preparedness plan within the Campus Security Report.

SAE Institute's Campus Security information can be found here: https://usa.sae.edu/campus-security/

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.

SAE Institute is designed to provide an environment conducive to learning for our students. For reasons that include the safety of children and assuring an environment that allows for student concentration on classroom activities, students are not allowed to bring under age guests (under 18) to campus.

Harassment

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

has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

Smoking Policy

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

Copyright Policy

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

Prior to reproduction or use of any works, all students, faculty, and staff should determine if the work is protected by copyright, available under a license agreement, or qualifies as fair use as defined in section 107 of the Federal Copyright Act of 1978. If the work is protected by copyright and its intended use does not qualify as fair use, it may not be used or reproduced without written permission from the copyright owner.

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

COVID-19 Policy

In order to ensure the safety and security of all students, staff, and employees SAE Institute has implemented a COVID-19 policy. Any violation of the COVID-19 policy could result in temporary removal from campus, suspension, or permanent dismissal.

First and foremost, do not come to campus if you are sick or if you have any signs of symptoms of illness, including fever, cough, or shortness of breath. Report any confirmed case of Covid-19 to the Campus Director immediately.

SAE Institute expects all students, staff and faculty to follow CDC guidelines of frequent hand washing, using soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol when hand washing is not feasible. Avoid touching your eyes, nose, and mouth. SAE Institute will supply face masks for anyone who requests to wear one on campus. All guests will be required to enter the main entrance and sign-in, agreeing to follow all SAE policies.

Search of Student Possessions

The personal possessions of students and/or a student's person may be searched by SAE Institute Administration when school administrators have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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. Students are prohibited from knowingly making false statements or knowingly submitting false information during any investigative procedures.

Firearms or Other Dangerous Weapons

SAE Institute has a zero tolerance policy regarding firearms or other dangerous weapons on campus. Any possession or use of firearms and other dangerous weapons or explosives and flammable materials on

SAE Institute property or during any school sponsored activity off campus will result in the immediate and permanent dismissal of the student in possession of a firearm or other dangerous weapon as determined by the Campus Director.

The permanent dismissal for the possession of firearms or other dangerous weapons may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer or their designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the permanent dismissal. The decision of the Chief Academic and Compliance Officer or their designee is final.

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
- Theft of property on campus grounds or school-led activities off campus
- 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 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

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.

Student Academic and Classroom Misconduct

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

Use of AI Tools for Students

The use of AI tools does not automatically constitute academic dishonesty. Acceptable use depends on how the tools are used and will vary according to context. While SAE's Code of Conduct policy allows for the use of AI tools, inappropriate use beyond the requirements of the assessment tasks is considered a breach of academic integrity and will be dealt with according to the Code of Conduct policy.
Examples of Academic Misconduct can include but is not limited to:

- Using AI tools beyond what is permitted by the assessment. Students should always confirm with their instructor whether AI tools are permitted for each assessment.
- Not properly acknowledging the use of AI generated material or presenting AI generated work as one's own. Failure to do so may constitute plagiarism.
- Sharing assessment questions or instructions with AI platforms or tools. SAE teaching material is supplied for study purposes only and should not be shared with anyone outside SAE, even AI programs.
- Relying on AI to complete an entire assessment, or engaging in any form of cheating, fraud, or other dishonest behavior constitute a breach of this policy.

Student Disciplinary Action

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

Dismissals and suspensions may be appealed in writing to the Chief Academic and Compliance Officer. The Chief Academic and Compliance Officer or their designee will conduct a thorough investigation prior to rendering a decision to reverse, alter or uphold the disciplinary action. The decision of the Chief Academic and Compliance Officer is final.

Anti-Hazing Policy

SAE Institute is committed to maintaining a safe and respectful learning environment for all students. Hazing undermines the values of integrity, dignity, and respect, and is strictly prohibited. This policy outlines the college's stance on hazing, defines unacceptable behaviors, and establishes procedures for reporting and responding to hazing incidents.

This policy applies to all students, student organizations, clubs, and individuals affiliated with SAE Institute, regardless of whether the activity takes place on or off campus or is part of a college-sponsored or college-recognized event. Hazing is defined as any intentional or reckless act, whether physical, mental, emotional, or psychological, that causes or has the potential to cause harm, humiliation, embarrassment, degradation, or endangerment to the health or safety of an individual, regardless of their willingness to participate. Such acts may include forced consumption of food, alcohol, drugs, or other substances; physical abuse or dangerous physical activities; verbal abuse or humiliation; forced servitude; or any behavior that causes undue stress or risk to a person's well-being.
The planning, directing, or engaging in hazing activities is strictly forbidden. This includes encouraging or pressuring others to participate, failing to report hazing incidents, or retaliating against individuals who

report or assist in investigations of hazing. Even passive involvement, such as being present during hazing activities without intervening or reporting, may be considered a violation of this policy. It is important to note that the consent of an individual to participate in hazing does not make the act permissible. Any activity that meets the criteria of hazing is considered a violation, regardless of the perceived willingness of the participants.

All members of the college community, including students, faculty, and staff, are encouraged to report any suspected or confirmed incidents of hazing. Reports can be made confidentially to the Campus Director. In certain cases, reports may also be directed to local law enforcement agencies.

SAE Institute reserves the right to dismiss, suspend or place on conduct probation any student whose behavior is in violation of this policy. In cases involving criminal activity, referrals may be made to local law enforcement.

Student Complaints and Grievances

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

For grievances outside of a course, below is the process a student should follow when he/she has a grievance:

1. For all other grievances, the student should take the concern to the Manager of that Department.
2. If after addressing the issue with the Department Manager 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.

For grievances regarding the Campus Director, the student should take the concern to the Vice-President of Finance and Corporate Services.

Students are prohibited from knowingly making false statements or knowingly submitting false information during any investigative procedures.

Appealing Grievance Decision

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

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

Chicago:

Illinois Board of Higher Education
1 North Capitol Plaza, Suite 333
Springfield, Ill 62701

Phone: 217-782-2551
Fax: 217-782-8548
TTY: 888-261-2881
Email: info@ibhe.org
Institutional Complaint Hotline: 217-557-7359

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

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting ACCSC or online at www.accsc.org. Complaint forms are to be sent to complaints@accsc.org.

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

Learning Resource Center

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

Access to Student Gmail and Canvas

Upon enrolling in school, each student is provided an SAE Institute Gmail account. Once a student graduates, they will continue to have access to their Gmail account for one year after graduation. After one year, the account will be deactivated.

For students who are dismissed or withdraw prior to graduating, their Gmail account will be deactivated within 60 days of last date of attendance.

Only currently enrolled students who are up to date with their financial obligations will have access to the Learning Management System (Canvas). Please see “Delinquent Payments to SAE Institute” policy for further details.

SAE Institute Alcohol and Drug Policy

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 drugs or alcohol may be subject to both school disciplinary action

and criminal prosecution, up to and including school expulsion for students or termination of employment for employees.

Alcohol and Drug Abuse Prevention Information

Alcohol and drug consumption causes a number of changes in behavior and physiology, posing a significant threat to the health and welfare of our nation's citizens. Even minor usage can impair judgment, coordination, and abstract mental functioning. Statistics show that the vast majority of violent behaviors (including acquaintance rape, vandalism and assaults) involve alcohol and/or drug use. Additionally, continued use stresses social relationships and may lead to dependency, which often causes permanent damage to vital organs and is counterproductive to a healthy lifestyle.

There are definite health risks associated with the use of alcohol and drugs. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest or liver deterioration. Below is a chart taken from the National Substance Abuse website which shows the stages of how a body responds to the consumption of alcohol, including the finality of death:

Blood Alcohol Content	Stage	Clinical Symptoms
0.01 – 0.05%	Subclinical	Behavior almost normal by routine observation
0.03 – 0.12%	Euphoria	Increased self-confidence; reduced inhibitions Increased sociability, talkativeness, slight euphoria Decreased attention, judgment and control Onset of sensory-motor impairment Reduced efficiency in finer performance tasks
0.09 – 0.25%	Excitement	Impaired perception, memory and comprehension Emotional instability, lack of critical judgment Decreased sensory response; Increased reaction time Reduced focus and peripheral vision Impaired sensory-motor coordination and balance Drowsiness
0.18 – 0.30 %	Confusion	Emotional highs and lows Confusion, disorientation, and dizziness Distorted vision Reduced sensitivity to pain Reduced muscle control; difficulty walking and balancing; slurred speech Listlessness, sluggishness
0.25 – 0.40 %	Stupor	Decreased responsiveness to stimuli Lack of motor function; low energy Inability to stand or walk; poor muscle coordination Loss of bladder and bowel control; vomiting Partial unconsciousness; apathy
0.35 – 0.50%	Coma	Total unconsciousness Diminished autonomic responses Body temperature dangerously low Incontinence Sluggish circulation and respiration Potential Death
0.45 +	Death	Respiratory arrest and death

Preventing Drug and Alcohol Abuse

Drug abuse costs US taxpayers billions of dollars in preventable health care, law enforcement, crime and other costs, not to mention the emotional costs to the abusers and their families. But, as the sentence states, it is preventable. Addiction is a developmental disease, usually starting during adolescence, when the brain is still going through critical developmental phases. Studies have shown that prevention and early intervention work best. Early intervention programs such as D.A.R.E. (Drug Abuse Resistance Education) and The Courage to Speak Foundation, which is "saving lives by empowering youth to be drug free and encouraging parents to communicate effectively with their children about the dangers of drugs" are best at preventing future alcohol and drug abuse.

Sanctions for Violation of Local, State, and Federal Laws

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

Please see the following links for details of the laws regarding drug and alcohol use on both a State and Federal Level:
Alcohol Policies: https://www.responsibility.org/alcohol-statistics/state-map/
Drug Policies: https://statelaws.findlaw.com/criminal-laws/drug-possession.html

Alcohol and Drug Abuse Resources

The results of alcohol and drug abuse can be devastating, but students and employees can find help. Please see the links below, which provide resources to assist those that have alcohol and drug abuse problems:

Alcoholics Anonymous - a national organization that helps those that are struggling with alcohol abuse

In addition to Alcoholics Anonymous, here is a link to other local resources available help students:
http://drughelpline.org/resources/

Studio and Lab Policies

Food and drink is allowed in classrooms without technical equipment, such as SAE Institute owned computers or studio equipment. No food or drink is allowed in any classroom or studio where equipment is present. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

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

The Campus Director has the authority to limit access to studios for projects outside of school assignments.

Commercial use of SAE Institute studios is not permitted unless approved in advance by the Campus Director.

Guest Musicians

The number of guest musicians allowed into the school at one time is limited to two, unless prior permission is given by the Campus Director to allow more guests. All guests must be at least 18 years of age, 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. The guest will also be asked to sign-in. Only musicians being recorded for student projects are permitted to be signed into the school. Guests are not allowed to attend mixing, editing, or recording sessions that do not require a live recording of a musician.

Musicians and guests accompanying students to practical sessions must comply with all rules and regulations of SAE 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. 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 offers students a wide range of support services to assist students in obtaining employment opportunities in their field of study after graduation. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation. Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Resume preparation
- Employer search
- Job search assistance
- E-Portfolio Development through Portfolium

SAE 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 guarantee employment or salaries.

Graduate Re-Training

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

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.

Student Services

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

Student Advising

Student Success Managers, Student Advisors, 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 your assigned advisor for tutoring opportunities.

SAE Institute Chicago HOUSE Liaison Role

The designated HOUSE Liaison serves as the primary contact for identifying, supporting, and advocating for students and families experiencing housing insecurity or youth navigating education without a parent or legal guardian. The HOUSE Liaison assists with:

- Identifying eligible students and conducting intake.
- Arranging school transportation and immediate enrollment.
- Connecting students and families with community resources (housing assistance, medical/mental health care, food assistance, and college/career planning for unaccompanied youth).

SAE Institute Chicago HOUSE Liaison Contact Information

If you or someone you know is experiencing housing instability, staying in a shelter, doubled-up with relatives or friends due to loss of housing/economic hardship, or living in temporary housing, please contact our Liaison:

HOUSE Liaison Name: Nathaniel Shreve
Title: Director of Education / HOUSE Liaison
Phone: (312) 598-3803
Email: n.shreve@sae.edu

Parking and Transportation

Chicago Transit Authority U-Pass

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

PBVS Disclosure Data

The below data is specific to the SAE Institute – Chicago Diploma programs. For additional disclosure information, please see www.sae.edu.

Reporting Period: 7/1/24 – 6/30/25	Diploma in Audio	Diploma in Entertainment Business
# of Students Admitted as of 7/1/23	132	24
# of Students Admitted during Reporting Period	201	32
Total Number Admitted during Reporting Period	333	56
# of Students Who Transferred to Another Program during Reporting Period	19	8
# of Students Who Graduated during Reporting Period	73	10
# of Students Who Withdrew during Reporting Period	90	17
# of Students Still Enrolled	151	21
# of Students Enrolled Who Were Placed in Field	13	1
# of Students Enrolled Who Were Placed in Related Fields	N/A	N/A
# of Students Enrolled Who Were Placed Out of Field	N/A	N/A
# of Students Enrolled Who Were Unavailable for Placement due to Personal Reasons	0	0
# of Students Enrolled Who Were Not Placed	60	9
# of Graduates Who Obtained Employment in Field without SAE Assistance	N/A	N/A
Average Starting Salary for Program Graduates*	$32,990.48	$13,440

*as reported from the Graduate to SAE Institute Chicago

PROGRAM AND COURSE DESCRIPTIONS

Diploma in Audio

This program is not available to new students it is currently in teach-out.

Program Description and Outcomes

The Diploma in Audio program is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

Students in the Diploma in Audio program should learn to:

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

Diploma in Audio Program Schedule

The Diploma in Audio program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3 courses in their first semester and 4 courses in their second and third semesters with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Audio.

The following courses are required to complete the Diploma in Audio:

Diploma in Audio Course List

Number	Course	Credits
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4
Total Credits		44

Associate of Applied Science Degree in Audio

Program Description and Outcomes

The Associate of Applied Science in Audio is an intensive practical and theoretical course of study that provides students with the knowledge and skills to shape audio design and creation. Students attending this program learn both the technical and creative components of audio design and the business principles of the entertainment industry. This is a hands-on, project-based program culminating in a major capstone project that draws upon the range of knowledge and skills learned throughout the program.

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

1. Complete an audio production within a specified timeframe adopting professional work practices
2. Demonstrate the ability to implement conceptual and theoretical principles of existing media to inform audio production practice
3. Apply fundamental audio production methods and techniques in small range of settings using a small range of hardware and software solutions
4. Demonstrate applied knowledge of fundamental production principles and methods integrated within a small number of basic audio production environments
5. Collaborate with others to effectively plan and execute a range of responses to sometimes complex problems
6. Effectively evaluate and reflect on the methods, processes and outcomes of creative audio production and work practices
7. Identify areas for improving professional performance through reflective practice
8. Demonstrate effective oral, written, and interpersonal communication skills
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate
10. Locate, retrieve, and evaluate information using appropriate research tools

Associate of Applied Science in Audio Program Schedule

The Associate of Applied Science in Audio program consists of 16 courses taken in 19 months. Students enrolled full-time in the associate program take 3 courses each semester, with the final semester having 4 courses. There is a short break between modules and semesters. Students must successfully complete 64 credit hours of core Audio, Career Preparation, and General Education courses to receive an Associate of Applied Science in Audio degree.

The following courses are required to complete the Associate of Applied Science in Audio program:

Associate of Applied Science in Audio Course List

Number	Course	Credits
Required Core Courses		
AUD100	Principles of Sound	4
AUD110	Music Theory	4
AUD120	Studio Production	4
AUD200	Signal Processing	4
AUD210	Electronic Music Production	4
AUD220	Studio Maintenance and Audio/Visual Technology	4
AUD230	Live Sound and Lighting	4
AUD240	Audio Post Production	4
AUD250	Game Audio	4
CAR200	Career Preparation	4
ENT100	Introduction to Entertainment Business	4
Required General Education Courses		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	Composition	4
MAT100	College Mathematics	4

ENV100	Environmental Science	4
Total Credits		64

Career Prospects for Audio Programs

Graduates of the Audio Programs can expect to learn skills to be prepared for entry level positions in such audio technology careers as:

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

Diploma in Entertainment Business

Program Description and Outcomes

The Diploma in Entertainment Business program is an intensive course of study that prepares students for a range of careers within the entertainment industry. Students receive training in business fundamentals, marketing, artist development, entertainment management, entrepreneurship, intellectual property rights, distribution, event planning, and common industry structures and practices, and will learn practical contemporary media production skills in video, audio, web, and graphic design to prepare them for a variety of entry-level positions in the entertainment industry.

Students in the Diploma in Entertainment Business program should learn to:

1. Demonstrate an understanding of the structure, corporate culture, values, and practices of contemporary entertainment industries, the various roles within them, and their distribution and revenue channels.
2. Understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.
3. Demonstrate an understanding of legal aspects of the entertainment industry, including contracts, copyright, and intellectual property.
4. Apply fundamental media production skills to entertainment business practices.
5. Develop and author a business, marketing, and branding plan.
6. Conceive, plan, and execute an entertainment media event.
7. Develop strategies for improving professional performance through reflective practice.

Diploma in Entertainment Business Program Schedule

The Diploma in Entertainment program consists of 11 courses taken in 12 months. Students enrolled full-time in the diploma program take 3 courses in their first semester and 4 courses in their second and third semesters with a short break between modules and semesters. Students must successfully complete 40 credit hours of core Audio and 4 credits in of Career Preparation courses to receive a Diploma in Entertainment Business.

The following courses are required to complete the Diploma in Entertainment Business:

Diploma in Entertainment Business Course List (Chicago)

Number	Course	Credits
ENT111	Entertainment Industry Dynamics	4
ENT121	Business Strategies for Entertainment Professionals	4
ENT131	Media Production Techniques and Technology	4
ENT141	Digital Content Management and Distribution	4
ENT151	Marketing and Branding in Entertainment	4
ENT201	Emerging Media and Technology	4
ENT211	Project Management for Creative Industries	4
ENT221	Tour Management	4
ENT231	Financial Considerations for New Businesses	4
ENT241	Legal Aspects of the Entertainment Industry	4
CAR200	Career Preparation	4
Total Credits		44

Associate of Applied Science in Entertainment Business

Program Description and Outcomes

The Associate of Applied Science in Entertainment Business program is an intensive course of study that prepares students for a range of careers within the entertainment industry. Students receive training in business fundamentals, marketing, artist development, entertainment management, entrepreneurship, intellectual property rights, distribution, event planning, and common industry structures and practices as well as effective communication, critical thinking, and research skills, and will learn practical contemporary media production skills in video, audio, web, and graphic design to prepare them for a variety of entry-level positions in the entertainment industry.

Students in the Associate of Applied Science in Entertainment Business program should learn to:

1. Demonstrate an understanding of the structure, corporate culture, values, and practices of contemporary entertainment industries, the various roles within them, and their distribution and revenue channels.
2. Understand and apply fundamental business, management, and entrepreneurial concepts, models, and practices to the entertainment industry.
3. Demonstrate an understanding of legal aspects of the entertainment industry, including contracts, copyright, and intellectual property.
4. Apply fundamental media production skills to entertainment business practices.
5. Develop and author a business, marketing, and branding plan.
6. Conceive, plan, and execute an entertainment media event.
7. Develop strategies for improving professional performance through reflective practice.
8. Demonstrate effective oral, written, and interpersonal communication skills.
9. Demonstrate effective analytical problem-solving and critical thinking skills, using the scientific method where appropriate.
10. Locate, retrieve, and evaluate information using appropriate research tools.

Associate of Applied Science in Entertainment Business Program Schedule

The Associate of Applied Science in Entertainment Business program consists of 16 courses taken in 19 months. Students enrolled full-time in the associate program take 3 courses each semester, with the final semester having 4 courses. There is a short break between modules and semesters. Students must successfully complete 64 credit hours of core Entertainment Business, Career Preparation, and General Education courses to receive an Associate of Applied Science in Entertainment Business degree.

The following courses are required to complete the Associate of Applied Science in Entertainment Business program:

Associate of Applied Science in Entertainment Business Course List

Number	Course	Credits
Required Core Courses		
ENT111	Entertainment Industry Dynamics	4
ENT121	Business Strategies for Entertainment Professionals	4
ENT131	Media Production Techniques and Technology	4
ENT141	Digital Content Management and Distribution	4
ENT151	Marketing and Branding in Entertainment	4
ENT201	Emerging Media and Technology	4
ENT211	Project Management for Creative Industries	4
ENT221	Tour Management	4
ENT231	Financial Considerations for New Businesses	4
ENT241	Legal Aspects of the Entertainment Industry	4

CAR200	Career Preparation	4
Required General Education Courses		
ART200	Modern and Contemporary Art	4
COM100	Speech Communication	4
ENG100	English Composition	4
MAT100	College Mathematics	4
ENV100	Environmental Science	4
Total Credits		64

Career Prospects for Entertainment Business Programs

Graduates of the Entertainment Business Programs can expect to learn skills to be prepared for entry level positions in such entertainment business careers as:

- A&R Assistant
- Merchandiser
- Advertising Agent
- Music Director
- Artist Liaison
- Music Publisher
- Artist Manager
- Music Supervisor
- Assistant Studio Manager
- Personal Assistant
- Booking Agent
- Production Assistant
- Business Affairs Assistant
- Production Coordinator
- Business Development Assistant
- Promoter
- Catalog Manager
- Promotions Coordinator
- Conference Planner & Organizer
- Promotions Manager
- Content Editor
- Public Relations Consultant
- Contract Manager
- Publicist
- Digital Marketing Strategist
- Radio Time Salesperson
- Entrepreneur
- Retail Buyer
- Event Planner
- Social Media Manager
- Events and Hospitality Manager
  Social Media Moderator
- Licensing Agent
- Social Media Specialist
- Marketing Manager
- Tour Manager
- Media Relations
- Venue Management
- Customer Support Representative
- Videographer
- Account Agent
- Royalty Administration
- Analytics/Content Supervisor

Courses in this program may be substituted with courses from the new Entertainment Business program with approval from the Director of Education and Dean of Education and Career Services.

Materials

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

Course Descriptions

Course Letter Prefix	Course Area of Study
AUD	Audio
ENT	Entertainment Business
CAR	Career Preparation
ART, COM, ENG, MAT, PSY, SOC, HIS	General Education Courses

ART200 Modern and Contemporary Art
4 Credit Hours
Prerequisite: ENG100
All Campuses: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course explores the functions, meanings, and influences of modern and contemporary art. Emphasis will be placed on aesthetic, social, and cultural factors and their relationship to artistic expression. Students will engage with a range of theoretical perspectives for the analysis and interpretation of art.

AUD100 Principles of Sound
4 Credit Hours
Prerequisites: None
All Campuses: All class meetings are on-ground.
This course introduces students to the science of sound, including basic acoustic measurements commonly used in real-world scenarios.

AUD110 Music Theory
4 Credit Hours
Prerequisites: None
14 sessions on-ground, 1 asynchronous hour per week.
This course provides a foundational understanding of music theory as it applies to composition and audio production. Students will learn to recognize and apply essential musical terminology, notate and identify common scales and chords, and analyze popular song structures. Emphasizing creative application, the course guides students in composing original music while articulating their compositional process using theoretical principles.

AUD120 Studio Production
4 Credit Hours
Prerequisites: None
14 sessions on-ground, 1 asynchronous hour per week.
This course introduces the key components and processes involved in audio production, with an emphasis on selecting and using equipment effectively. Students will explore recording techniques, digital audio workstations, and the general workflow of a basic production project.

AUD200 Signal Processing
4 Credit Hours
Prerequisites: AUD100 and AUD120
Chicago Campus: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course examines the audio signal processing that is commonly applied using analog and digital outboard processors and digital audio workstation plug-ins throughout the audio production process.

AUD210 Electronic Music Production
4 Credit Hours
Prerequisites: AUD100 and AUD120
7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course explores the art and craft of electronic music production using digital audio workstations (DAWs), software instruments, and advanced sound design techniques. Students will learn to compose music in multiple styles while applying principles of sound synthesis, digital signal processing, and sequencing.

AUD220 Studio Maintenance and Audio/Visual Technology
4 Credit Hours
Prerequisites: AUD100 and AUD120
10 sessions on-ground, 4 sessions online synchronous, 1 asynchronous hour per week.
This course provides a technical foundation in audio systems, signal flow, and live media streaming. Students will learn the skills necessary to troubleshoot, manage, and operate professional audio systems in various media environments.

AUD230 Live Sound and Lighting
4 Credit Hours
Prerequisite: AUD200
10 sessions on-ground, 4 sessions online synchronous, 1 asynchronous hour per week.
This course explores the principles and practices of live sound reinforcement, lighting standards, and event production. Students will develop an understanding of concert and event etiquette, protocols, and procedures while gaining hands-on experience with setting up, operating, and breaking down small- to intermediate-sized public address systems.

AUD240 Audio Post Production
4 Credit Hours
Prerequisite: AUD200
7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course explores the fundamentals of audio post-production, covering essential terminology, workflows, equipment, and software used in the industry. Students will identify key components of a post-production environment and their specific functions while gaining an understanding of various surround sound formats and their characteristics.

AUD250 Game Audio
4 Credit Hours
Prerequisite: AUD 200
7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course delves into the essentials of game audio design, focusing on the creation and manipulation of sound assets for video games. Students will explore editing, design, and implementation of sound effects, voiceovers, and music tailored to enhance the gaming experience. The course also covers the key components of game engines and how they integrate with audio systems.

CAR200 Career Preparation
4 Credit Hours
Prerequisite: Must be taken within final two semesters of program
All Campuses: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course focuses on developing professional life skills to help students succeed and advance in industry careers. Subjects explored include personal development, networking, writing resumes and cover letters, personal marketing, negotiation, interviewing skills, working in collaborative environments, and developing an online presence

COM100 Speech Communication
4 Credit Hours
Prerequisites: None
All Campuses: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course addresses communication and public speaking skills, the principles of communication theory, and how to put them into practice.

ENG100 Composition
4 Credit Hours
Prerequisites: None
All Campuses: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course develops fundamental composition skills for writing clear, coherent, and effective written prose. Coursework focuses on paragraph and essay construction, the conventions of academic writing, audience awareness, research methods, reading comprehension, critical analysis and interpretation, and rhetorical persuasion.

ENT100 Introduction to Entertainment Business
4 Credits
Prerequisite: None
All class meetings are on-ground with the exception of one asynchronous hour per week.

This course introduces students to common business practices both in general and as they relate to the creative industries. Students will explore subjects including accounting, business planning and analysis, publishing, copyright, contracts, taxes, and royalties as they relate to entertainment industries.

ENT111 Entertainment Industry Dynamics
4 Credits
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course examines how movies, TV, music and other digital media are financed, developed, marketed, and distributed. Students will practice pitching ideas, hone their presentation skills, and learn to build professional relationships.

ENT121 Business Strategies for Entertainment Professionals
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course explores effective entertainment industry business plans and examines why they succeed. Students learn strategic planning, analyze real-world examples, and reflect on their own career aspirations to apply these insights to their personal goals in the entertainment industry.

ENT131 Media Production Techniques and Technology
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course covers techniques in video recording, audio recording, lighting, as well as audio & video editing. Students apply these skills directly to their individual career goals.

ENT141 Digital Content Management and Distribution
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course examines effective management and digital distribution of content across various online platforms. Emphasis will be placed on strategic content planning, monetization, and legal considerations, as well as how to create and implement a comprehensive digital content strategy tailored to target audiences.

ENT151 Marketing and Branding in Entertainment
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course examines social media marketing principles, strategies, and best practices. Through hands-on projects and case studies, students will learn how to develop and execute effective marketing campaigns tailored to different digital platforms and their use in the entertainment industry. The course covers recognition of target markets, fundamental marketing concepts, audience engagement techniques, campaign analytics, and industry-standard promotional tools.

ENT201 Emerging Media and Technology
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course examines the impact of emerging technologies on communication, culture, and industry. Students will explore new media consumption and technology across the various fields, focusing on practical skills, ethical considerations, and societal implications in a rapidly evolving digital world.

ENT211 Project Management for Creative Industries
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course provides an in-depth look at the project management techniques and technology tailored to creative endeavors. Students learn to balance creativity with organization, resource allocation, and deadlines.

ENT221 Tour management
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course provides an in-depth look at the principles and practices of managing tours in the entertainment industries. Students will learn about tour planning, budgeting, logistics, marketing, and client management.

ENT231 Financial Considerations for New Businesses
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course provides an exploration of financial principles essential for launching and sustaining a successful business in the creative media industry. Students will learn how to develop realistic budgets, forecast revenue, manage startup costs, and secure funding for their ventures.

ENT241 Legal Aspects of the Entertainment Industry
4 Credit Hours
7 classes on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course provides an understanding of the legal framework governing the entertainment industry. Emphasis is placed on equipping students with the knowledge to navigate legal challenges, protect creative assets, and understand the ethical considerations essential for their professional careers.

ENV100 Environmental Science
4 Credit Hours
Prerequisite: ENG100
All Campuses: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course examines the natural environment and how nature works, with an emphasis on human society's interaction with and impact on ecosystems and humans' interaction with them.

MAT100 College Mathematics
4 Credit Hours
Prerequisites: None
All Campuses: 7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course provides an overview of college-level mathematics and will cover concepts from formal logic, algebra, geometry, statistics, and probability. Emphasis will be placed on developing critical thinking and quantitative reasoning skills.

SOC100 Sociology
4 Credit Hours
Prerequisite: ENG100
7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course explores and analyzes the dynamics and structure of human society.

PSY100 Psychology
4 Credit Hours
Prerequisite: ENG100
7 sessions on-ground, 7 sessions online synchronous, 1 asynchronous hour per week.
This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human thought and behavior.

SAE INSTITUTE TEAM

SAE Institute Group Inc.

Executive Management Team

Reginald L Moore, Sr	Chief Executive Officer
Dr. Michele Ernst	Chief Academic and Compliance Officer
Gary Williams	Vice President of Finance and Corporate Services
Sarah Sizemore	Vice President of Admissions
Andy Nelson	Associate Vice President of Marketing
David Andris	American Disabilities Act 504 Coordinator
Billy Mutchnik	Title IX Coordinator/National Librarian

Campus Administration

Chicago:

Jim Kapitan	Campus Director
Nathanial Shreve	Director of Education
Delia Barone	Associate Director of Education
Garret Jordan	Director of Admissions
Christian Romasanta	Senior Admissions Representative
Mark Perry	Admissions Representative
Tom Arns	Director of Career Services
Ayesha Siddiqa	Financial Aid Advisor

Full Time Faculty

Chicago

Shreve, Nathaniel	DOE	Audio	BA Film/Audio Production, Columbia College
Barone, Delia	ADOE	Gen Ed	PsyD, Human and Organizational Psychology, Touro University, Los Alamitos, CA