Welcome

This catalog covers policies and other information for Sanford-Brown College (“Sanford-Brown”) and is current as of the time of publication. From time to time, it may be necessary or desirable for the College to make changes to this catalog due to the requirements and standards of the College’s accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. The College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the College’s academic calendar and other dates, and other provisions. The College also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

Photographs

While not all photographs in this publication were taken at the College, they do accurately represent the general type and quality of equipment and facilities found at the College. All photographs of the physical facilities of any of the colleges are captioned to identify the particular college depicted.

Publication Date: January 2015

We are delighted that you have chosen to continue your education at our College. We are committed to helping you develop your talents, realize your academic dreams, and establish a foundation for the fulfilling career that you deserve. Our college is more than classrooms; it is an academic environment centered on providing our students a high quality, career-oriented education. We offer certificate and degree programs in a number of industry-focused fields, taught by dedicated faculty, many of whom are current working professionals in the field in which they teach. Thus, you will not only have the opportunity to receive the technical knowledge that you desire, but also the real-world insights and guidance that can be critical to your ultimate success in today’s competitive job market. You and your fellow students will have valuable outreach opportunities that can enrich your college experience, enhance your education, encourage industry connections and expand your career inspiration. Again, we welcome you, and pledge our commitment to assist you in your quest for a quality education in your chosen field of study.
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About the Institution

MISSION STATEMENT
The college provides career-focused post-secondary educational opportunities to a diverse student population. Through outcomes oriented programs, convenient and supportive student services that accommodate students’ lives, and career assistance, the institution is committed to helping our students and graduates achieve their educational and professional goals.

OBJECTIVES
To accomplish this mission, the Institution is dedicated to:

• Fostering academic excellence,
• Providing theoretical and practical training.
• Employing qualified faculty who offer students personalized attention and professional expertise,
• Utilizing industry-standard curricula and technologies,
• Providing staff and faculty members who uphold the highest standards of service and quality, and
• Cultivating an environment that celebrates creativity and diversity.

The College’s faculty, administration, and support services, diligently work to fulfill this mission.

STATEMENT OF OWNERSHIP
Sanford-Brown is owned by International Academy of Merchandising and Design, Inc., a Delaware company, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:

231 North Martingale Road
Schaumburg, IL 60173
(847) 781-3600
(847) 781-3610 (Fax)

The Executive Officers of Career Education Corporation
Scott W. Steffey,
President and Chief Executive Officer
Reid E. Simpson,
Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:
Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Scott W. Steffey
Leslie T. Thornton

ACCREDITATION AND LICENSURE
The College (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates, Associate degrees and Bachelor degrees.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS):
750 First St., N. E., Suite 980
Washington, D.C. 20002-4221
(202) 336-6780
www.acics.org

LICENSING AND APPROVAL
Sanford-Brown is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684 (Toll-free)
The Orlando campus is approved for payment of Veterans’ Educational Benefits to eligible students by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans’ Educational Benefit programs. Students interested in Veterans’ Educational Benefits should contact the Student Finance Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or 888-GI Bill-1 (888) 442-4551, or go to http://www.gibill.va.gov/.

Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans’ Educational Benefits. The College is also approved for the training of eligible students for vocational rehabilitation assistance. The College is authorized under United States Federal Law, Immigration and Nationality Act, Section 101, (1)(15)(F), to enroll nonimmigrant alien students.

ARTICULATION AGREEMENTS
Sanford-Brown currently has Articulation Agreements with:

American InterContinental University
231 North Martingale Rd
Schaumburg, IL 60173
(877) 701-3800

This agreement is designed to facilitate the acceptance of applicants seeking admission to graduate programs at AIU who have earned a Bachelor’s degree from SBC (formerly IADT).

Sanford-Brown currently has Articulation Agreements with:

Colorado Technical University
4435 N. Chestnut Street Suite E
Colorado Springs, CO 80907
(877) 640-7555

This agreement is designed to facilitate the process for the transfer of credit between the institutions, continue educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution.

Sanford-Brown currently has an articulation agreement with Penn Foster College, Scottsdale, AZ

This agreement is designed to facilitate the process for the transfer of credit between the institutions, continue the educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution.

For more information regarding articulation agreements, please see the Director of Education.

AFFILIATIONS
Sanford-Brown is a member of the Association of Private Sector Colleges & Universities.

FACILITIES AND EQUIPMENT FOR INSTRUCTION
The Sanford-Brown educational facility and administrative offices are located in a convenient suburban setting adjacent to major thoroughfares and accessible from all parts of the metro area. Affordable housing, public transportation and nearby shopping malls allow the students to live, commute and work nearby. The campus occupies a freestanding facility with ample parking. Students will find:

- Classrooms which consist of lecture rooms and instructional laboratories.
- Labs equipped with various types of computers and equipment appropriate to the programs offered.
- A Learning Resource Center, which includes books, periodicals, pamphlets, articles, and CD-ROM support materials to supplement the programs, plus support for the general education courses. The Internet, Cybrary (an Internet-based virtual research library), various indexes and catalogs are also available through computer use in the library.
- Admissions, academic and administrative staff offices.

CAMPUS HISTORY
The original International Academy of Design & Technology in Chicago was founded in 1977 by a former Sears’s executive, Clem Stein, Jr., as a postsecondary institution focusing on merchandising and design. Over 25 years later, the College continues to respond to changes brought by technology through an expansion of its academic program offerings and campus locations in order to meet the needs of the design, technology, business, and allied health industries.

In 2014 IADT changed its name to Sanford-Brown College to create a comprehensive higher education institution offering programs across multiple disciplines.
General Information

ACADEMIC CALENDAR
Academic terms and session start dates, as well as the holiday schedules, are listed in the academic calendar located in the catalog addendum.

CAMPUS SECURITY
Sanford-Brown publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours.

In addition to the Annual Security Report, Sanford-Brown maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. Sanford-Brown will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees. For ground students, Sanford-Brown reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be displayed at all ground campuses at all times. Sanford-Brown publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

HOURS OF OPERATION
The College administrative offices are open from 7:30 a.m. to 8 p.m., Monday through Thursday, 7:30 a.m. to 5 p.m. on Friday, and from 10 a.m. to 4 p.m. on Saturday. Changes in hours of operation will be posted at the campus. Administrative office hours may be extended if scheduled courses extend into evening hours.

CLASS TIMES
The schedule received for each term will indicate the days and hours classes meet. Classes meet Monday through Friday. Standard breaks may be given as appropriate for class time. Scheduled times are as follows and apply to all classes in all programs:

Day Classes:
Between 8:00 a.m. to 6:00 p.m. Monday – Thursday
8:00 a.m. to 5:00 p.m. on Friday.

Evening Classes:
Between 6:00 p.m. to 11:00 p.m.

Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

CATALOG ADDENDUM
The catalog addendum includes the most current information related to the academic calendar, tuition and fees, updates to program offerings, full-time faculty members, administrative staff, and other updates. Students are responsible for referencing the addendum for the most current information.

STUDENT CONDUCT POLICY
All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Sanford-Brown and of the student body.

Sanford-Brown reserves the right to dismiss a student, or restrict a visitor, for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines;
disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of Sanford-Brown. The list of examples is not intended to be all-inclusive, and Sanford-Brown reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples. Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from Sanford-Brown. Students may be required to appear before the Academic Review Committee to respond to disciplinary charges. In extenuating circumstances, a senior manager may act on behalf of Sanford-Brown. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student’s dismissal. Sanford-Brown will also determine if any Title IV funds need to be returned (see the Financial Information section of this catalog).

PROFESSIONALISM
Sanford-Brown believes in providing skills-based education to our students in dozens of different disciplines. One of the primary goals of our college is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist each student in preparing themselves to be successful in the work environment on a personal level. To this end, the College expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

DRUG-FREE ENVIRONMENT
As a matter of policy, Sanford-Brown prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus administration.

FACULTY
Faculty members are the cornerstone of Sanford-Browns’ academic success. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries for which training is offered.

Faculty members are dedicated to student’s academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to help assure every student that his or her time in class is well spent. A listing of Sanford-Browns’ full-time faculty may be found in the addendum to this catalog.

GRIEVANCE POLICY
Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student’s Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note: This grievance procedure is intended for problems concerning a student’s recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Sanford-Brown and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of Sanford-Brown administration against any party involved. We will investigate all complaints or grievances fully and promptly.
So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

**Step 1** – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or their supervisor. Alternatively, the student may submit the complaint to the Director of Education.

**Step 2** – If the matter is not resolved to the student’s satisfaction in Step 1, the student may appeal to Sanford-Brown’s Academic Review Committee (ARC). To do so the student must submit to their Academic Advisor a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far. The student’s Academic Advisor will submit and present the appeal to the ARC. The ARC will evaluate the appeal, potentially seek additional relevant information from the student, and assess the appeal’s merits based upon the evidence presented in a fair and equitable manner. The ARC will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The ARC’s decision will be final. The student’s written complaint, together with ARC’s decision, will become a permanent part of the files of the parties involved.

**GENERAL**

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Sanford-Brown. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student’s Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Sanford-Brown and the student.

At any time, a student may also contact the state agency according to their campus location. State specific agencies are listed below.

**Commission for Independent Education**
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
(888) 224-6684 (Toll-free)
www.fldoe.org/cie/

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Sanford-Brown receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Registrar’s Office and submit to the Registrar’s Office, a written request that identifies the record(s) the student wants changed, and specify why it should be changed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Registrar’s Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

3. The right to provide written consent before Sanford-Brown discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The student may also contact the Accrediting Council for Independent Colleges and Schools, at:
750 First Street, NE, Suite 980
Washington, D.C., 20002-4241
(202) 336-6780

sanfordbrown.edu/orlando
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 Sanford-Brown 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 Sanford-Brown who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the 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 Sanford-Brown.

Parental access to a student’s record will be allowed by Sanford-Brown without prior consent if: (1) the student has violated a law or Sanford-Brown’s rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sanford-Brown 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, D.C. 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in 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, FERPA regulations require Sanford-Brown to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Sanford-Brown 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.

- 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.

- 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 Sanford-Brown’s State-supported education programs. Disclosures under this provision may be made, 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 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. 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.

- 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. To accrediting organizations to carry out their accrediting functions.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency.

- Information the school has designated as “directory information” may be released at the school’s discretion. Sanford-Brown has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Registrar’s Office within 45 days of the student’s enrollment or by such later date as the school may specify. Under no circumstance may the student use the right to opt out to prevent the school from
disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding 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. 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 twenty-one.

AMERICANS WITH DISABILITIES ACT/504
Sanford-Brown 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 a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service, please contact the ADA/504 Coordinator.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the school to provide an auxiliary aid or service, it is recommended that the Application for Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Sanford-Brown’s grievance procedures. It is the policy of Sanford-Brown to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA).

INSTITUTIONAL POLICIES
Students are expected to be familiar with the information presented in this college catalog, in any supplements and addenda to the catalog, and with all college policies. By enrolling in Sanford-Brown, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

TECHNOLOGY USE POLICY
Faculty, staff, and students are advised to use proper social and professional etiquette when using the technology systems of Sanford-Brown. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. Sanford-Brown does not condone the use of inappropriate language when communicating to instructors, staff, or students. Any part of Sanford-Brown’s technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the internet, screen savers, etc. In addition, copies of such material, including those from magazines, are not permitted to be distributed. Violations of this policy by any student, faculty, or staff member may result in disciplinary action up to and including dismissal.

Sanford-Brown’s technology resources should only be used to accomplish college-specific tasks, goals, and learning objectives. Sanford-Brown’s technological resources shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that interferes with another student’s and/or employee’s work or disruption of the intended use of technology resources is prohibited. Students who violate the Technology Use Policy may be subject to disciplinary action.

SEXUAL HARASSMENT POLICY
Sanford-Brown is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Sexual harassment will not be tolerated.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the campus Director of Education. If the matter is not resolved to the student’s satisfaction, or the student is not comfortable in addressing the issue with the DOE, the student may elevate the issue to the campus President. If the matter is then not resolved to the student’s satisfaction, the student may reach out to a Career Education Corporation Corporate contact by calling (847) 781-3600, choosing option 6 for student concerns.
COURSE MATERIALS
Sanford-Brown reserves the right to make changes in equipment and instructional materials. Instructors may require students to purchase additional course materials during the course of a class. Students may need to purchase replacement or additional supplies during the term. Students taking online classes may need to have access to course-specific software and/or hardware.

Books and supplies issued to students must be returned in like-new condition before the end of the first week of the term if they no longer need them because of a schedule change or because they become withdrawn or dismissed from Sanford-Brown. They will be charged the cost of any unreturned items, or any items returned that are not in like-new condition, as determined by the sole discretion of the college.

It is the students’ responsibility to keep and protect books and supplies that are issued to them. They will be responsible for the cost of replacing any items that are lost, stolen, or no longer usable.

Some courses require that students reuse the same book and/or supplies that are utilized in earlier coursework. It is the students’ responsibility to keep any books and supplies issued to them. If they need to replace a book or supplies previously issued for any reason, they will be responsible for the cost of purchasing these replacement items.

If students are required to repeat a previously attempted course for which they were charged tuition due to earning an F or W it is their responsibility to keep any books and supplies issued to them for their previous attempt. They will only be issued new books and supplies if the school has changed the required books and supplies from the time they originally attempted the course.

COURSE MATERIALS RETURN
If students drop a course or are withdrawn or dismissed from Sanford-Brown before the end of the Add/Drop period (generally, the first week of the session), they must return the books and supplies issued to them. The books and supplies must be returned in like-new condition, as determined by the college in its sole discretion.

Students taking online courses receive course materials from Words of Wisdom, LLC. Course materials must be returned to Words of Wisdom, LLC, using the Words of Wisdom Return Materials Authorization (RMA) number and Merchandise Return Label provided by Words of Wisdom, which may be obtained by contacting Words of Wisdom customer service at (866) 969-4238 or at sbonlinebooks@wordsofwisdombooks.com. This label will allow the student to return the materials at no expense to them via USPS.

To be eligible for return credit, the following criteria must be met:

• The RMA must be requested prior to the end of the first week of the session.
• The materials being returned must be for the current session only.
• The materials being returned must be unused, undamaged, unmarked and in saleable condition.
• The RMA number must be included with student’s return.

Failure to meet the above criteria or to include the RMA number will make the return ineligible for credit, and the materials will be returned to the student or discarded upon written direction from the student.

E-BOOK AGREEMENT
For students using e-books, the student agrees that by accessing e-books provided by Sanford-Brown, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights.

LEARNING RESOURCE CENTER
The campus has a Learning Resource Center (LRC) located in its facility, which provides materials to support Sanford-Brown’s mission and curriculum and helps each student attain his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and CD-ROM disks. Students also have access to the Cybrary, an electronic library system specially designed to support the programs and students of Sanford-Brown.
HOUSING
Sanford-Brown does not provide on-campus housing, but does assist students in locating suitable housing off campus.

CAREER SERVICES
During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services staff is the liaison between students and employers, and serves the students by promoting Sanford-Brown to prospective employers. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques.

Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Organizations that accept students or graduates, for internship or potential employment, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug related), or personal background issues such as bankruptcy might not be accepted by these organizations for internship or employment following completion of the program. Additionally, some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of Sanford-Brown. Sanford-Brown does not guarantee employment or salary. Graduates may return to Sanford-Brown for assistance in advancing within their career paths.

The Office of Career Services maintains and provides resumes of graduates to prospective employers. Program success is evaluated through the Student Outcomes and Disclosures information located on the home page of Sanford-Brown’s website. In addition, Sanford-Brown surveys graduates and employers to obtain educational and employment feedback and utilizes input from advisory boards, consisting of industry professionals, to improve educational programs and to update curriculum.

Sanford-Brown cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations, and more at http://www.sanfordbrown.edu/disclosures.

BACKGROUND CHECKS
Agencies and institutions that accept our students for internship and potential employers may conduct a criminal and/or personal...
background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of Sanford-Brown.

Sanford-Brown cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations and more at www.sanfordbrown.edu/disclosures.

PLANS TO IMPROVE ACADEMIC PROGRAMS
The College reviews the academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, Sanford-Brown may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the academic administration.

STUDENT’S RIGHTS AND RESPONSIBILITIES
All students have the right to know:

• The school’s accrediting and licensing agencies
• The school’s programs, facilities, and faculty
• The cost of attending Sanford-Brown
• The financial assistance available
• How the Financial Aid Office determines the student’s financial need
• Each type of aid to be received and how it will be disbursed
• How to submit appeals under various school policies
• The school’s method of determining satisfactory academic progress and how it affects the student’s financial aid eligibility
• Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
• The criteria for continued eligibility for financial aid
• The terms of all loans borrowed by the student

All students have the following responsibilities:

• To review and consider all aspects of the School program before enrolling
• To complete financial aid applications accurately and truthfully
• To provide additional documentation, verification, correction, etc. as requested by the School or agency
• To read, understand, and keep copies of all forms received
• To notify the school of any change in their financial circumstances
• To notify the school and the lender of a name or address change
• To understand the school’s satisfactory academic progress policy
• To understand the school’s refund policies
• To sign all required certification statements
• To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities

CONTINUOUS EDUCATION BENEFIT AVAILABLE TO ALUMNI
Alumni are welcome to audit the courses from their original program(s) of study, provided class space exists. The audited courses must be part of the program from which they graduated.

There is no tuition cost to alumni who choose to audit one or more courses. Books, supplies, and fees are the responsibility of the alumnus. Alumni who wish to audit a course for non-credit must obtain an Audit Request Form from the Registrar’s Office. The audited course name and “AU” grade designation will be recorded on the official transcript. Financial aid is not available when courses are audited. Alumni with outstanding financial obligations to Sanford-Brown are not eligible to audit courses until such balances are paid in full.
Admissions
Information

NON-DISCRIMINATION
Sanford-Brown admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

CRIMINAL CONVICTION POLICY
In an effort to maintain a safe educational and working environment for students, faculty, and staff, Sanford-Brown does not accept applicants with certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to the college are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Sanford-Brown reserves the right to conduct criminal background checks on applicants and students in circumstances as deemed appropriate by the college.

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. In addition to the general institution requirements, applicants to allied health programs are required to submit to a background check. Based upon the results of the background check, applicants may not be admitted to Sanford-Brown. As a result, students applying to any allied health program must successfully pass a criminal background check to be eligible to begin classes. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be canceled. A listing of the specific offenses that are considered can be obtained from the college.

If a potential applicant believes that the results of the background check are incorrect, the college will provide the student with the contact information to appeal the college’s decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

Agencies and institutions that accept our students for clinical rotation and/or externship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of Sanford-Brown.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

ADMISSIONS POLICY
Students should apply for admission as soon as possible to secure acceptance for a specific program and starting date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from Sanford-Brown’s facilities. Guardians and/or significant others are encouraged to attend. Personal interviews also enable college administrators to determine whether an applicant is a strong candidate for enrollment into the program.

All of the following items must be completed or provided during the enrollment process:

• Application for Admission form.
• Enrollment Agreement (If the applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian.)
• Payment of application fee* (This fee is non-refundable unless applicant is denied admission or cancels application within three days of the college’s receipt of the application and fee.)
applicable. In cases where the number of potential applicants exceeds
the total number of available seats, a rubric will be used to objectively
assess applicants to the program who meet all of the enrollment
requirements to determine the accepted class and to determine
alternates to the class.

Entrance exams may be waived for individuals with a conferred
Associate Degree (or higher degree) from a post-secondary institution
accredited by an agency as recognized by the United States Department
of Education. In the event an applicant does not achieve a required
score on an entrance exam, a retest may be administered following the
retest policy.)

APPLICATION FEE WAIVER
Application fees are waived under the following circumstances:
• For prospective students who have previously paid an application fee
  at a Career Education owned school and that fee was not refunded.
• For a prior graduate from any Career Education Corporation
  owned school.
• For a prospective student who is active duty military, a veteran, a
  reservist or a spouse or dependent of any of the former.
• For a prospective student who is eligible for Native American tribal
  education benefits.
• For a prospective student who is attending with state TA
  funding assistance.

TRANSFER STUDENTS
All transfer students follow the same admissions procedure as
other students.

RESIDENCY REQUIREMENTS
A student must meet the minimum residency requirement of 25% of the
degree program.

Sanford-Brown College will limit academic residency to 25% or less of
the degree requirement for all degrees for active-duty service members
and their adult family members (spouse and college age children). In
addition, there are no “final year” or “final term” residency requirements
for active-duty service members and their family members. Academic
residency can be completed at any time while active-duty service
members and their family members are enrolled. Reservists and National
Guardsmen on active-duty are covered in the same manner.
NONDEGREE-SEEKING STUDENTS
A nondegree-seeking (NDS) student is one who wishes to enroll in courses for professional or personal development, but does not intend to pursue a degree at the time of application. Nondegree-seeking applicants will be subject to the same admissions requirements and procedures as degree-seeking students and must satisfy any prerequisite requirements of the course(s) they wish to schedule for. The institution reserves the right to deny applicants if the required admissions documents and procedures are not successfully completed. Nondegree-seeking students are not eligible for financial aid.

ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE
Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the institution. A minimum TOEFL score of 500 on the paper version, or 173 on the computer-based test, or 61 on the internet-based version, or a minimum score of 5.5 on the IELTS is required. Students may also demonstrate English proficiency through successful completion of a college-level English course from an accredited college or university in the U.S. prior to enrollment in the Institution.

INTERNATIONAL STUDENTS
International applicants must meet the same admission requirements as U.S. residents. In addition, the following apply to international students:

- Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the institution. Please see the section on English Proficiency and English as a Second Language section for details.
- Academic records, proof of graduation, and certificates or diplomas must be presented.
- All documents should be accompanied by a certified English translation and submitted to the school prior to issuing the I-20 to the student.
- Affidavit of Financial Support is required.
- A bank statement is required. Each of the student’s financial sponsors must show evidence from his or her bank that proves that sufficient resources are available to meet educational expenses for at least the first year of study. Students must submit verification of funds. Two accounts are required: one for school and one for living expenses. Students must have their sponsors send bank letters or statements showing enough money on deposit in checking, savings, or money market accounts.

- Photo copies of students’ passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program.

Students who do not maintain their visas may be subject to enrollment termination and serious penalties from the Department of Homeland Security. For more information regarding visas, log on to www.uscis.gov.

When international students apply for admission to the Institution, they must submit authentic, foreign academic transcripts and certificates. Foreign transcripts must be submitted by the student for evaluation through a NACES (National Association Credential Evaluation Services) or AICE (Association of International Credential Evaluators, Inc.) approved evaluation agency. The Office of Student Services can assist students in identifying an approved evaluation agency.

DOCUMENT INTEGRITY
Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the college and will not be returned to the prospective student. These students will not be considered for admission. If a student is currently attending, and the College becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution; or
- If the forged document was used to gain transfer credit, the student may be dismissed from the institution and any transfer credit already awarded from the forged credential will be removed.

RETURNING STUDENTS
Students who are applying for re-admittance into a different program of study will be required to meet the applicable entrance requirements. Payment of the application fee is not required for returning students provided an application fee was paid in the past and not refunded. Additional Financial Aid forms may also be required for those wishing to apply for financial aid.

Students who are applying for re-admittance into the same program may not be required to meet the applicable entrance requirements.

All returning students will be charged the rate of tuition and fees in effect at the time of re-entry.
ACADEMIC INTEGRITY

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your program administrator and/or Director of Education for appropriate sanctions or disciplinary actions.

Examples of academic dishonesty include, but are not limited to:

• Cheating – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else’s work as one’s own work; using work previously submitted for another purpose, without the instructor’s permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated.

• Plagiarism – Submitting as one’s own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgment; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else’s beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning.

• Copyright Infringement – The right to reproduce or distribute a copyrighted work is the exclusive right of the copyright owner. One must seek permission from the copyright owner to reproduce or distribute a copyrighted work. This applies to file-sharing as well. It is an infringement of copyright to download or upload substantial parts of copyrighted work without the authority of the copyright owner. (Section 106 of the Copyright Act, Title 17 of the United States Code)

• Accessory to Dishonesty – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.

• Falsification or Alteration of Records and Official Documents

  – The following are examples of acts under this category, but the list is not exhaustive: altering academic records; forging a signature or authorization on an academic document; or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.

• Software Code of Ethics – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our Institution’s standards of conduct.

DISREGARD OF THE ACADEMIC INTEGRITY POLICY: PENALTIES AND PROCEDURES

• 1st offense:
  – Student may resubmit the paper with a 50% penalty,
  – Student receives warning from the faculty,
  – Instructor notifies the program administrator of the first offense,
  – Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws.

• 2nd offense:
  – Student receives a zero for the assignment,
  – Instructor notifies the program administrator and Director of Education of the second offense, and
  – Student Advising Session is conducted by the program administrator to review, at a minimum, further consequences of any additional repeat offenses.

• 3rd offense:
  – Student automatically fails the course and Director of Education determines any further actions
ACADEMIC HONORS
Upon successful completion of Associate or Bachelor Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- **Summa cum Laude**: 3.90 – 4.00
- **Magna cum Laude**: 3.7 – 3.89
- **Cum Laude**: 3.50 – 3.69

Upon successful completion of Certificate program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- **Highest Honors**: 3.90 – 4.0
- **Honors**: 3.50 – 3.89

ONLINE COURSE OPTION
Students have the opportunity to complete a portion of their program of study through online courses delivered by Sanford-Brown College Online through a consortium agreement, subject to limits established by state licensure and accreditation. No more than 49% of any program of study may be taken online, regardless of Pass/Fail.

Online courses are specifically designed for the student who has access to a computer and the internet. Any expenses associated with the purchase of a computer or internet access are the responsibility of the student and are not included in standard tuition and fees. Students are to contact the campus administration for technology requirements specific to their program of study to ensure an optimal learning experience.

ATTENDANCE/COURSE PARTICIPATION FOR ONLINE COURSES
Class attendance, preparation, and participation are integral components to a student’s academic success. In an online course, engagement with the course content, with the instructor, and with other students characterizes “attendance.” Attendance becomes part of the student’s permanent record, contributes to academic success, and is the basis for the proper administration of financial aid. Students are strongly encouraged to engage with the course content for purposes of completing assignments and knowledge checks and for knowledgeably contributing to online discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may adversely impact student academic success. Students who fail to meet the requirements for posting attendance in all scheduled online courses for more than 14 consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated with increased risk of not successfully completing a course.

Students are expected to participate in academic-related activities during each week. Additionally, students are expected to participate in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities constitutes attendance in the online learning environment:

- Submission of an assignment.
- Submission to the course gallery.
- Completion of a knowledge check/quiz/exam.
- Participation in a discussion board.

Each recorded attendance will have a grade associated with the activity.

AUDITING COURSES
Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A grade of “AU” will be recorded, and a Class Audit enrollment agreement may be required. There is no Financial Aid eligibility for students auditing classes. Please contact the Director of Education to discuss this opportunity.

CAMPUS CLOSURE OR COURSE CANCELLATIONS
In the event of an emergency, inclement weather, or scheduled school holidays requiring the school to be closed, a scheduled class or class activity will be re-scheduled by the instructor. The school will do what is reasonably possible to inform students via the schools notification system of the date and times of closing and anticipated reopening. The student will be notified of rescheduled classes or class activities, as determined by the instructor.

PROGRAM CHANGES
Students wishing to apply to change programs must:

- Complete an application to transfer form;
- Receive approval from the designated academic official;
- Be in good academic standing;
- Be in good financial standing; and
- Complete a new enrollment agreement and Programmatic Disclosure form as applicable.

Students who receive approval to change programs will remain at the same rate of tuition provided they have been in attendance at the time of the change.
Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each 10 week grading period. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

CGPA REQUIREMENTS

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

HOW TRANSFER CREDITS/CHANGE OF PROGRAM AFFECT SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program at institution B will be one-and-a-half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll at a higher credential at Sanford-Brown, the student’s attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will...

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<th>CERTIFICATE PROGRAMS</th>
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<td>CREDITS</td>
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<th>ASSOCIATE PROGRAMS</th>
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<td>16-30</td>
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<td>CREDITS</td>
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be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations.

For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

WARNING AND PROBATIONARY PERIODS
At the end of each 10 week grading period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

• A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
• A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
• A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.
• A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed on FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.
• A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

APPEAL
A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. If you are an active student, any appeal must be in writing and must be submitted to the Appeals Committee within 5 days of receiving notification of his/her probation. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Appeals Committee is final and may not be further appealed.

Student not receiving Title IV funding, refer to the Course Report policy.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

REINSTATEMENT
A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to Director of Education. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.
ATTENDANCE POLICY
Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 75 percent of the scheduled time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical or internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of “W” on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the Institution. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affect the entire student population.

Attendance is determined by course and module.

1. Students who miss more than 10% of the hours in a course will receive an attendance warning notification.

2. Students who exceed 25% absences in an individual course may be dropped from the course and receive a grade of “W”. Any course for which a student receives a “W” grade must be repeated in its entirety. Students with excessive absences and/or course withdrawals may also be placed on attendance probation.

3. Externships/Internships: Students are required to complete 100% of their clinical externship or their internship hours. If students miss any internship time, arrangements for make-up time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their internships until the site supervisor has certified all required attendance hours.

For students who are receiving veterans’ benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

Please note: Terminated VA students are not re-admitted into their program of study for a minimum of one grading period.

ADD/DROP PERIOD AND COURSE WITHDRAWALS
A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form is completed by campus officials when awarding “W” Grades.

“W” Grades are also awarded when students do not complete internship courses within a school’s designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual internship Management, Attendance, and Leave of Absence policies for details.

GRADE APPEALS
A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must follow the Grievance Policy procedure found elsewhere in this catalog.

DEFINITION OF A CREDIT HOUR
The College awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The college has established equivalences that reasonably approximate expected learning outcomes resulting from the following time commitments:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work for each unit for approximately 5 weeks, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by Sanford-Brown including laboratory work, internship, practica, studio work, and other academic work leading to the award of credit hours.
GRADING SYSTEM
Grade reports are electronically accessible to students through the Student Portal or Virtual Campus at the completion of each term of study. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course the credit hour value of the course. For example, a 4.0 credit course with a grade of “B” would earn 12.0 quality points [the credit value of course (4) multiplied by the quality point value of “B” (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted. Please refer to course syllabi for course-specific grading requirements.

APPLICATION OF GRADES AND CREDITS
The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress, grades of “F” (failure) and “W” (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed.

“TC” and “PR” credits are included in the maximum timeframe in which to complete and the rate of progress calculation but are not counted in the CGPA.

INDEPENDENT STUDY
Independent study courses may be available to students who meet satisfactory academic progress, are near the end of their degree program, and/or find that a required course is not offered. If the course is available online, students are strongly encouraged to complete the course online instead of taking and independent study. Prerequisites, credits, and tuition for independent study courses are the same as for the regular courses. An independent study plan that includes course objectives, texts, supplemental readings, course requirements, evaluation criteria, and exam date(s) must be prepared prior to the start of the study. The plan constitutes a learning contract that must be signed by the student, the faculty of record, the program department chair, and approved by the Designated Academic Official. Independent study is not an option for online students.

COURSE REPEATS
Students must repeat any required course in which a grade of F, W, or NP is received. Students who wish to repeat a course that was previously passed with a “D” will be allowed to repeat the course once. In the case of a repeat, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk (**) indicating that the course has been repeated. Students may take a failed core course a total of three times. Upon the third attempt, if the student does not pass the course, the student will be dismissed from the College. Students may appeal with a letter submitted to the Designated Academic Official no later than the Friday of add/drop week after the next session or term begins. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

Special Topics courses rotate course content depending upon the topic being offered. The R* designation is used when a student has enrolled in a Special Topic course that uses the same course code. This designation indicates that while a student has repeated a course code, the student has not repeated the same course content.

A fee will be charged to repeat a class (see addendum for details).

INCOMPLETE GRADES
To receive an Incomplete (I) grade, the student must petition the course instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student’s written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements
within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of “0” points for the incomplete work.

Proficiency Credit Awards for Prior Learning

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency (“PR”) grade is awarded through prior learning assessment (an exam or portfolio review). Students may speak with an academic officer to get current information regarding proficiency exams or portfolio review. There is a non-refundable evaluation fee; the evaluation fee is assessed regardless of whether credit is granted or not. Additionally, a fee is charged for each course that is awarded proficiency credit and a grade of “PR” is assigned to the academic record. To receive credit the student must satisfy the specified objectives of the course. Please see the catalog addendum for the current fee schedule.

Sanford-Brown neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

College Success

A student may be given a “PR” credit for College Success provided one of the following conditions is met:

• The student has been awarded by the Institution 12 credit hours of transferable credit.
• The student has previously earned an Associate Degree or higher from an accredited college or university.

Neither proficiency credit fee nor evaluation fee is charged if one of the above conditions is met.

College-Level Examination Program (CLEP)

The CLEP is a national program of credit by examination to obtain recognition of college-level achievement.

The College awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by American Council on Education for the respective requirements. Students must submit an official CLEP score report to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for CLEP. Students should consult http://www.collegeboard.com to find CLEP examination centers in their areas.

DANTES Subject Standardized Test (DSST)

DSST provides another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at http://www.getcollegecredit.com.

Proficiency credit is awarded for passing scores according to the American Council on Education recommendations for the respective course requirements. Students must submit an official DSST transcript to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for the DSST.

Military Credit

To meet the needs of active servicemen, servicewomen, and veterans, prior military credit is accepted by the Institution for comparable courses including Military Training courses, Military Occupational Specialty (MOS), and Service Colleges. The ACE Guide to the Evaluation of Educational Experiences in the Armed Services is the basis used for evaluating military training and experience. Official military transcripts are the only acceptable documentation for military credit. A DD214 is considered acceptable for those who are retired from the military or whose service predates the military transcript system.

For additional assistance regarding military transcripts, please contact the following:

Army
U.S. Army Human Resources Command
1600 Spearhead Division Avenue, Dept. 410
Fort Knox, Kentucky 40122
Attn: AARTS
http://aarts.army.mil/

Navy and Marines
Center for Personal and Professional Development CPPD
Attn: Virtual Education Center
1905 Regulus Ave., Suite #324
Virginia Beach, VA 23461-2009
(877) 838-1659 (Toll-free)
(757) 492-5095 (Fax)
https://www.navycollege.navy.mil/smart_info.cfm
ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination for comparable coursework, proficiency credit may be awarded. Credit is awarded according to the American Council on Education recommendations for the respective course requirements.

Students must submit an official AP transcript for evaluation. Students should contact their high school for direction on obtaining official transcripts that would include AP scores. A fee is not charged for the evaluation or the awarding of proficiency credit for AP Credit.

GRADUATION REQUIREMENTS

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts. Only students who have completed or are scheduled to complete their requirements for graduation will be eligible to participate in the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled. All graduates must complete a graduation application and an exit interview with Career Services and Financial Aid. Students should contact the Office of the Registrar for a graduation application.

INTERNSHIP

Most programs offered by the College provide the opportunity for students to participate in an internship course. An internship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an internship course should contact the Director of Education prior to the term in which the internship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained.

Organizations that accept students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of the Institution.

INTERNSHIP ATTENDANCE REQUIREMENTS

Students must attend their internship on the days and hours designated by the site. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site. Students are required to complete 100% of required internship hours. Scheduled Sanford-Brown holidays do not apply to students on externship. It is the responsibility of a student to provide the College with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor. Students will not be considered to have completed their internship until the site supervisor and appropriate school official has certified all required attendance hours.

INTERNSHIP CONDUCT

Internship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the internship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.
LEAVE OF ABSENCE CONDITIONS
A student may be eligible for a Leave of Absence if one of the following conditions applies:

• Medical Leave (including pregnancy)
• Family Care (childcare issues, loss of family member, or medical care of family)
• Military Duty
• Jury Duty

The following requirements apply:

• A student may be granted a Leave of Absence (LOA) if:
• A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance.
• If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month timeframe.
• There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.
• The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 5 weeks.
• Prior to applying for an LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (A-F) for that quarter.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

STANDARD PERIOD OF NON-ENROLLMENT (SPN)
Students who are unable to complete a module or term may be allowed to take a short, Standard Period of Non-Enrollment (SPN). In order to remain in an active status, a written confirmation must be received from the student stating the student’s intention to return in a future module or term. Please contact the financial aid office for more information about the impact of a SPN on financial aid.

MILITARY LEAVE DURING A TERM
Students will be granted a military leave from the Institution without penalty if the student is called for active military duty. Students will receive a 100% tuition refund (any financial aid which may have been received for the term) upon presenting a copy of their military orders for active duty to the Office of Financial Aid.

Alternatively, make up work and grade changes with no tuition refund may be more appropriate when the call for active military duty comes near the end of the term. These decisions will be made pending a review by the Designated Academic Official.

STUDENT RECORD RETENTION
Sanford-Brown maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.

TRANSCRIPTS
An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The College will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Parchment, a leading company in the processing of secure transcripts. A transcript fee is assessed regardless of transcript hold status. Official transcripts may also be requested through the College by contacting the Office of the Registrar. The College reserves the right to withhold a transcript if a student’s financial account is in arrears. Additional information on the electronic transcript service can be found on the student portal.

$5 – Transcripts (electronic or paper) requested electronically through Parchment
$10 – Transcripts ordered through the campus
$30 – Overnight/U.S. Mail delivery
TRANSFER OF CREDIT TO THE INSTITUTION

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of the College. Courses taken previously must be determined to be sufficiently equivalent to courses offered at the College. In addition, those courses must be applicable to their program of study. Only courses in which the student earned a grade of C or above will be considered for transfer. Core/technical courses must have been completed within the last five (5) years.

Students seeking to transfer credit are responsible for having official transcripts forwarded from the granting institution for review prior to the beginning of the term in which the transfer credit will be applied. A student must petition for transfer credit with the Office of the Registrar as soon as possible after acceptance. Transfer credit or a refund will not be granted for a class that has already been started. Students may also be required to submit a college catalog and/or course syllabus.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

The transferability of credits that a student may earn at Sanford-Brown is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student’s Enrollment Agreement is also at the complete discretion of the institution to which they may seek to transfer. If the credits or credential earned at this College are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at this College will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the College to determine if their credits or credential will transfer.

TRANSFER BETWEEN CAMPUSES

The opportunity for education is enhanced by the option for students to transfer among Sanford-Brown campuses. To begin the process of transferring to another campus, students must contact the Student Services Office. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must do the following:

- Have all credits attempted at the previous campus location reviewed for satisfactory academic progress
- Be in good academic standing with the college
- Have met all financial obligations at the campus location from which they plan to transfer

Students transferring to the same program at another Sanford-Brown campus are considered to have met the entrance requirements. Students changing programs will be subject to the entrance requirements.

WITHDRAWAL FROM THE INSTITUTION

All students requesting withdrawal from the Institution must notify verbally or in writing to academic administration. All balances become due at the time of the withdrawal. A student who submits a completed official withdrawal form or verbally communicates the intent to withdraw but who continues to attend classes will not be considered to have officially withdrawn from school.
Financial Aid Information

FINANCIAL ASSISTANCE

Financial Aid is available for those who qualify. The Institution participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs to participate. The Institution administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to reapply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Office of Financial Aid.

HOW TO APPLY

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at http://fafsa.ed.gov, and on the Student Portal. The FAFSA applications are processed through the Department of Education and all information is confidential.

Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

Regulations require that certain Pell Grant-eligible students be provided by the seventh (7th) day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the institution’s Cost of Attendance, or the student’s anticipated Title IV credit balance for the term (excluding Stafford Loans for first year, first time borrowers). Determination of delivery of books or of the credit balance is determined by the institution.

Students may opt out of using the way the Institution has chosen to fulfill this requirement, by simply not accepting the books or credit balance. However, keep in mind that opting out does not require the institution to provide the student with an alternative delivery method.

Tuition, books and fees are bundled and billed together in a single charge each term. For registered students who have submitted all required FA paperwork books are made available at the campus for pick up by the 7th day of class.

For Online students, books and supplies will be mailed or provided electronically prior to the start of classes to registered students who have submitted all financial aid paperwork.

FINANCIAL AID PROGRAMS

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.
Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Federal Student and Parent Loans
The Department’s major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS, and Federal Consolidation.

Loans and aid are available through the U.S. Government.

Federal Direct Stafford
Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation, and personal expenses) education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS
The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student’s cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Work Study (FWS)
FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the Institution’s annual funding allocation from the federal government.

OTHER FUNDING
Private Loans
Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A co-signer may be required to meet the loan program’s credit criteria. Interest rates may vary and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

AGENCY FUNDING
FSAG (Florida Student Assistance Grant)
This is a grant program available to Florida residents who meet all eligibility requirements and demonstrate substantial financial need as determined by the state and the Institution. Students must complete the Free Application for Federal Student Aid (FAFSA), and it must be processed by the Institution’s published deadlines. Note that no awards are disbursed for the summer term.

Florida Bright Futures Scholarship Program
Through Bright Futures, a portion of tuition and fees are paid for a qualified high school graduate who enters an eligible Florida university, community college, or certified vocational/technical program. Profits from the state-run lottery program fund the scholarship program. Within the Bright Futures Scholarship program, there are three types of awards with different criteria: the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Students receiving these scholarships must meet specific academic requirements upon graduation from high school and continue to maintain specific grades and earned hours while in college. Scholarship amounts are determined by the state and are based on credit hour course load. Students are to contact their Florida high school counselor or Student Finance representative for more information. Awards are disbursed during the fall, winter, and spring terms only.

VETERAN’S EDUCATIONAL BENEFITS
The Institution is approved by the Bureau of State Approving for Veterans’ Training Florida Department of Veterans Affairs and participates in many Veterans’ Educational Benefit programs. Students interested in Veteran’s Educational Benefits should contact either the campus certifying official or the office of Student Finance. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or 888-GI Bill-1 (1-888-442-4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.
INSTITUTIONAL GRANTS & SCHOLARSHIPS

The Institution offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus locations and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student Services. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. CEC employees are not eligible for these programs.

Sanford-Brown offers two grants to students depending on the program in which they are enrolled.

Art & Design Grant

The Institution offers grants to students enrolled in a Title IV eligible program, who have exhausted all federal and state aid and scholarships, and have an outstanding tuition balance.

Grants may range from $200 to $16,500 and is subject to the program eligibility limits below. Students will be considered for the grant upon completion of the admissions application process including the completion of the appropriate Enrollment Agreement and the financial aid application process (Federal and State). In addition to completing an Art & Design Grant Application, the student must have established an appropriate In-School Payment Plan (IPP). The Art & Design Grant application must be submitted prior to the end of the add/drop period of the applicant’s academic year. To maintain grant eligibility, students must remain enrolled without interruption, meet satisfactory academic progress, and attend at least 12 credits per academic term. For programs greater than one academic year in length, the student must repeat all steps of the grant application process before the end of the add/drop period of each subsequent academic year.

Submitted documentation will be reviewed by the Grant Committee for approval. If the Art & Design Grant is awarded in conjunction with other Institutional Grants, the Art & Design Grant may not exceed the direct cost of attendance and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

The Art & Design Grant Program limits are:

- Associate Programs – $11,000
- Bachelor Programs – $16,500
Alumni Scholarship
The Alumni Scholarship has been established to assist Sanford-Brown alumni who have successfully achieved degree completion and intend to pursue another degree at Sanford-Brown. Alumni enrolled in a baccalaureate program who have previously completed an associate degree with the previously listed institutions will be eligible for a scholarship award of $1,500 per academic year based upon the criteria listed below. Applicants must meet all conditions of the application process, which are:

• Previous academic performance (cumulative GPA of 3.0 – 4.0) completed scholarship application;
• Two-page essay detailing how completion of the baccalaureate program will enhance career goals; and
• Continued academic performance cumulative GPA of 3.0 – 4.0 throughout enrollment at Sanford-Brown.

Scholarship awards will be renewed automatically each academic year if the student remains enrolled, maintains satisfactory academic progress and maintains a cumulative GPA of 3.0 – 4.0. Awards will be disbursed in equal installments during each term of attendance. Scholarships cannot be transferred to another individual or school and, at no time, will awards be paid in cash. Applications must be submitted to the Office of Student Finance by the term start date and recipients will be selected by the Scholarship Review Committee. No more than 80 scholarship awards may be awarded each calendar year per campus.

Presidential Scholarship
The Presidential Scholarship has been established to assist students who are committed to maintaining satisfactory academic progress while studying at the Institution and who demonstrate a financial need. Scholarships are awarded based on the student’s response to an essay and application submission. Applications must be submitted to the Student Finance Department by the end of the Add /Drop period. Awards will range from $500 to $3,000 for each scholarship recipient payable during the first quarter of attendance after the award is granted. There are a limited number of awards given each term. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs.

Liberty Grant
Sanford-Brown offers the Liberty Grant to first-time students, reentering students or students who have re-enrolled, who are active duty, veteran, reserve, or National Guard military personnel serving in the U.S. Armed Services, and their immediate family members*. Liberty Grants are offered in all academic programs with a grant amount of $2,500 per financial aid award year. All grants are prorated over the length of each financial aid award year. A student must remain enrolled and maintain satisfactory academic progress to remain eligible for the grant. For students to be considered for the grant, the student must complete the admissions application process (enroll with the college) and allow for verification of his or her military status. Immediate family members* will be required to verify marital status and spouse’s military service. The institution reserves the right to request additional documentation in order to verify individual eligibility for the grant. Deadlines to award the Liberty Grant are at the end of the drop/add period.

The institution makes available a limited amount of money each year for the Liberty Grant. Once available funding has been exhausted, Liberty Grants will not be awarded to otherwise eligible students.

*Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

CANCELLATION AND REFUND POLICIES
Cancellation
A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. A Student who cancels after 72 hours but prior to the Student’s first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Agreement is not accepted by SBC or if SBC cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the address listed at the top of the Agreement.

Refund
After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the Institution. Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdrew, according to the following formula: total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the total days in the term, no refund is due.
Refunds are made for a student who withdraws or is withdrawn from the institution prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below. If a student withdraws from classes during the term’s Add/Drop period, tuition charges will be refunded for the term. There are no individual course refunds, partial or in full, to any student who has withdrawn past the Add/Drop Period.

Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full.

Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a student withdraws from the Institution, he/she must complete a student withdrawal form with the Student Services Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 15 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institution. Credit balances due will be refunded to the student/lender as requested. Institutional refunds do not include the application fee.

RETURN OF TITLE IV (R2T4) FUNDS

A recipient of federal Title IV financial aid who withdraws or is dismissed from the college during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance and the date the school determines that the student has withdrawn from school (see Withdrawal from the Institution Policy), or the date of dismissal for a student who is dismissed by the Institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based.

A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the term/payment period.

For R2T4 purposes in a term-based program with modules/ sessions, a student is considered to have withdrawn, if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module/session within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student’s intention of return to a future module/session within the same or subsequent term. The fact that the student is scheduled to attend the next module/session will NOT be acceptable.

For Online students, the U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate “academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Day of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations.” Online programs must use very specific means to document that a student participated in class or was otherwise engaged in a minimum of two academically-related activities, such as submit an assignment; take a quiz; contribute to an online discussion; and in some cases post to a course gallery.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the Institution return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
   a. Unsubsidized Federal Direct Stafford Loans
   b. Subsidized Federal Direct Stafford Loans
   c. Federal Direct PLUS loans received on behalf of the student.
3. Federal SEOG.
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

WITHDRAWAL DATE
The withdrawal date used to determine when the student is no longer enrolled at the College is the date indicated in written communication by the student to the academic administration office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student’s last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

EXIT INTERVIEW
All students – upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, -- are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students can complete exit counseling in the Student Finance Office and will receive an exit counseling packet in the mail.

HIGHER ONE LOST CARD REPLACEMENT FEE
Students have the option of receiving their refunds and/or stipends electronically. Sanford-Brown has joined with Higher One, a banking services company, to facilitate availability of refunds and/or stipends due to students through the issuance of debit cards. The first card will be free of charge. Students will be charged $15.00 for a replacement card.
Programs of Study

All degree programs provide students with the opportunity for in-depth career preparation and a firm foundation in general education studies. In the Bachelor’s degree programs, students benefit from advanced career courses and general education requirements.

All courses are 4 credit hours.

Not all programs are offered on all start dates.

**Animation Technology**
Bachelor of Science

**Digital Media Production**
Bachelor of Fine Arts

**Fashion Design and Merchandising**
Bachelor of Fine Arts

**Graphic Design**
Associate of Science
Bachelor of Fine Arts

**Information Technology**
Associate of Science
Bachelor of Science

**Retail Merchandise Management**
Associate of Science
Bachelor of Science

**Web Design and Development**
Certificate
Associate of Science
Bachelor of Science

The following program at Sanford-Brown Orlando is closed for new enrollments:
Game Production, 180 quarter credit hours
BACHELOR OF SCIENCE

The Bachelor of Science in Animation Technology program is designed to culminate cutting edge technology with traditional animation principles to prepare students for the animation industry. Based on a foundation of traditional drawing and design skills, students will have the opportunity to explore industry standard Visual Effects, Motion Graphics and Animation techniques. A heavy emphasis on pre-production will set the foundation for an opportunity to produce and develop a successful animated short film. Industry professionals will serve as mentors to help guide students through the production process while potentially acquiring advanced skill sets which can provide the opportunity to complete the animated short film.

Program Learning Outcomes

- Synthesize the tools and technology of the industry to address project needs.
- Utilize best practices for delivery of a technically sound product.
- Demonstrate a professional level of aesthetic competency via a portfolio of conceptual and technical work.
- Demonstrate versatility through the mastery of both artistic and technical skill sets.
- Communicate effectively as a contributing member of a production team.

The academic requirements for the Bachelor of Science in Animation Technology program are as follows:
## CONCENTRATION COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>ATEC105</td>
<td>Design Principles</td>
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<td>Drawing I</td>
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<td>ATEC120</td>
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<td>Drawing II</td>
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<td>ATEC145</td>
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<td>ATEC305</td>
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<td>ATEC310</td>
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<td>ATEC400</td>
<td>Scripting Techniques</td>
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<td>ATEC415</td>
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<td>ATEC450</td>
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<td>ATEC460</td>
<td>Professional Portfolio</td>
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<td>ATEC470</td>
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<td><strong>TOTAL CONCENTRATION CREDITS</strong></td>
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## GENERAL EDUCATION COURSES

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<td>ENGL101</td>
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<td>HUMN101</td>
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<td>HUMN301</td>
<td>History of Art I</td>
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<td>HUMN302</td>
<td>History of Art II</td>
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<td>HUMN401</td>
<td>Literature and Film</td>
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<td>MATH130</td>
<td>College Algebra</td>
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<tr>
<td>PHIL405</td>
<td>Ethics</td>
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<td>SCIE201</td>
<td>Environmental Science</td>
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<td>SCIE310</td>
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<td>SOCS201</td>
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<td>SOCS401</td>
<td>Political Science</td>
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<td><strong>TOTAL GENERAL EDUCATION CREDITS</strong></td>
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<td><strong>56</strong></td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** | 180
Digital Media Production

BACHELOR OF FINE ARTS
This program of study is designed to prepare the student to create, produce, and distribute interactive media including video, audio, and 2D for purposes of communication and entertainment. Students will have the opportunity to develop basic design skills for application to visual problem solving. Additionally, students are expected to develop skills in project management and team collaboration demonstrating business and communication practices required for employment in the worldwide workplace. The program will culminate in the preparation of a professional entry-level portfolio.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

- Execute visual problem-solving skills.
- Develop a sense of design aesthetics using traditional artistic methods.
- Apply principles of project management including participation as a team member engaged in content production and/or delivery.
- Prepare digital multi-purpose content for the construction and deployment of digital media to multiple user interfaces.
- Demonstrate ethical business practices while responding to client needs.
- Articulate a vision of the future of the industry through knowledge and interpretation of research.
- Develop and present a portfolio of work that establishes personal style and visual composition to meet industry standards.

The academic requirements for the Bachelor of Fine Arts degree in Digital Media Production are as follows:
### Concentration Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>DESIGN101</td>
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<td>DESIGN130</td>
<td>Introduction to Drawing</td>
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<td>Digital Illustration</td>
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<td>DESIGN160</td>
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<td>DESIGN215</td>
<td>Storyboarding</td>
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<td>DESIGN250</td>
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<td>DESIGN255</td>
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<td>DESIGN260</td>
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<td>DIGI485</td>
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<td>DIGI490</td>
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**Total Concentration Credits:** 120

### College Core Courses

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**Total College Core Credits:** 4

### General Education Courses

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<td>Political Science</td>
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**Total General Education Credits:** 56

**Total Credits Required for Graduation:** 180
Fashion Design and Merchandising

BACHELOR OF FINE ARTS
The Bachelor of Fine Arts in Fashion Design and Merchandising is challenging, technical, and comprehensive. Students can learn about fashion illustration, pattern drafting, design, draping, clothing construction, textiles, fashion history, fashion merchandising, and production techniques. All of the instruction is presented using industrial grade equipment in spacious and comfortable facilities built for optimum fashion designing. A balanced curriculum provides students with the expertise to design and communicate their ideas combining theoretical elements of design with creative and practical approaches to the solution of problems pertaining to the functional quality of marketable products. A foundation in general education coursework rounds out the student’s knowledge base.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Experiment with lines, colors, fabrics, patterns, textures, and styles in the design and creation of original fashion designs.

• Design original garments with attention to cut, grain, seams, pockets, collars, and necklines.

• Create computer generated sketches, fashion flats, fabric prints, theme boards, specification sheets, and graphics for clothing and textiles.

• Analyze collections in terms of targeted consumers, sizes, markets, and retail price categories.

• Design visually appealing displays for fashion clothing and accessories.

• Employ the basic theory and practices of retail management and merchandising.

• Generate a publicity campaign to promote fashion for retail organizations or manufacturers.

The academic requirements for the Bachelor of Fine Arts in Fashion Design and Merchandising are as follows:
### Concentration Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>Entrepreneurship</td>
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### General Education Courses

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**Total Credits Required for Graduation**: 180
Game Production

BACHELOR OF FINE ARTS

Game Production is a comprehensive program emphasizing multiple aspects of game production. Students will have an opportunity to develop knowledge, skills and competence in asset development and integration, game play, team collaboration, written and verbal communication, and business operations. In addition, students will have the opportunity be engaged in the integration of theory, process, and digital assets that lead to successful production of games, culminating in a digital portfolio.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Create, manipulate, and integrate 2D and 3D assets.
• Collaborate as a productive team member, performing a variety of roles within the production pipeline.
• Apply game play theory to the analysis and resolution of design challenges and problems.
• Develop, design and present an interactive working level or game.
• Apply key concepts learned through the exploration of the economic and creative history of the industry.
• Develop and apply professional standards for communication using industry terminology appropriate for multiple audiences.
• Develop and present a portfolio of work that demonstrates readiness to contribute to an employer and to the industry.

The academic requirements for the Bachelor of Fine Arts degree in Game Production are as follows:
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**TOTAL GENERAL EDUCATION CREDITS** 56

**TOTAL CREDITS REQUIRED FOR GRADUATION** 180
ASSOCIATE OF SCIENCE

The Graphic Design program is designed to develop a fundamental understanding of the role of form, function, creativity, and critical viewpoint in the creation of visual communications. Examination of the fundamental principles of visual shape and form, value, texture, and pattern prepare the student to apply the basic design elements of effective visual materials to the development, planning, production, and presentation of print publications and basic web design. Collaboration on team projects and generation of work product should prepare students to generate client solutions for entry-level employment in graphic design positions.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Conceptualize, develop and distribute a visual solution to a defined communication need following the design process.
- Construct visual communication solutions through the application of the fundamental principles of design.
- Utilize appropriate technology and tools to generate visual communication solutions that are accurately prepared for distribution.
- Engage in critique, basic outcome evaluation, and presentation to assure client/audience satisfaction.

The academic requirements for the Associate of Science in Graphic Design program are as follows:
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**TOTAL CREDITS REQUIRED FOR GRADUATION**: 92

The academic requirements for the Bachelor of Fine Arts degree in Graphic Design are as follows:

BACHELOR OF FINE ARTS

The Graphic Design program was designed to develop an understanding of the role of form, function, creativity, and critical viewpoint in the creation of visual communications. Examination of the psychological, cultural, and environmental aspects of color, paired with the fundamental principles of visual shape and form, value, texture, and pattern prepare the student to apply the basic design elements of effective visual materials to the development, planning, production, and presentation of print publications and web design. Collaboration on team projects and production should prepare students to generate client solutions for employment in graphic design positions.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Understanding of and ability to utilize tools and technology of the industry.

• Ability to create and develop a visual response to communication problems, including understanding of hierarchy, typography, aesthetics, composition and construction of images.

• Ability to solve communication problems including identifying the problem, researching, analysis, solution generation, prototyping, user testing, and outcome evaluation.

• Communication skills necessary to function in large interdisciplinary teams and flat organizational structures.

• Broad understanding of the issues related to the cognitive, cultural, technological and economic contexts for design.

• Ability to respond to audience contexts which recognize the many human factors that shape decision making in the field of design.

• Understanding of how systems behave and aspects that contribute to sustainable products, strategies and practices.
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**TOTAL CONCENTRATION CREDITS** 124

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**TOTAL GENERAL EDUCATION CREDITS** 56

**TOTAL CREDITS REQUIRED FOR GRADUATION** 180
ASSOCIATE OF SCIENCE

The Information Technology Associate Degree program provides students with the knowledge and skills necessary to perform entry-level network administration job functions. Students should understand networking technology for local area networks (LANs); wide area networks (WANs) as well as programming concepts. This program prepares students for networking and information technology careers in industry and business. The curriculum provides exposure to PC troubleshooting, applications, and operating systems, as well as network configuration, administration, hardware, maintenance and security.

Program Learning Outcomes
As a result of completing the Information Technology program, graduates should be able to:

• Demonstrate the ability to evaluate, deploy, and manage computer hardware and software.

• Apply information technology industry standards to design, configure, and implement network solutions.

• Select appropriate administrative tasks to deploy, troubleshoot and maintain network operating systems.

• Understand the role of information technology staff and departments within organizations.

The academic requirements for the Associate of Science degree in Information Technology are as follows.
## Concentration Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS133</td>
<td>Introduction to Programming and Logic</td>
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<tr>
<td>CS225</td>
<td>Database Design and Development</td>
<td>4</td>
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<tr>
<td>IT103</td>
<td>Introduction to Computer Concepts and Applications</td>
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<tr>
<td>IT121</td>
<td>Microcomputer Hardware</td>
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<td>IT131</td>
<td>Microcomputer Software</td>
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<td>IT141</td>
<td>End User Support</td>
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<td>IT270</td>
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<td>IT292</td>
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<td>IT295</td>
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**Total Concentration Credits**: 64

## General Education Courses

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<td>SOCS201</td>
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</table>

**Total General Education Credits**: 28

**Total Credits Required for Graduation**: 92
BACHELOR OF SCIENCE

The Bachelor of Science degree in Information Technology provides students with the knowledge and the skills necessary to implement as well as analyze and manage an Information Systems environment. Students should understand the technology and the theories and practices of intranets and extranets in organizations of different size and scope. This program also provides training in computer and network installation and administration. Students will be presented with instruction in industry standard client and server environments, Linux, routing and switching technologies, scalable directory services, and security of systems, networks, and other components of information systems.

Program Learning Outcomes

As a result of completing the BS Information Technology program, graduates should be able to:

• Demonstrate the ability to evaluate, deploy, and manage computer hardware and software.

• Apply information technology industry standards to design, configure, and implement network solutions.

• Select appropriate administrative tasks to deploy, troubleshoot and maintain network operating systems.

• Understand the role of information technology staff and departments within organizations.

• Analyze problems within business organizations and develop information systems-based solutions.

• Identify information technology resources that can be employed to create and sustain business competitive advantages and performance.

• Evaluate the management, planning, organizing, implementation and controlling of information technology projects and personnel.

The academic requirements for the Bachelor of Science degree in Information Technology program are as follows.
## Concentration Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tr>
<td>CS133</td>
<td>Introduction to Programming and Logic</td>
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<td>CS400</td>
<td>Systems Requirements and Analysis</td>
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## General Education Courses

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<td>SOCS401</td>
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**Total Credits Required for Graduation**: 180
Retail Merchandise Management

ASSOCIATE OF SCIENCE

The Associate of Science degree program in Retail Merchandise Management is designed to prepare students for careers in the retail merchandising field. The objective of the program is to provide students with a foundation in merchandising and retailing principles, combining theoretical elements with practical application that supports retail operations. The degree introduces students to direct sales operations and procedures including customer service, supervision, and team leadership; business math concepts used for purchasing and selling merchandise; the creation of visual plans using industry standard software; and basic procedures used when selling throughout the supply chain as well as the procurement of merchandise. This combination of business, math, and visual design techniques, in addition to general education coursework offers students a balanced and well-rounded knowledge base that is essential to successfully functioning in entry-level positions in most retail industries.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Explain direct sales operations and procedures including customer service, supervision and team leadership.

• Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise.

• Demonstrate proficiency with industry-standard software.

• Comprehend the procedure to sell goods for manufacturers, wholesalers and retailers to businesses and groups of individuals.

• Apply the skills required for the procurement and sales of merchandise.

The academic requirements for the Associate of Science in Retail Merchandise Management program are as follows:
## CONCENTRATION COURSES

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<thead>
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<th>COURSE #</th>
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<td>RMMT175</td>
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<td>RMMT201</td>
<td>Fundamentals of Accounting</td>
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</tr>
<tr>
<td>RMMT210</td>
<td>Management Solutions</td>
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<tr>
<td>RMMT250</td>
<td>Selling Strategies</td>
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<td>RMMT260</td>
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## GENERAL EDUCATION COURSES

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**TOTAL CREDITS REQUIRED FOR GRADUATION**

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<tbody>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
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</table>
Retail Merchandise Management

BACHELOR OF SCIENCE

The Bachelor of Science degree program in Retail Merchandise Management is designed to build off of the skills taught in the Associate degree program. Students are prepared for careers in the Retail Merchandise Management field by further developing their knowledge in the areas of merchandise planning and management. The objective of this program is to enable students to apply skills required for the procurement of sales and merchandise; the evaluation and selection of appropriate vendors through sourcing and product analysis while considering laws, regulations and international business constraints; analysis and evaluation of products and consideration of various markets, quality control, and pricing strategies; demonstration of proficiency with industry-standard software and overall comprehension of the concepts and procedures used when managing merchandise, from concept to consumer. The bachelor’s degree also focuses on the development of management skills in human resources, etiquette, and negotiation so that students are able to develop effective communicative and leadership skills. The core courses in this degree, in addition to the general education courses, will offer students a well-balanced knowledge base essential to a successful career in retail merchandise management industries.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Explain direct sales operations and procedures including customer service, supervision and team leadership.
• Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise.
• Demonstrate proficiency with industry-standard software.
• Comprehend the procedure to sell goods for manufacturers, wholesalers and retailers to businesses and groups of individuals.
• Apply the skills required for the procurement and sales of merchandise.
• Analyze and determine buying trends, sales records, price and quality of merchandise.
• Evaluate and select appropriate vendors for sourcing and product analysis considering regulatory and business constraints.
• Analyze and evaluate products for sale at the wholesale and retail level, considering markets, quality control and pricing strategies.
• Evaluate emerging technologies and identify appropriate strategies for reaching consumers through a variety of sales channels.
• Manage direct sales operations and procedures including customer service, supervision and team leadership.

The academic requirements for the Bachelor of Science in Retail Merchandise Management program are as follows:
## Concentration Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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**Total Concentration Credits:** 120

## General Education Courses

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**Total General Education Credits:** 60

**Total Credits Required for Graduation:** 180
Web Design and Development

CERTIFICATE
The Certificate in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to provide students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for creative people focusing on the use of electronic technology while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques offers students a knowledge base essential for entry level positions in this industry.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Understanding of and ability to utilize tools and technology of the industry.

• Ability to create, design and develop open source applications for web distribution.

• Create, evaluate and edit; graphics, scripts and text used to develop various elements for the web and mobile applications.

• Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product.

• Apply design principles to interfaces for a variety of internet media.

The academic requirements for the Certificate in Web Design and Development program are as follows:
## Concentration Courses

<table>
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<th>COURSE #</th>
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**Total Credits Required for Graduation**: 64
Web Design and Development

ASSOCIATE OF SCIENCE
The Associate of Science in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to provide students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for creative people focused on the use of electronic technology and the incorporation of basic theories of graphics, text, and interactivity for the web. The combination of conventional and electronic techniques along with a foundation of general education coursework offers students a balanced and well-rounded knowledge base essential to successfully perform and communicate in this industry.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Understanding of and ability to utilize tools and technology of the industry.

• Ability to create, design and develop open source applications for web distribution.

• Create, evaluate and edit; graphics, scripts and text used to develop various elements for the web and mobile applications.

• Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product.

• Apply design principles to interfaces for a variety of internet media.

The academic requirements for the Associate of Science degree in Web Design and Development are as follows:
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TOTAL CREDITS REQUIRED FOR GRADUATION 92
Web Design and Development

BACHELOR OF SCIENCE

The Bachelor of Science degree program in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to prepare students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for both creative and technical people focused on the use of advanced studies in programming, database management, and web administration while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques plus a foundation of general education coursework offers students a balanced and well-rounded knowledge base essential to successfully perform and communicate in this industry.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Understanding of and ability to utilize tools and technology of the industry.

• Ability to create, design and develop open source applications for web distribution.

• Create, evaluate and edit; graphics, scripts and text used to develop various elements for the web and mobile applications.

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• Apply design principles to interfaces for a variety of internet media

The academic requirements for the Bachelor of Science degree in Web Design and Development are as follows:
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**Total Concentration Credits**: 124

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**Total General Education Credits**: 56

**Total Credits Required for Graduation**: 180
ATEC105  
DESIGN PRINCIPLES  
4 Quarter Credit Hours  
Prerequisite: None  
This course utilizes raster based software to provide theoretical and practical exercises which will introduce students to the elements and principles of design, 3D design, and color theory. Scale, form, line, color, texture, and pattern will be studied in conjunction with the principles of balance, harmony, rhythm, emphasis, focus, proportion, and contrast.

ATEC115  
DRAWING I  
4 Quarter Credit Hours  
Prerequisite: None  
This course presents foundational techniques used to generate skills for drawing in perspective. Students will be given the opportunity to develop a proficiency in the terminology and skill sets related to various elements associated with drawing in perspective.

ATEC120  
3D MODELING I  
4 Quarter Credit Hours  
Prerequisite: ATEC105 or GAME120  
This course introduces students to three dimensional software while exploring basic tools, techniques, and terminology. Students will have the opportunity to learn how to navigate the user interface and create basic three dimensional objects.

ATEC125  
DRAWING II  
4 Quarter Credit Hours  
Prerequisite: ATEC115  
This course will focus on practical techniques used for character drawing. Students will be given the opportunity to study human figure drawing as a foundation for conceptualizing stylized character concept designs.

ATEC130  
3D MODELING II  
4 Quarter Credit Hours  
Prerequisite: ATEC120 or GAME205  
This course builds upon the modeling techniques taught in 3D Modeling I. Students will have the opportunity to explore more advanced modeling techniques to create complex objects as well as introduce the foundational procedures used for preparation to apply textures to models.
ATEC135
ANIMATION FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: ATEC125
This course explores the fundamental techniques and terminology of two dimensional animation. Students will be introduced to the main principles of animation as they relate to movement over time. This class will emphasize movement, layout, and design, which students will have the opportunity to develop through traditional skills and techniques.

ATEC140
3D TEXTURING
4 Quarter Credit Hours
Prerequisite: ATEC130
This course will utilize raster based software to create and design texture maps for three dimensional objects. A strong focus on digital painting techniques along with the process of proper placement on 3D objects will be the foundation of this class.

ATEC145
2D ANIMATION
4 Quarter Credit Hours
Prerequisite: ATEC135
This course will focus on timeline animation through the use of vector based software. Based on the principles of animation acquired from previous courses, students will be given the opportunity to create projects which focus on the advanced methodology of generating motion over time.

ATEC200
3D LIGHTING COMPOSITION
4 Quarter Credit Hours
Prerequisite: ATEC140
An Introduction to the principles of real world lighting will give students the opportunity to understand how light interacts with objects in a simulated three dimensional environment. The techniques of staging lights, adjusting intensities, and applying effects will be explored in this course. Students will also be exposed to the post process of rendering and compositing layers to produce a finalized composition.

ATEC205
CINEMATOGRAPHY
4 Quarter Credit Hours
Prerequisite: ATEC145
This course explores the principles and theory of traditional film. A strong foundation of cinematic terminology and techniques, as they relate to camera actions, will allow the opportunity for students to create projects which focus on the importance of pre-production in the film industry.

ATEC210
3D ANIMATION
4 Quarter Credit Hours
Prerequisite: ATEC140
This course will expose students to the functionality of timeline animation as it relates to a three dimensional environment. A series of projects meant to emphasize the principles of animation will give students an opportunity to develop technical skills and gain experience, through practice, with adding motion to 3D objects over time.

ATEC220
DYNAMICS
4 Quarter Credit Hours
Prerequisite: ATEC210
This course introduces students to dynamic systems and technical terminology within a three dimensional environment. Students will explore a variety of dynamic based projects as they relate to the visual effects industry, followed by the post process of rendering and compositing animated sequences.

ATEC230
3D CHARACTER ANIMATION
4 Quarter Credit Hours
Prerequisite: ATEC210
This course begins with an introduction to the techniques and theory of acting. This becomes the foundation to understanding movement in human form. A strong emphasis on character emotion and animation principles will allow students an opportunity to create a series of character animation projects.
ATEC240
MOTION GRAPHICS
4 Quarter Credit Hours
Prerequisite: ATEC205
This course will elaborate on foundational knowledge from previous courses which introduced cinematic principles. Students will have the opportunity to utilize terminology and techniques to develop interstitial projects related to commercial production and the motion graphics industry.

ATEC305
CONCEPT DESIGN
4 Quarter Credit Hours
Prerequisites: ATEC205, ATEC220, ATEC230
This course will allow students the opportunity to focus on and choose a specialized area of study in which to conceptualize a major studio project. Throughout this course, students will have the opportunity to learn the techniques of brainstorming and generating visual concepts as they pertain to their studio project.

ATEC310
VISUAL STORYTELLING
4 Quarter Credit Hours
Prerequisite: ATEC305
This course will concentrate on the technique of transforming a written storyline into a visual storyboard. Students will utilize the concept of their studio project and its storyline to develop traditionally drawn storyboard panels. These panels will then be places on a timeline in sequence to create an animatic of their studio project.

ATEC315
PRODUCTION MANAGEMENT
4 Quarter Credit Hours
Prerequisite: ATEC305
This course is meant to introduce students to the importance of time management. Student will create mock animated sequences in an effort to evaluate and understand the processes and length of time needed to conduct various segments of animation. This evaluation will help students’ awareness of time management as it pertains to their individual studio projects.

ATEC320
PRE-PRODUCTION
4 Quarter Credit Hours
Prerequisite: ATEC315
In this course, students will continue to generate conceptual work used for their studio project. Students will have the opportunity to complete character sheets, orthographic and elevation drawings as well as a technical road map for executing advanced level techniques used during production. Upon completion of this course, student should possess all completed pre-production work needed to begin the production of their studio project.

ATEC330
ADVANCED MODELING
4 Quarter Credit Hours
Prerequisite: ATEC305
This course will build on previous modeling and texturing courses. Throughout the duration of this course, students will have the opportunity to model a single character concept from start to finish. This advanced process will utilize a three dimensional sculpting software to generate a high level of detail as well as advanced texturing capabilities.

ATEC400
SCRIPTING TECHNIQUES
4 Quarter Credit Hours
Prerequisites: ATEC220 and ATEC230
This course introduces students to foundational scripting techniques used for generating advanced tools and user interfaces in a three dimensional environment. In addition students will also be given the opportunity to develop scripts, called expressions, which will aid in three dimensional animation processes.

ATEC405
RIGGING TECHNIQUES
4 Quarter Credit Hours
Prerequisite: ATEC230
This course will introduce students to the intricate process of rigging for characters. The terminology, tools and techniques used for rigging in a three dimensional environment will be the foundation for students to potentially build an entire character rig from start to finish throughout the time of this course.
ATEC410
ADVANCED TEXTURING
4 Quarter Credit Hours
Prerequisite: ATEC140
Based on acquired skills from previous texturing courses, students will be exposed to advanced level tools and techniques used for texturing three dimensional objects. An emphasis on Mental Ray, Look and Shader development as well as procedural texture creation will provide students the opportunity to create textures that meet industry standards.

ATEC415
PRODUCTION STUDIO I
4 Quarter Credit Hours
Prerequisite: ATEC315
Students will have the opportunity to begin production on their studio project. This course will introduce students to techniques used for early production and time management. Students will experience working under heavy deadlines to reach various milestones throughout production. This process is meant to closely simulate a working environment and teach the etiquette of responsibility.

ATEC420
ADVANCED COMPOSITING
4 Quarter Credit Hours
Prerequisite: ATEC240
In this course, students will be exposed to the process of compositing with professional compositing software. Students will have the opportunity to learn layering, color correction, key framing, and how to apply visual effects to pre-endered video sequences.

ATEC425
PRODUCTION STUDIO II
4 Quarter Credit Hours
Prerequisite: ATEC415
As a continuation of Production Studio I, students will utilize the acquired knowledge of the production process to continue working on their studio project. Students will have the opportunity to gain an advanced knowledge of the mid-stream production process. A strong emphasis of the ability to remain on task, adhere to time and budget constraints, and accept constructive criticism will become focus of this course. Students will continue to meet milestones to help them remain on task.

ATEC435
PRODUCTION STUDIO III
4 Quarter Credit Hours
Prerequisite: ATEC425
As a continuation of Production Studio II, this course will introduce students to the process of entering the final stages of production. This course will expose students to critique and refinement techniques as well as the crucial aspect of time management as it pertains to finalizing various aspects of the studio project. Students will continue to adhere to milestones to help them prepare for finalization.

ATEC445
POST PRODUCTION
4 Quarter Credit Hours
Prerequisite: ATEC435
As a continuation of Production Studio III, students will have the opportunity to finalize their studio project. Students will continue to adhere to milestones through the final stages of completion. Once complete, students will analyze their production experience in an effort to learn from mistakes and acknowledge achievements.

ATEC450
BUSINESS OF ANIMATION
4 Quarter Credit Hours
Prerequisite: ATEC315
This course is meant to introduce students to the business side of the animation industry. Students will have the opportunity to learn various business aspects which include how to secure investors, working with financial budgets and keeping employees motivated and on schedule. In addition, this course will explore options for becoming an independent business owner or freelance artist.

ATEC460
PROFESSIONAL PORTFOLIO
4 Quarter Credit Hours
Prerequisite: Successful completion of 156 Credit Hours or ATEC435
Under faculty supervision, students will review, revise, and refine previous deliverables based on peer and faculty evaluation. Students will have an opportunity to create a web based portfolio that demonstrates a mastery of industry standards and expectations.
ATEC470
ANIMATION CAPSTONE
4 Quarter Credit Hours
Prerequisite: Successful completion of 156 Credit Hours or ATEC435
The animation capstone is a hands on group project class that utilizes individual student talents. This course is meant to simulate a professional working environment where the student, as a member of a production team, will have the opportunity to contribute to an ongoing animated short student film.

BUSN101
INTRODUCTION TO BUSINESS
4 Quarter Credit Hours
Prerequisite: None
This course provides an introduction to the practice of business through analysis of the role and function of accounting, management, marketing, finance, and economics within business organizations. Common business terms and principles will be discussed and the various activities of businesses in daily operations will be examined.

BUSN201
VISUAL MERCHANDISING
4 Quarter Credit Hours
Prerequisite: None
This course involves the study of visual merchandising and merchandise presentation techniques with an emphasis on psychological motivation, retail design, and display teamwork. Topics include the creation of specialty and department store displays, the design of visuals for walls and windows, the effects of color and lighting on consumer behavior, and professional presentation techniques for apparel and accessories.

BUSN325
PRICING STRATEGIES
4 Quarter Credit Hours
Prerequisite: MATH130
This course covers the principles and terminology important to profitable merchandising. Concepts of financial management for merchandising fashion goods will be taught. Basic financial skills needed to succeed when planning, procuring, and selling fashion goods will be included. Merchandising principles, mathematical formulas, and real world applications will be discussed.

BUSN450
PROJECT MANAGEMENT
4 Quarter Credit Hours
Prerequisite: Successful completion of 120 Credit Hours
Through the use of environmental simulation and detailed case study, students are exposed to the intention, responsibility, scope and requirements of effective project management. Students will have the opportunity to learn to move fluidly between both broad management and compartmentalized roles, viewing a project as a manageable organism dependent upon structured guidance and oversight for success.

BUSN499
ENTREPRENEURSHIP
4 Quarter Credit Hours
Prerequisite: None
This course addresses the essentials of entrepreneurship. Business organization, business plans and proposals, as well as ethical and legal issues will be discussed. Additionally, this course focuses on the fundamentals of profitability.

COLL101
COLLEGE SUCCESS
4 Quarter Credit Hours
Prerequisite: None
This course focuses on the development of professional and personal skills that will assist students in their collegiate and career performance. Topics covered include time management, interpersonal relations, personal expression, test-taking strategies, goal setting, study habits and techniques, self-esteem, image, and motivation.

COMM101
INTERPERSONAL COMMUNICATIONS
4 Quarter Credit Hours
Prerequisite: None
Communication theory and the principles of effective speech communication are presented. Students are given the opportunity to learn communication techniques, how to adapt to variations in audience and context, elements of effective audience research, speechwriting and delivery. Organizational and expressive strategies for informative and persuasive arguments are reviewed.
CS133
INTRODUCTION TO PROGRAMMING AND LOGIC
4 Quarter Credit Hours
Prerequisite: None
This course will provide students with a disciplined introduction to the program development process with an emphasis on problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping.

CS225
DATABASE DESIGN AND DEVELOPMENT
4 Quarter Credit Hours
Prerequisite: None
In this course students will explore concepts and features of relational database systems and design. It examines the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured Query Language) statements commonly used in database administration to create and manage database objects and data.

CS300
WEB PROGRAMMING
4 Quarter Credit Hours
Prerequisite: CS133
This course focuses on fundamentals of web site creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML and CSS in the creation of web design will be discussed. Students will explore scripting technologies used in the development of dynamic web pages. The course will also provide an introduction to graphic web applications and the development of a web site.

CS400
SYSTEMS REQUIREMENTS AND ANALYSIS
4 Quarter Credit Hours
Prerequisite: None
This course covers the functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

DESIGN101
DESIGN FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: None
This course provides an examination of the different elements of visual design, as well as a general overview of the design process. The material in this course will focus on design for projects essential to all areas of visual design.

DESIGN110
WEB DESIGN I
4 Quarter Credit Hours
Prerequisite: None
This course focuses on the fundamentals of web creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML in the creation of web design will be discussed. The course will provide an introduction to graphic web applications and the development of a web site.

DESIGN130
INTRODUCTION TO DRAWING
4 Quarter Credit Hours
Prerequisite: None
This course provides an introduction to the tools and techniques of drawing. Principles of composition, balance, rhythm, color, line, texture, and light are addressed through a series of studio assignments.

DESIGN140
DIGITAL ILLUSTRATION
4 Quarter Credit Hours
Prerequisite: None
This course covers the foundations of vector-based artwork in order to create digital illustrations, graphics, and interfaces. Students will have the opportunity to create illustrations and will experiment with type as a graphical element. The differences between vector and raster based artwork will be delineated.

DESIGN150
TYPOGRAPHY
4 Quarter Credit Hours
Prerequisite: DESIGN140
This course covers the language of the visual letterform, the history of typography, and its appropriate use in design.
DESIGN160
DIGITAL IMAGING
4 Quarter Credit Hours
Prerequisite: None
This course has been designed to explain the basic understanding of a raster-based software program to create, manipulate, and modify raster-based images. Students will be focused on understanding the tools used to manipulate raster-based images and will be expected to use proper terminology when discussing and presenting their work.

DESIGN175
VISUAL COMPOSITION
4 Quarter Credit Hours
Prerequisite: DESIGN101
Students explore composition using digital photography. Students will have the opportunity to develop an appreciation of photography as well as to begin to build their own photographic library. The camera’s viewfinder is used as a vehicle for demonstrating the designer’s frame of reference.

DESIGN210
WEB DESIGN II
4 Quarter Credit Hours
Prerequisite: DESIGN110
Students will be introduced to the concepts governing website design and implementation. Students will explore a number of design problems, including interface design, navigation, look and feel and design process.

DESIGN215
STORYBOARDING
4 Quarter Credit Hours
Prerequisite: DESIGN130
The role of storyboarding in developing visual storytelling and design needs, and its ability to facilitate the pre-production process will be examined. The style and intent of storyboards, both in hand render and digital media, will be explored. Development of visual representation as a tool for clients, production crew, technical crew and creative professionals will serve as the focus of the course.

DESIGN220
WEB DESIGN III
4 Quarter Credit Hours
Prerequisite: DESIGN210
This course provides an introduction to the development of dynamic websites through the use of scripting languages and database technologies. Additional topics include scripting syntax, Search Engine Optimization, and Content Management Systems.

DESIGN230
INTERACTIVE MEDIA I
4 Quarter Credit Hours
Prerequisite: DESIGN140
This course will explore interface design theory and its implementation. This will serve as a foundation course covering drawing, animation, importing external graphics, audio and video elements and using them to construct effective web interfaces.

DESIGN245
AUDIO PRODUCTION
4 Quarter Credit Hours
Prerequisite: None
This course will introduce the basic concepts of sound recording and editing within the multimedia environment. Computer hardware and software will be used to experiment with recording/capturing, converting and editing audio. The course will provide a basic understanding of sound and acoustics, and analog and digital recording and editing methods in the creation of a basic stereo audio project.

DESIGN250
SCREENWRITING
4 Quarter Credit Hours
Prerequisite: DESIGN215
In this course the role of original text in the creation of visual images and story will be examined. The depiction of vivid, engaging visuals through various screenplay formats, industry syntax, descriptive verbiage and identifiable style will be explored. The process of telling a story and inspiring a director, producer, onscreen talent, art director and/or other storytellers will be discussed.
DESIGN255
VIDEO PRODUCTION
4 Quarter Credit Hours
Prerequisites: DESIGN175 and DESIGN245
This course will introduce the basic concepts of video production within a multimedia environment. The use of industry standard hardware and software to capture, convert and edit video will be explored. Different shooting techniques of small format distribution will be compared and contrasted.

DESIGN260
ADVANCED DIGITAL IMAGING
4 Quarter Credit Hours
Prerequisite: DESIGN60
Advanced techniques and aesthetics in digital image creation and editing are explored and applied through the completion of computer design projects.

DESIGN265
DESIGN FOR BUSINESS
4 Quarter Credit Hours
Prerequisite: GRAPH250
Students in this course will utilize common business related software to translate their designs into template documents that can be used and augmented by non-designers.

DESIGN275
CREATIVITY IN DESIGN
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course introduces students to the creative problem-solving process used to generate concept and design for an original design solution. A variety of layout techniques will be critiqued as the students originate creative concepts.

DESIGN325
INTERACTIVE DESIGN
4 Quarter Credit Hours
Prerequisites: DESIGN210 and DESIGN230
This course covers the skills necessary to produce effective “information design” in a multimedia environment. Design principles as they relate to the use of typography, photographs, video, illustration, and interface elements will be explored with the goal of developing designs that effectively deliver content to given audiences.

DESIGN330
INTERACTIVE MEDIA II
4 Quarter Credit Hours
Prerequisite: DESIGN230
This course covers intermediate scripting for interactive interfaces. This will include designing dynamically loaded interfaces and loading external files as well as scripting to manipulate video and audio.

DESIGN345
ADVANCED AUDIO PRODUCTION
4 Quarter Credit Hours
Prerequisite: DESIGN245
This course will cover audio production and editing using industry standard hardware and software. Emphasis will be placed on mixing, hard disk recording, midi production and professionalism. Music theory will be addressed as context for the creation of audio for the multimedia environment.

DESIGN350
ADVANCED TYPOGRAPHY
4 Quarter Credit Hours
Prerequisite: DESIGN150
This course covers the origins of typography and founders of notable typefaces, as well as how typography has changed in recent history. Advanced-level critique, interpretation of messages and conceptual application is explored. Advanced typography utilized as a visual in design and sole imagery is defined.

DESIGN355
VIDEO EDITING
4 Quarter Credit Hours
Prerequisite: DESIGN255
This course is an examination of editing theory, history and aesthetics leading toward post-production technology and techniques required to deliver professional quality digital video. Students capture and edit digital footage using traditional techniques and effects, with output to be distributed in a variety of formats. Visual quality, broadcast standards, and format compression will also be examined.

DESIGN360
INTERACTIVE MEDIA III
4 Quarter Credit Hours
Prerequisites: DESIGN210 and DESIGN330
The course will cover advanced scripting techniques geared towards design solutions and an entirely dynamic construction of an application.
DESIGN365
MOTION GRAPHICS
4 Quarter Credit Hours
Prerequisite: DESIGN355
This course will allow students to explore the elements of time and space to convey messages and meaning through type, image, video, 3D and visual effects for the screen. Individual creativity will be stressed as well as the use of industry-standard software for developing motion graphics.

DESIGN370
MEDIA PRODUCTION I
4 Quarter Credit Hours
Prerequisite: DESIGN355
This course examines the total production process from initial concept and storyboard through production. Students will have the opportunity to aggregate a range of specific disciplines and software in the creation of complex multimedia and/or interactive projects.

DESIGN395
MEDIA DISTRIBUTION
4 Quarter Credit Hours
Prerequisite: DESIGN370
In this course, students will have the opportunity to learn various methods to deliver media to audiences, including broadband streams, dynamic web pages, and optical disc storage (Blu-ray, DVD, etc.). Students will have the opportunity to apply compression schemes to digital audio, video, and animation files as well as have the opportunity to learn to determine appropriate delivery at specific bandwidths and to specific user devices.

DESIGN400
INTERACTION DESIGN
4 Quarter Credit Hours
Prerequisite: DESIGN230
This course outlines standard practices for interaction design including user-centered research, human factors and storytelling for digital based media.

DESIGN470
MEDIA PRODUCTION II
4 Quarter Credit Hours
Prerequisite: DESIGN370
This course focuses upon advanced topics in digital media production, addressing post-production and distribution of projects. Application of artistic vision to solving problems encountered in a real-world production environment and workflow is emphasized. Efficient balance of competing resource needs such as budgets, timelines, staff management, client relations and target audiences will be covered.

DESIGN485
GRAPHIC DESIGN THESIS
4 Quarter Credit Hours
Prerequisite: DESIGN400 or Successful completion of 144 Credit Hours
A research based course that integrates concepts and work developed throughout the program. Projects will simulate a professional graphic design production environment.

DIGI400
SPECIAL TOPICS IN DIGITAL MEDIA PRODUCTION
4 Quarter Credit Hours
Prerequisite: DESIGN360 or Successful completion of 120 Credit Hours
This course offers an exploration into topics of special interest related to Digital Media Production.

DIGI480
DIGITAL MEDIA PRODUCTION INTERNSHIP
4 Quarter Credit Hours
Prerequisite: DESIGN370
This course is designed to provide students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

DIGI485
DIGITAL MEDIA PRODUCTION CAPSTONE
4 Quarter Credit Hours
Prerequisite: DESIGN370
The digital production capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional digital media studio environment.
**DIGI490**  
SENIOR DIGITAL MEDIA PRODUCTION PORTFOLIO  
4 Quarter Credit Hours  
Prerequisite: DIGI400 or Successful Completion of 144 Credit Hours  
This course begins with a review of portfolio worthy media projects produced in other courses. Project revisions, as well as new projects are assigned in order to enhance the students' portfolios and prepare them for employment interviews. Interviewing and presentation techniques will be introduced, along with strategies for developing an effective resume, cover letter, and self-promotional campaign.

**ECON315**  
GLOBAL ECONOMICS  
4 Quarter Credit Hours  
Prerequisite: MATH130  
This course focuses on the economic aspects of globalization and examines why the interdependent economies of various nations are regarded as a single economic system or entity. It examines barriers and bridges to the world's markets, including trade agreements and obstacles to international trading.

**ENGL101**  
ENGLISH COMPOSITION I  
4 Quarter Credit Hours  
Prerequisite: HUMN101  
In this course, students are given the opportunity to study and apply composition principles to a variety of writing modes, focusing on the writing process, intended audience, consistent point of view, correct grammar, concise language, appropriate style, and effective organizational strategies.

**ENGL102**  
ENGLISH COMPOSITION II  
4 Quarter Credit Hours  
Prerequisite: ENGL101  
This course is designed to allow students to expand their English skills by exploring advanced essay modes that include persuasive writing, literary analysis, and term paper research. Students will have the opportunity to analyze basic literary texts for style and content, and to present a researched, documented term paper.

**FASH101**  
INTRODUCTION TO FASHION  
4 Quarter Credit Hours  
Prerequisite: None  
This course presents an overview of fashion as a profession with an emphasis on its industry and careers. The processes of creating, producing and selling a fashion product, including terminology, professional organizations, and important designers in the field will be covered.

**FASH105**  
FASHION SKETCHING I  
4 Quarter Credit Hours  
Prerequisite: None  
This course demonstrates the relationship of clothing to the human figure, its proportion and how that translates into a line drawing or a 'flat', used by designers, manufacturers, retailers and merchandisers. Nomenclature of clothing items and parts and fashion vocabulary will be emphasized. Various drawing media will also be introduced.

**FASH110**  
CLOTHING CONSTRUCTION I  
4 Quarter Credit Hours  
Prerequisite: None  
Principles of basic construction and cutting techniques are studied and industrial sewing machines are used to construct a complete garment. A notebook of machine and hand-sewn samples is compiled for future reference. The focus of the course is on accuracy, technique and neatness.

**FASH120**  
TEXTILES FOR FASHION  
4 Quarter Credit Hours  
Prerequisite: None  
This course provides an introduction to textiles and the textile industry with a focus on terminology, fiber properties, yarns, and fabric characteristics. Emphasis is on the selection, performance, use, and care of textiles. The construction, dyeing, printing, and finishing of textiles will be explored.

**FASH125**  
FASHION SKETCHING II  
4 Quarter Credit Hours  
Prerequisite: FASH105  
This course covers the fashion figure, its proportions, and poses to suit varied markets, including rendering of fabrics and exploration of varied media.
FASH150
CLOTHING CONSTRUCTION II
4 Quarter Credit Hours
Prerequisite: FASH110
Advanced construction techniques are explored, introducing specialized techniques and fabrics. Complete garments are sewn with an emphasis on assembly order, detail and accuracy.

FASH202
COMPUTER GRAPHICS FOR FASHION DESIGN
4 Quarter Credit Hours
Prerequisite: FASH125
This course covers the basics of computer illustration as applied to fashion design. Focus will be on computer needs for the fashion industry and will include scanning and manipulation of line drawings, fabric and other images.

FASH205
PATTERN DRAFTING I
4 Quarter Credit Hours
Prerequisite: FASH150
This course introduces the fundamentals of flat pattern design using drafting techniques and pattern manipulation with dress form body measurements.

FASH220
DRAPING I
4 Quarter Credit Hours
Prerequisite: FASH150
This course introduces the fundamentals of draping and the importance of grain and proportion as they affect the design of garments.

FASH225
PATTERN DRAFTING II
4 Quarter Credit Hours
Prerequisite: FASH205
A continuation of Pattern Drafting I, this course focuses on the advancement of technical skills through the completion of complex pattern drafting projects. Emphasis is on precision and the mastery of drafting techniques.

FASH230
DRAPING II
4 Quarter Credit Hours
Prerequisite: FASH220
Students apply skills acquired in Draping I to develop greater proficiency in advanced draping techniques and apparel design.

FASH240
APPAREL PRODUCTION I
4 Quarter Credit Hours
Prerequisites: FASH225 and FASH230
Students will design and develop garments from concept to finished product using product development and production techniques.

FASH260
FASHION DESIGN I
4 Quarter Credit Hours
Prerequisites: FASH120 and FASH202
This course will investigate the elements and principles of design to solve specific apparel design problems related to fashion markets.

FASH312
EVOLUTION OF FASHION
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to the ideologies and elements of fashion design throughout history. Students will study sociological, political, religious, aesthetic, and cultural issues related to the evolution of fashion, and will examine contemporary theories, designers, strategies, and techniques related to fashion design.

FASH320
TEXTILE DESIGN
4 Quarter Credit Hours
Prerequisites: FASH120 and FASH202
This course will focus upon the use of computer software to develop various textiles in print.

FASHM350
SPECIAL TOPICS IN FASHION DESIGN AND MERCHANDISING I
4 Quarter Credit Hours
Prerequisite: FASH240 or Successful completion of 90 Credit Hours
This course offers an exploration into topics of special interest to the fashion designer or fashion merchandiser.
GAME101
SURVEY OF THE GAME INDUSTRY
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to game terminology, principles, tools, and techniques. Students will be given the opportunity to examine the history and theories of game design, and will explore a variety of game genres and production processes. Business principles, social and economic issues, and technological developments are discussed in relation to the creation of games and preproduction documents.

GAME105
DRAWING TECHNIQUES I
4 Quarter Credit Hours
Prerequisite: None
This course presents foundational design concepts and techniques that are used to create assets for games. Students will be given the opportunity to study prop, perspective, character, and environment design.

GAME110
DRAWING TECHNIQUES II
4 Quarter Credit Hours
Prerequisite: GAME105
This course builds on Drawing Techniques I implementing design concepts and techniques that are used to create assets for games. Students will be given the opportunity to study figure drawing, perspective, character and environment design from concept to presentation form.

GAME120
PRINCIPLES OF DESIGN
4 Quarter Credit Hours
Prerequisite: None
This course provides theoretical and practical exercises to introduce students to the elements and principles of design, 3D Design, and color theory. Scale, form, line, color, texture, and pattern will be studied in conjunction with the principles of balance, harmony, rhythm, emphasis, focus, proportion, and contrast.

GAME125
USER INTERFACE
4 Quarter Credit Hours
Prerequisite: GAME120 or DESIGN160
The course introduces students to usability and interface design. Students have the opportunity to create designs for various interfaces using fundamental layout and design theory skills.
GAME130
GAME THEORY AND MECHANICS
4 Quarter Credit Hours
Prerequisite: GAME101
This course will study the mechanics of games across a variety of genres and platforms in order to discover what properties a game must have to be compelling, interesting and fun. Students will be given the opportunity to analyze games and gameplay elements through play tests and critiques. Upon the successful completion of the course, students should be able to write design documents that convey concepts for games within constraints.

GAME205
MODELING I
4 Quarter Credit Hours
Prerequisite: DESIGN160
Students will have the opportunity to learn to navigate a 3D interface and to use modeling tools to create and manipulate three dimensionally modeled assets and props.

GAME210
GAME PLAY SCRIPTING I
4 Quarter Credit Hours
Prerequisite: CS133 or GAME125
This course introduces students to the fundamental concepts of the Adobe Flash environment and ActionScript for creating games, prototypes, and tutorials. Students will be given the opportunity to gain proficiency in the use of scripting and interactive techniques to create games that convey effective timing, style, and animation.

GAME220
GAME PLAY SCRIPTING II
4 Quarter Credit Hours
Prerequisite: GAME210
This course furthers the understanding of ActionScript scripting through object-oriented, event-driven, and interactive techniques that are used in games. The course also covers basic game design math concepts and formulas.

GAME225
TEXTURE AND LIGHTING
4 Quarter Credit Hours
Prerequisite: ATEC130 or GAME205
This course explores lighting in the real world and in virtual space. Texturing assets, props and environments will be the focus of this course. Students will also be given the opportunity to learn techniques to create, manipulate, and optimize the use of lighting.

GAME230
STORYBOARDING AND STORYTELLING
4 Quarter Credit Hours
Prerequisite: GAME105 or DESIGN101
This course will focus on the development of visual representations of story and gameplay elements through the study and creation of screenplay and storyboards. Emphasis will be placed on visual language, story conventions, element creation and the ability to translate story from text to image.

GAME235
WEB GAME DEVELOPMENT
4 Quarter Credit Hours
Prerequisite: GAME220
This course explores real world game scenarios. Students have the opportunity to analyze and produce a series of projects that use scripting to solve these problems. Students also complete a final project that synthesizes the interaction design and scripting techniques covered in the previous courses.

GAME240
SOUND DESIGN
4 Quarter Credit Hours
Prerequisite: None
Students will have the opportunity to explore, examine, create, and implement audio for interactive projects. Multiple processes in the creation, recording, and distribution of said audio will also be covered in depth. A sound library of all original work will be presented at the end of the course using industry standard compression formats for both client and server side applications.

GAME245
LEVEL DESIGN
4 Quarter Credit Hours
Prerequisite: GAME205
This course will introduce students to the fundamental concepts used to create levels for games. Students will incorporate level design and architecture theory, level design principles, game balancing, play testing and storytelling. Students will be expected to build and test levels that reflect design concepts.
GAME250
PORTFOLIO REVIEW
4 Quarter Credit Hours
Prerequisite: GAME225 and GAME220 or Successful completion of 72 Credit Hours
Students will have the opportunity to critique and refine existing portfolio-level projects, including work from previous courses that demonstrate their technical and conceptual understanding of and proficiency in the design production process. The student will have the opportunity to learn to produce an industry standard electronic portfolio for the purpose of exhibiting and presenting their work to a worldwide audience.

GAME305
MODELING II
4 Quarter Credit Hours
Prerequisite: GAME205
This course builds upon the modeling techniques taught in Modeling I and equips students to create 3D interior and exterior environments. Students will have the opportunity to create complex objects from primitive objects, refine the models, and the end product will show clean game topology.

GAME310
BUSINESS CONCEPTS OF THE GAME INDUSTRY
4 Quarter Credit Hours
Prerequisite: GAME101
In this course, students will be directed to examine ethical, intellectual property, contractual and management issues as they relate to the game industry. Market analysis, business plans, production timelines, budgets, and development and distribution processes associated with game development will be explored and implemented.

GAME350
GAME PRODUCTION I
4 Quarter Credit Hours
Prerequisite: GAME225
Students will have the opportunity to acquire the integration skills needed to successfully build a 3D game. Using a Game Engine they will explore both the technical construction and practical design of games. The technical skills required to use the game engine software are combined with utilizing level creating, constructing an interface, and defining the user’s interaction with the game world.

GAME355
MODELING III
4 Quarter Credit Hours
Prerequisite: GAME225
This course involves modeling and rigging of a 3D character for games. Topics include low-polygonal 3D modeling, texture mapping, and rigging for future game character animation.

GAME360
GAME PRODUCTION II
4 Quarter Credit Hours
Prerequisite: GAME350
Students will build upon Game Production I knowledge of building 3D games in an engine. Students will have the opportunity to advance their technical skills in level creation, lighting and camera angles to create a complete working game level.

GAME365
WORLD BUILDING
4 Quarter Credit Hours
Prerequisite: GAME245 or GAME250
Students will be expected to apply level design principles to the creation of entire game environments, interactive elements and objects, storytelling through level design, texturing, and lighting.

GAME370
GAME PRODUCTION III
4 Quarter Credit Hours
Prerequisite: GAME360
This course is designed to teach students to function as a productive member of a game design team to create a playable 3D game level. Explore popular tools utilized to document, schedule, and ship a successful 3D game on time and at an acceptable level of completion. Student groups will complete an entire conversion of a game, including characters, vehicles, and custom scripts.

GAME390
GAME ANIMATION
4 Quarter Credit Hours
Prerequisite: GAME355 or GAME205
This course focuses on the creation of 3D animated cycles, characters, and props for games using animation software. Topics include the development of walk cycles, linking and hierarchies, and forward and inverse kinematics.
GAME405
ADVANCED MODELING
4 Quarter Credit Hours
Prerequisite: GAME355
This course is designed to further develop the student’s 3D modeling and texturing skills. Industry based software and practices will be implemented through character development and advanced character creation projects. Students will be gathering reference to model and sculpt characters using preproduction techniques necessary in the creation of game characters.

GAME410
TEAM PROJECT I
4 Quarter Credit Hours
Prerequisite: GAME350
This project-based course introduces professional-level concepts and techniques in game development including team-building, advanced ideation, visual design and technical implementation, quality assurance and distribution. The research, planning, design, and construction of a game will meet alpha criteria including design documentation and asset creation schedules using waterfall project management methodologies.

GAME420
TEAM PROJECT II
4 Quarter Credit Hours
Prerequisite: GAME410
A continuation of Team Project I, the focus of this course is on professional concepts and techniques that relate to level design, usability, professionalization, post-production and distribution. This course focuses on Agile project management methodology and allows the students to explore alternate management styles. The end of course milestone is a professionally developed “one-level” playable game as a portfolio asset. Students will continue work on their original game concept from Alpha to Gold release status.

GAME450
SENIOR GAME PROJECT
4 Quarter Credit Hours
Prerequisite: GAME370
In this course, students have the opportunity to develop and process a senior thesis project demonstrating their creative and technical abilities and expertise. Students will be expected to plan, produce and document all phases of production from pre-production through delivery of a final product.

GAME480
GAME PRODUCTION INTERNSHIP
4 Quarter Credit Hours
Prerequisite: GAME370 or Successful completion of 132 Credit Hours
This course is designed to provide students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

GAME485
GAME PRODUCTION CAPSTONE
4 Quarter Credit Hours
Prerequisite: GAME370 or Successful Completion of 132 Credit Hours
The game development capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional game design studio environment.

GAME490
SENIOR GAME PORTFOLIO
4 Quarter Credit Hours
Prerequisite: GAME370 or Successful Completion of 132 Credit Hours
Under faculty supervision, students will review, revise, and refine previous deliverables based on peer and faculty evaluation, and create a portfolio that demonstrates a mastery of industry standards and expectations. The student will present and discuss their portfolio of work to an audience/jury.

GRAPH110
DESIGN PROCESS
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to the design process. Fundamental design processes and techniques are defined and examined.

GRAPH120
COLOR THEORY
4 Quarter Credit Hours
Prerequisite: None
This course examines the use of color with an understanding of the potential for purpose and aesthetic application. Terminology, concepts and methodology as applied to basic color, process color, and/or other technologies will be covered.
**GRAPH160**
GRAPHIC DESIGN I
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course examines complex and multi-faceted commercial design problems as a means of developing dynamic and innovative solutions. Design projects are analyzed according to their conceptual and graphical composition, and are developed to effectively and creatively communicate a message to a specific audience.

**GRAPH250**
DIGITAL LAYOUT
4 Quarter Credit Hours
Prerequisites: DESIGN140 and DESIGN160
This course provides the fundamentals of publication design and page layout using a current page-layout software to produce quality publications and print materials. The focus will also be on graphic design skills including composition, layout, and content.

**GRAPH260**
GRAPHIC DESIGN II
4 Quarter Credit Hours
Prerequisite: GRAPH160
This course focuses on the role of the designer in the development of a media campaign. Processes and guidelines used in the creation of a design series are discussed, as are time and budget constraints. Thumbnail sketches, storyboards, hand-drawn exemplars, and classroom presentations are used to refine ideas prior to final rendering on the computer.

**GRAPH280**
GRAPHIC DESIGN III
4 Quarter Credit Hours
Prerequisite: GRAPH260
This advanced studio course examines the process and purpose of graphic design at the professional level. Students are expected to incorporate effective studio design, research, and complex, multi-faceted problem methodologies in the creation of dynamic and innovative design solutions appropriate to a variety of coordinated media delivery systems.

**GRAPH295**
GRAPHIC DESIGN PRACTICUM
4 Quarter Credit Hours
Prerequisite: Successful completion of 60 Credit Hours
This course allows students to gain practical experience in graphic design through the completion of projects that simulate a professional work environment.

**GRAPH300**
GRAPHIC DESIGN IV
4 Quarter Credit Hours
Prerequisite: GRAPH280
This course explores the methods and modes for information design, including research, analysis, grouping and synthesis in order to produce rich information graphics for both traditional and digital presentation.

**GRAPH320**
HISTORY AND THEORY OF DESIGN
4 Quarter Credit Hours
Prerequisite: None
This course provides an examination of the ideologies and elements of art and design as illustrated throughout history. Sociological, political, religious, aesthetic and cultural issues related to the evolution of art and design are identified, and the nature of form, function and the role of design in addressing visual communication and other challenges are examined.

**GRAPH360**
BRANDING AND CORPORATE IDENTITY
4 Quarter Credit Hours
Prerequisite: GRAPH250
This course will focus upon the essential skills necessary for the development of a corporate brand. Research, strategy formulation, design and implementation of a new brand identity and/or a re-branding will be covered in this course.

**GRAPH400**
SPECIAL TOPICS IN GRAPHIC DESIGN
4 Quarter Credit Hours
Prerequisite: GRAPH360 or Successful Completion of 120 Credits
This course explores topics of special interest related to Graphic Design.
HUMN101
INFORMATION LITERACY
4 Quarter Credit Hours
Prerequisite: None
The purpose of this course is to introduce students to information literacy. Students will have the opportunity to develop skills to access digital and print source material and to evaluate and appropriately integrate this information into their own coursework. Students will be asked to assess their own thought processes and examine fallacies associated with their reasoning. The use of digital technology to communicate effectively is also a key component of this course.

HUMN301
HISTORY OF ART I
4 Quarter Credit Hours
Prerequisite: ENGL102
Students will have the opportunity to explore the nature of human thought, culture, and creativity dating from the early Renaissance through the 20th century through an examination of selected achievements in the humanities and the arts. This course will help students foster an understanding of human heritage as it recognizes individuals, societies, and cultures that have shaped our modern existence.

HUMN302
HISTORY OF ART II
4 Quarter Credit Hours
Prerequisite: ENGL102
Students will have the opportunity to explore the nature of human thought, culture, and creativity dating from Prehistoric time through the 14th century through an examination of selected achievements in the humanities and the arts. This course will help students foster an understanding of human heritage as it recognizes individuals, societies, and cultures that have shaped our modern existence.

HUMN401
LITERATURE AND FILM
4 Quarter Credit Hours
Prerequisite: ENGL102
This course examines literature and film and provides the opportunity for the student to compare and contrast the presentation of a story through different media. Analysis of literary works and critique of their film adaptations will allow the student to determine the characteristics of “successful” adaptation.
IMKT120
MEDIA DESIGN CONCEPTS
4 Quarter Credit Hours
Prerequisite: None
This course provides the student the opportunity to research methods and techniques of creating personal digital content. Students will explore a powerful array of software-based tools including podcasts, movies and websites that utilize design concepts being used with all media.

IT103
INTRODUCTION TO COMPUTER CONCEPTS AND APPLICATIONS
4 Quarter Credit Hours
Prerequisite: None
This course is an overview of computer concepts, applications, and foundational concepts of information technology. The course provides students with basic technical knowledge of a computer system, system software, business application software, major components of a business network, the Internet, and mobile computing.

IT121
MICROCOMPUTER HARDWARE
4 Quarter Credit Hours
Prerequisite: None
This course is an introduction to internal components, troubleshooting techniques, and maintenance of computer hardware. Students are expected to set up, configure, and troubleshoot computer systems. Students also have the opportunity to install, test, and troubleshoot computer components, including storage devices, RAM, and processors. Students may also review material in preparation for professional certification opportunities.

IT131
MICROCOMPUTER SOFTWARE
4 Quarter Credit Hours
Prerequisite: IT121
In this course students should expand their knowledge of microcomputer operations, data transfer and storage devices. In addition, students should be introduced to operating system software installation and support, as well as troubleshooting hardware and peripheral devices. Students may also review material in preparation for professional certification opportunities.

IT140
INTRODUCTION TO OPERATING SYSTEMS AND CLIENT/ SERVER ENVIRONMENTS
4 Quarter Credit Hours
Prerequisite: CS133
This course is an introduction to the basic concepts of operating systems and specialized networking operating system models. The fundamentals of common operating systems, client/server environments, network infrastructure, theoretic models and system architecture are discussed, including legacy operating system platforms and security processes utilized in today's enterprises.

IT141
END USER SUPPORT
4 Quarter Credit Hours
Prerequisite: IT160
This course is an examination of the tools, techniques, and methodologies used to support and troubleshoot applications and services in a business environment. The emphasis in this course is placed on end-user support, including telephone and remote assistance, as well as in-person support. Students may become involved in problem resolution workflow and the use of problem-tracking software.

IT160
WINDOWS WORKSTATION ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: IT103
This course introduces installation and post installation topics such as adding, removing and reconfiguring workstation software; adding, deleting and modifying users and groups; and adding, removing and modifying optional software. Students will examine file system security, process management, performance monitoring, storage management, data backup and restoration as well as disaster recovery.

IT221
MICROSOFT® SERVER ADMINISTRATION I
4 Quarter Credit Hours
Prerequisite: NET130
This course covers planning, installing, and administering networks based on Microsoft® servers. Emphasis is placed on version compatibility, installation, the creation and management of users and groups, disk management and file access. Students will also explore designing and planning Active Directory network deployments.
IT231
MICROSOFT® SERVER ADMINISTRATION II
4 Quarter Credit Hours
Prerequisite: IT221
In this course emphasis is placed on file system management, printers, implementation of group policy, disaster recovery techniques, performance monitoring and administration of web resources. Students may also create custom MMCs and install and configure Windows® Server Update Service.

IT250
LINUX OPERATING SYSTEMS
4 Quarter Credit Hours
Prerequisite: NET120
This course is designed to provide students with a foundation in the Linux Operating System. Topics include disk formatting, installation, file systems, basic commands, user accounts, text manipulation, shell scripting, network services and security. Students will explore the use of boot loaders, package managers and file sharing services. Students may also review material in preparation for professional certification opportunities.

IT270
SECURITY FUNDAMENTALS
4 Quarter Credit Hours
Prerequisites: NET130 and IT160
This course examines the concepts and principles of security by exploring the important role security plays at the personal, business and national level. Students examine threats and vulnerabilities to security and common solutions. Students may also learn practical skills for dealing with various types of security issues including virus detection and removal, personal firewall configuration, data backup, and spy and adware detection and removal. Students may also review material in preparation for professional certification opportunities.

IT292
INFORMATION TECHNOLOGY CAPSTONE
4 Quarter Credit Hours
Prerequisite: Department Chair Approval
This course allows students to gain practical experience in information technology through the completion of projects that simulate a professional work environment.

IT295
INFORMATION TECHNOLOGY INTERNSHIP
4 Quarter Credit Hours
Prerequisite: Successful completion of 40 Credit Hours or Department Chair Approval
The Information Technology Internship provides students with practical work experience in network support and administration under the supervision of a network professional. Students will work under the supervision of network administrator training personnel in cooperation with the internship supervisor and/or the Program Chair.

IT315
TECHNICAL WRITING FOR INFORMATION TECHNOLOGY
4 Quarter Credit Hours
Prerequisite: ENGL101
This course provides students with technical writing skills needed in Information Technology. Students will be exposed to technical writing principles and will have the opportunity to learn how to write reader-friendly documentation, end-user guides and materials. This course emphasizes techniques of designing user-centric documents in order to facilitate accessibility of information. Students will also have the opportunity to learn how to use technical writing software to develop and create effective online help projects.

IT322
LINUX SYSTEM ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: IT250
This course explores the Linux operating system, system administration, software applications and hardware interface. Students should install and configure the Linux operating system and configure the system with an emphasis on network administration and laboratory work. Students may also review material in preparation for professional certification opportunities.

IT324
DATABASE ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: CS225
This course focuses in the design, installation, setup, implementation and maintenance of databases using industry standard relational database systems. The critical tasks of planning and implementing database security, backup and recovery strategies are examined. Additionally, students will review the managerial and technical roles and responsibilities of the database administrator.
**IT360**
MESSAGING SERVERS  
4 Quarter Credit Hours  
Prerequisite: None  
This course explores the installation and configuration of Microsoft's Exchange Server. The course will cover preparation, installation, web access, global and user configuration, along with mailbox, database, and storage group management and normal backup procedures.

**IT365**
DIRECTORY SERVICES  
4 Quarter Credit Hours  
Prerequisite: IT221  
This course explores best practices in the use of Group Policy in a Microsoft network environment. Subject areas will include constructing administrative installation points for applications, Remote Installation Services, and the Distributed File System. Backups and disaster recovery are also covered.

**IT400**
INFORMATION SYSTEMS SECURITY  
4 Quarter Credit Hours  
Prerequisite: IT270  
The course examines system security and information assurance. Students examine security techniques, develop security procedures and analyze methodologies. Students examine techniques for inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the information security planning and staffing functions.

**IT410**
ETHICAL HACKING  
4 Quarter Credit Hours  
Prerequisite: None  
This course covers ways that computers and networks are attacked by hackers using techniques and common utilities. Students explore security threats and ways that system vulnerabilities are exploited to attack systems. Topics include Intrusion Detection Systems (IDS), ethical hacking techniques, sniffers, protocols, social engineering, vulnerability analysis, and penetration testing to ensure infrastructure security.

**IT420**
EMERGING NETWORK TECHNOLOGIES  
4 Quarter Credit Hours  
Prerequisite: None  
This course introduces students to a variety of emerging technologies. Coursework and projects will place an emphasis on integrating new technologies with existing technologies as well as evaluating the appropriateness of new technologies in various settings.

**IT480**
INFORMATION TECHNOLOGY PROJECT MANAGEMENT  
4 Quarter Credit Hours  
Prerequisite: None  
This course provides students with a framework for the planning, implementation and management of an information technology project. Project management is discussed from both a technical and behavioral perspective. The focus of this course is on management of development for enterprise-level systems.

**IT485**
CAREER PORTFOLIO DEVELOPMENT FOR INFORMATION TECHNOLOGY  
4 Quarter Credit Hours  
Prerequisite: None  
This class explores theory and practical issues in career/ portfolio development. In addition to examining their own skills, values and goals, students should examine the historical, social and economic forces that influence the labor market and the process of career decision-making. Students create an e-portfolio and participate in weekly labs, which allow application of concepts to everyday practice. Topics covered include history of labor market changes, cultural understandings of work, work and identity, inequity and work, strategies for self-assessment, career decision-making, the value of personal reflection, and the future of work, employer research, cover letter writing and resume writing. Students are encouraged to utilize the resources of the Career Development office.

**IT490**
INFORMATION TECHNOLOGY CAPSTONE  
4 Quarter Credit Hours  
Prerequisite: IT485 or Successful completion of 144 Quarter Credit Hours  
This course allows students to gain practical experience in information technology through the completion of projects that simulate a professional work environment.
IT495
INFORMATION TECHNOLOGY INTERNSHIP
4 Quarter Credit Hours
Prerequisite: IT360 or Successful completion of 144 Credit Hours
The Information Technology Internship provides students with practical work experience in network support and administration under the supervision of a network professional. Students will work under the supervision of network administrator training personnel in cooperation with the internship supervisor and/or the Program Chair. (This course is not open to IADT Online students.)

MATH130
COLLEGE ALGEBRA
4 Quarter Credit Hours
Prerequisite: None
This course is designed to enable students to reason quantitatively from a variety of mathematical perspectives. Topics include statistics, logic, geometry, estimation, and the process of problem solving. Calculators or computers will be used where appropriate.

NET120
NETWORK FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: None
This course is an introduction for the novice, networking student on the basic concepts and principles of computer networks. This course prepares students to move on to a more advanced network technologies course of study, while obtaining the skills and knowledge necessary to perform basic network installations and troubleshooting. Students also have the opportunity to learn a variety of practical skills and design methods for home, small business, and large enterprise networks. The student gets a hands-on, interactive learning experience, as well as a thorough examination of network concepts and topics.

NET130
NETWORK TECHNOLOGIES
4 Quarter Credit Hours
Prerequisite: NET120
This course will introduce students to the main network communications technology including LANs, WANs, and the Internet. The course encompasses various physical topologies and transport media, cable types, performance, addressing, network access, routing, and error checking. Communication methods are examined starting with the OSI model, numerous protocol stacks, packet formation, and synchronous/ asynchronous transmission. Students explore commonly used network models and terminology based on an industry standard network solution. Students may also review material in preparation for professional certification opportunities.

NET270
NETWORK ROUTING CONCEPTS AND DESIGN
4 Quarter Credit Hours
Prerequisite: NET130
This course will introduce students to concept and techniques of intermediary network operations. Students explore types of routers and strategies for network services such as protocols, remote terminal access and the IOS administration, which includes policies, system monitoring technologies, and testing methodologies. Students continue in their exploration of commonly used network models and routing protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

NET275
NETWORK SECURITY
4 Quarter Credit Hours
Prerequisite: IT270
This course introduces network security concepts as they relate to personal computers in a networked environment. Students explore security, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, and security hardware and software strategies. Students may also review material in preparation for professional certification opportunities.
NET280
NETWORK SWITCHING AND WIRELESS CONCEPTS
4 Quarter Credit Hours
Prerequisite: NET270
This course explores local area network (LAN) switching and wireless technologies. Students examine the operation and role of LAN technologies and protocols in the network. Students employ command-line interface to configure routers and switches within the LAN environment. This course continues the exploration of network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

NET330
WIDE AREA NETWORK CONCEPTS
4 Quarter Credit Hours
Prerequisite: NET280
This course examines WAN technologies and network services required by enterprise networks. Students explore WAN technologies, including PPP and Frame Relay, and related topics, such as access control lists and Network Address Translation. In addition, students explore other WAN technologies, such as DSL, cable modems, and Virtual Private Networks (VPNs). This course completes the exploration of network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

PHIL405
ETHICS
4 Quarter Credit Hours
Prerequisite: ENGL102
Ethics is the study of moral philosophy in relation to society and human behavior. Students will study theoretical and applied ethical constructs, from both a Western and non-Western approach, that shape beliefs and relate to decision-making processes.

PSYC201
PSYCHOLOGY
4 Quarter Credit Hours
Prerequisite: None
This course explores various aspects of the science of psychology. Students will examine the originating theories of psychological theories, the brain, sensation and perception, intelligence, learning, memory, development through the life span, personality, motivation, mental health disorders, therapies, and social psychology.

RMKT105
CONSUMER BEHAVIOR CONCEPTS
4 Quarter Credit Hours
Prerequisite: None
This course will focus on basic concepts and theories of consumer behavior as they relate to psychological, social, ethical, situational and financial influences. Buying habits and global influences will be examined in relation to consumer product knowledge and adoption.

RMKT150
MARKETING I
4 Quarter Credit Hours
Prerequisite: RMKT105
This course provides an overview of marketing as it applies to the value of strategic planning, brand loyalty and product placement in the attempt to meet the continuous shift in consumer interests. International, global and e-commerce markets will be discussed as well as the significance of marketing ethics and social responsibility.

RMKT220
MARKETING II
4 Quarter Credit Hours
Prerequisite: RMKT150
This research-based course gives students the opportunity to develop a strategic marketing plan. External and internal factors that affect the marketing components will be examined to develop a SWOT Analysis. Students will develop branding, product pricing and promotional strategies as well as assess and adjust budgetary and financial plans.

RMKT305
FORECASTING TRENDS
4 Quarter Credit Hours
Prerequisite: FASH202 OR RMMT175
This course focuses on trend forecasting in relation to business profitability and competitiveness. Factors that drive trends, trend mapping and the trend life cycle will be examined. Students will also examine a trend strategy as it relates to the techniques used for observation, data collection and evaluation as well as create trend concept boards using industry software.
RMKT410
Branding and Advertising
4 Quarter Credit Hours
Prerequisites: RMKT220 and RMMT175
This course focuses on the essential components of branding and advertising as they relate to the development of successful promotional campaigns. Brand planning, market selection and various media strategies will be discussed as they apply to creating effective advertising messages and visuals. Brand identity protection, trademarks, package design, and the social and legal effects of advertising will also be examined.

RMMT175
VISUAL MERCHANDISING II
4 Quarter Credit Hours
Prerequisite: RMMT120
This course further develops the students’ knowledge of visual merchandising design elements and principles as they impact brand image and sales. Students will formulate a store proposal and budget for a visual merchandising plan and create a digital presentation that will include digitally designed in-store, window and store-front displays.

RMMT101
MERCHANDISING PRINCIPLES
4 Quarter Credit Hours
Prerequisite: None
This course introduces merchandising principles and practices employed within retail environments. Topics include store organization, planning, inventory control, financial considerations, operational management, and customer services. Merchandising concepts, retailing techniques, and consumer behavior are discussed.

RMMT201
FUNDAMENTALS OF ACCOUNTING
4 Quarter Credit Hours
Prerequisites: MATH130 and RMMT150
This course provides an introduction to financial record keeping for small business proprietors. Accounting theory is stressed. Topics include business transaction analysis, journal and ledger utilization, statement preparation using electronic spreadsheets, accounting cycle completion and payroll accounting.

RMMT120
VISUAL MERCHANDISING I
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course provides an overview of the design elements and principles of visual merchandising as they impact brand image and sales. Store floor plan layout, product presentation and coordination will be discussed. Students will be introduced to design software used to produce effective visual merchandising presentations.

RMMT210
MANAGEMENT SOLUTIONS
4 Quarter Credit Hours
Prerequisite: None
This course will examine the basic functions of effective management principles. Students will be given the opportunity to assess the internal and external factors that affect business environments and organizational change. An overview of leadership styles, business communication and motivation will also be discussed.

RMMT150
RETAIL COMPUTER APPLICATIONS
4 Quarter Credit Hours
Prerequisite: None
This course will introduce students to commonly used computer applications software and how they are used as tools in retail business environments. Document formatting, table, chart and diagram creation and the incorporation of formulas and functions will be practiced. The features of point of sale (POS) software will also be examined.

RMMT250
SELLING STRATEGIES
4 Quarter Credit Hours
Prerequisite: RMKT105
This course introduces students to personal, product and adaptive selling strategies related to value creation and customer loyalty. Emphasis will be placed on assessing consumer needs, buying behaviors and motives. Communication styles, various approaches to selling and negotiation methods will be covered as well as techniques for motivating and managing an effective sales team.
**RMMT260**
HUMAN RESOURCE MANAGEMENT  
4 Quarter Credit Hours  
Prerequisite: COMM101  
This course provides an overview of the roles and functions of human resources. Equal Employment Opportunity and legal regulations pertaining to health, safety and security will be discussed in addition to the acquisition of resources. Students will also discuss current practices and case studies as they apply to employee training, development, evaluation, compensation, benefits and incentive programs.

**RMMT275**
PRICING TECHNIQUES  
4 Quarter Credit Hours  
Prerequisites: MATH130 and RMKT105  
This course provides students with an overview of the external and internal factors that influence pricing decisions. Price segmentation, promotions and discount management will be discussed in addition to pricing structures and strategies related to functioning in a competitive market.

**RMMT290**
PROFESSIONAL BUSINESS PRACTICE  
4 Quarter Credit Hours  
Prerequisite: RMMT210  
This course will give students the opportunity to complete a self-assessment in order to set goals and create a career plan. Training and development, employer expectations, job success strategies, networking and professional communication will be discussed. Students will also be given the opportunity to practice successful interviewing methods as well as create a professional business card, letterhead, resume and cover letter.

**RMMT301**
FINANCE  
4 Quarter Credit Hours  
Prerequisite: RMMT201  
This course will introduce basic financial management and financial planning used in business. The Time Value of Money will be covered in regards to compound interest, discounting, and payments and annuities. Students will also learn to calculate different types of interest rates and the weighted average cost of capital as well as use ratios when evaluating business performance.

**RMMT315**
E-COMMERCE  
4 Quarter Credit Hours  
Prerequisite: FASH260 or RMMT320  
This course will provide an overview of e-commerce as it relates to online business models including hybrid organizations and partnerships. The relationship between web site development, media convergence, customer information security and payment systems will be examined. Techniques used to assess and measure performance of e-commerce businesses will also be discussed.

**RMMT320**
ONLINE RETAILING  
4 Quarter Credit Hours  
Prerequisite: BUSN101  
This course will provide students with an understanding of management, marketing and promotional strategies commonly used within online retail establishments. Students will have the opportunity to compare and contrast online retailing strategies with those of brick and mortar businesses. Assortment planning, logistics and inventory management will be discussed along with strategies for building and maintaining customer relationships in an online environment. Legal regulations and ethical concerns in e-business will also be examined.

**RMMT325**
INVENTORY PLANNING AND MANAGEMENT  
4 Quarter Credit Hours  
Prerequisite: RMMT275  
This course provides students with an overview of inventory management as it relates to operational environments. Emphasis is placed on managing inventory accuracy in regards to receiving, processing, storing, classifying, recording and management of stock. Inventory assortment planning and supply-chain management will also be addressed.

**RMMT350**
GLOBAL SOURCING AND PRODUCT ANALYSIS  
4 Quarter Credit Hours  
Prerequisite: ECON315  
This course provides students with an insight into global sourcing and procurement. The opportunities, benefits and challenges of global sourcing will be discussed in regards to supplier location, reputation, and political and economic conditions. Quality control, total cost of ownership and risk management will also be examined.
RMMT375
BUSINESS ETIQUETTE AND NEGOTIATIONS
4 Quarter Credit Hours
Prerequisite: RMMT260
This course examines proper etiquette practices and strategies for negotiating within a business environment. Students will examine the negotiation process as it relates to distributive and integrative bargaining techniques through leveraging, perception and persuasion. Ethical conduct and methods for dispute resolution in addition to cultural and other issue-sensitive considerations will also be discussed.

RMMT450
BUSINESS LAW PRACTICES
4 Quarter Credit Hours
Prerequisite: BUSN101
This course examines law as it relates to various business environments. Crimes, torts and intellectual property will be examined in addition to contracts, domestic and international agreements, internet law, negotiable instruments and transactions. Employment and labor laws, government laws and regulations, property laws and insurance and liabilities will also be discussed.

RMMT390
BUYING I
4.0 Quarter Credit Hours
Prerequisite: RMMT325
This course provides students with an introduction to buying as it applies to sales and inventory planning in the retail environment. Students will analyze sales histories and trends as well as profit and loss statements to determine buying needs. Emphasis will be placed on the calculation of markups, markdowns, turnover, BOM, open-to-buy, GMROI, shortages and overages and average stock and stock-to-sales ratio using electronic spreadsheets.

RMMT405
BUYING II
4 Quarter Credit Hours
Prerequisite: RMMT390
This course continues to build off of the concepts and formulas learned in Buying I. Students will create a six-month dollar merchandise plan and an assortment plan and determine open-to-buy using electronic spreadsheets. The different types of purchasing discounts and shipping terms will be explored and the importance of building vendor relationships and negotiation skills will be elaborated on.

RMMT420
EXPORTING AND IMPORTING
4 Quarter Credit Hours
Prerequisite: RMMT350
This course will examine importing and exporting procedures and practices. Foreign and international law, terms of sale, licensures, regulations and insurances will be discussed. Various types of international sales transactions and agreements will be examined as well as proper documentation procedures.

RMMT460
SENIOR RETAIL MERCHANDISE MANAGEMENT PORTFOLIO
4 Quarter Credit Hours
Prerequisites: RMMT290 and RMKT410
This course enables students to use effective presentation techniques to develop a senior portfolio that demonstrates proficiency in particular skill sets related to their chosen career field. Goal setting and career planning will also be discussed.

RMMT485
RETAIL MERCHANDISE MANAGEMENT CAPSTONE
4 Quarter Credit Hours
Prerequisite: RMMT460
This research-based course integrates skills, knowledge and creativity explored in previous courses. Students will showcase professional expertise in a chosen career field by producing an in-depth senior project.

RMMT490
RETAIL MERCHANDISE MANAGEMENT INTERNSHIP
4 Quarter Credit Hours
Prerequisite: RMMT460
This course provides students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.
WEB101
WEB DESIGN FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: None
This course provides an overview of the field of web design and development from a practical and professional viewpoint. The use of color, layout, textures, imagery and typography as they apply to effective web design will also be discussed.

WEB110
PROGRAMMING FOR THE INTERNET
4 Quarter Credit Hours
Prerequisite: None
This course focuses on the fundamentals of web creation and usage. Differences and limitations of browsers, Internet terminology, and Internet usage will be discussed. Use of XHTML in the creation of web design will be conferred as well as an introductory overview of graphic web applications and development of an introductory web site.

WEB120
USABILITY AND INTERFACE DESIGN
4 Quarter Credit Hours
Prerequisite: WEB110
In this course, students will have the opportunity to learn theories of graphic user interface (GUI) and human computer interface (HCI) to understand how users relate and interact with computers and the web.

WEB150
MULTIMEDIA DESIGN I
4 Quarter Credit Hours
Prerequisite: WEB110
Students explore the principles of interactivity and animation in a multimedia program. Upon completion of this course students should be able to understand and apply the principles of interactive presentations incorporating text, sound, images and video in a multimedia program.

WEB210
PROGRAMMING CONCEPTS
4 Quarter Credit Hours
Prerequisite: None
This course will provide students with a disciplined introduction to program development process with an emphasis on problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping.
WEB220
MULTIMEDIA DESIGN II
4 Quarter Credit Hours
Prerequisite: WEB150
In this advanced level course students work together exploring the various roles necessary in the creation of a multimedia piece. Students also continue to explore animation usage in the internet and in intranet settings. Advanced scripting and programming tools are used to create a final animated piece.

WEB230
OPEN SOURCE SYSTEMS
4 Quarter Credit Hours
Prerequisite: WEB210
This course focuses on the use of Open Source applications for web site development. Topics include server operating systems and dynamic content applications.

WEB240
ADVANCED SCRIPTING TECHNIQUES
4 Quarter Credit Hours
Prerequisite: WEB220
Students are expected to continue developing their skills to create web pages and explore color, text, speed, and space limitations of both hardware and software. Students will also page their pages live, maintain and update them and explore troubleshooting issues and maintenance of a web site and server.

WEB250
CONTENT MANAGEMENT SYSTEMS
4 Quarter Credit Hours
Prerequisite: WEB210
In this course students can apply technical knowledge to implement and administer a web server, creating content, managing online content providers, and publishing online successfully.

WEB255
CONTENT MANAGEMENT SYSTEMS II
4 Quarter Credit Hours
Prerequisite: WEB250
In this course, students will create templates and other user interface components for the storage, retrieval and modification of content stored within a content management system (CMS).

WEB260
WEBSITE ADVERTISING AND DESIGN
4 Quarter Credit Hours
Prerequisite: WEB120
This course focuses on the communication skills and design techniques that are necessary for creating promotional materials and advertising campaigns. Students will have the opportunity to use what they learned from case studies and apply it for developing advertising strategies and transform them into completed projects in web media. Market research, consumer behavior, and sales techniques will be discussed.

WEB280
WEB DESIGN PROJECT
4 Quarter Credit Hours
Prerequisite: WEB255
This course covers principles and best practices of project management in website development. The four domains of scope are covered: definition, planning, execution, and closure.

WEB290
ADVANCED OPEN SOURCE SYSTEMS
4 Quarter Credit Hours
Prerequisite: WEB230
This course provides intermediate level instruction in Open Source applications for web site development. Students will have the opportunity to expand their knowledge of server operating systems and dynamic content applications.

WEB295
INTERACTIVE MOBILE APPLICATION I
4 Quarter Credit Hours
Prerequisite: WEB240
This course focuses on utilizing current technologies for web authoring to provide content for the mobile browsers.

WEB297
INTERACTIVE MOBILE APPLICATION II
4 Quarter Credit Hours
Prerequisite: WEB295
This course introduces students to Rich Internet Applications (RIA) development, optimizing interfaces for human interaction, and the use of persistent data within a mobile application.
WEB300
PROJECT MANAGEMENT
4 Quarter Credit Hours
Prerequisite: WEB280
This course provides students with a framework for the planning, implementation and management of an industry based project. Project management is discussed from both a technical and behavioral perspective.

WEB310
MARKUP LANGUAGES
4 Quarter Credit Hours
Prerequisite: WEB290
This course explores the use of later generation markup languages and their supportive technologies. Topic concentration focuses on but is not limited to Web based applications.

WEB340
DESIGNING FOR SERVER-SIDE TECHNOLOGY
4 Quarter Credit Hours
Prerequisite: WEB290
This course provides an introduction to server-side programming.

WEB345
INTERACTIVE MOBILE APPLICATION III
4 Quarter Credit Hours
Prerequisite: WEB297
In this course, advanced mobile application development topics including debugging, end user experiences, user interfaces and data persistence. Porting to multiple mobile platforms will be demonstrated and applied.

WEB350
ADVANCED SERVER-SIDE TECHNOLOGY
4 Quarter Credit Hours
Prerequisite: WEB340
This course provides intermediate level instruction in server-side programming.

WEB360
INTRODUCTION TO DATABASE
4 Quarter Credit Hours
Prerequisite: WEB210
In this course students will explore concepts and features of relational database systems and design. It explores the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured Query Language) statements commonly used in database administration to create and manage database objects and data.

WEB370
DATABASE AND DYNAMIC WEB DESIGN
4 Quarter Credit Hours
Prerequisite: WEB360
This course will focus on user-centered design principles, database structures, and server side scripting to create dynamic web sites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.

WEB380
OBJECT ORIENTED PROGRAMMING I
4 Quarter Credit Hours
Prerequisite: WEB210
This course provides an introduction to object-oriented programming utilizing the Java programming language. Topics will include data types, pointers, arrays, string processing, classes and objects and event-driven, interactive programming techniques.

WEB400
OBJECT ORIENTED PROGRAMMING II
4 Quarter Credit Hours
Prerequisite: WEB380
In this course, web application development using the Java programming language will be discussed and demonstrated. Topics will include servlet and JSP programming, web application server installation and administration and design patterns.

WEB415
INTERNET LAW AND INTELLECTUAL PROPERTY
4 Quarter Credit Hours
Prerequisite: None
This course examines business law. Topics include legal, business and e-commerce environments, business regulations, dispute resolutions, liabilities, and the ethical and social responsibilities of business.
WEB420
WEB COMMERCIALIZATION
4 Quarter Credit Hours
Prerequisite: WEB370
This course builds upon a professional understanding of web design and development, emphasizing the trend towards website commercialization. Topics of this course include web-based interfaces, online supply chain management, ecommerce tools and techniques, branding, basic marketing strategies, and Search Engine Optimization.

WEB430
WEB APPLICATION SECURITY
4 Quarter Credit Hours
Prerequisite: WEB350
This course covers the entire scope of planning and designing effective web sites to maintaining and managing them. It highlights all phases of development and managing security and complexity of sites in all stages. The risks, benefits, and threats of online marketing will also be discussed. Network security, daily web server administration, configuration settings, back-ups, and troubleshooting will be covered.

WEB440
WEB ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: WEB430
This course focuses on the skills needed to perform central administration tasks on web server(s) in a server-centric network. Topics covered by this course include resource and user management, security, migration, and the variety of possible server roles to be implemented.

WEB465
WEB DEVELOPMENT INTERNSHIP
4 Quarter Credit Hours
Prerequisite: WEB400
The Web Development Internship may provide students with practical work experience in the field of web design and development under the supervision of a web design and development professional. Students will work under the supervision of web design and development training personnel in cooperation with the internship supervisor and/or the Program Chair.

WEB460
WEB DEVELOPMENT CAPSTONE
4 Quarter Credit Hours
Prerequisite: WEB400
The web development capstone is a research-based course that integrates concepts and work from throughout the Web Design and Development program. Projects will simulate a professional web development environment.
Effective 09/23/14 – Sanford-Brown College in Orlando is no longer accepting new student applications.

### Academic Calendar
**As of 8/1/2016 – updated 6/2/17**

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<tbody>
<tr>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>01/04/2016</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>01/10/2016</td>
</tr>
<tr>
<td>Last Day of Drop</td>
<td>01/10/2016</td>
</tr>
<tr>
<td>Session Ends</td>
<td>02/07/2016</td>
</tr>
<tr>
<td>Term 3</td>
<td>Term 4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>03/14/2016</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>03/20/2016</td>
</tr>
<tr>
<td>Last Day of Drop</td>
<td>03/20/2016</td>
</tr>
<tr>
<td>Session Ends</td>
<td>04/17/2016</td>
</tr>
<tr>
<td>Term 5</td>
<td>Term 6</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>05/23/2016</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>05/29/2016</td>
</tr>
<tr>
<td>Last Day of Drop</td>
<td>05/29/2016</td>
</tr>
<tr>
<td>Session Ends</td>
<td>06/26/2016</td>
</tr>
<tr>
<td>Term 7</td>
<td>Term 8</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>08/14/2016</td>
</tr>
<tr>
<td>Last Day of Drop</td>
<td>08/14/2016</td>
</tr>
<tr>
<td>Session Ends</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>Term 9</td>
<td>Term 10</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>10/17/2016</td>
</tr>
<tr>
<td>Session Ends</td>
<td>11/20/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>01/09/2017</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>01/1/2017</td>
</tr>
<tr>
<td>Last Day of Drop</td>
<td>01/1/2017</td>
</tr>
<tr>
<td>Session Ends</td>
<td>02/12/2017</td>
</tr>
<tr>
<td>Term 3</td>
<td>Term 4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>03/20/2017</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>03/26/2017</td>
</tr>
<tr>
<td>Session Ends</td>
<td>04/23/2017</td>
</tr>
<tr>
<td>Term 5</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>05/30/2017</td>
</tr>
<tr>
<td>Last Day of Add</td>
<td>06/05/2017</td>
</tr>
<tr>
<td>Session Ends</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>Classes are offered on days marked with an “x”:</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Observed Holidays - No Classes**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King, Jr Day</td>
<td>Monday, 01/18/2016</td>
<td>Classes resume on Tuesday, 01/19/2016</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/30/2016</td>
<td>Classes resume on Tuesday, 05/31/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Make-up Day on Friday, 06/03/2016</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Monday, 07/04/2016</td>
<td>Classes resume on Monday, 07/11/2016</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/05/2016</td>
<td>Classes resume Tuesday, 09/06/2016</td>
</tr>
<tr>
<td>Winter Break 2016</td>
<td>Friday, 12/23/2016</td>
<td>Classes resume Tuesday, 01/02/2017</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday 1/16/2017</td>
<td>Classes resume Tuesday 1/17/2017</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/29/2017</td>
<td>Classes resume Tuesday 5/30/2017</td>
</tr>
</tbody>
</table>
# Tuition and Fees

As of 11/4/15

<table>
<thead>
<tr>
<th>Program</th>
<th>Application fee</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animation Technology (Bachelor of Science)</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Digital Media Production (Bachelors of Fine Arts) Taught Out</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Fashion Design and Merchandising (Bachelors of Fine Arts)</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Game Production (Bachelors of Fine Arts) Taught Out</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Graphic Design (Bachelors of Fine Arts)</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Retail Merchandising Management (Bachelors of Science)</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Web Design and Development (Bachelors of Science) Taught Out</td>
<td>$25</td>
<td>$64,800</td>
<td>$64,825</td>
</tr>
<tr>
<td>Graphic Design (Associate of Science) Taught Out</td>
<td>$25</td>
<td>$32,800</td>
<td>$32,825</td>
</tr>
<tr>
<td>Retail Merchandising Management (Associate of Science) Taught Out</td>
<td>$25</td>
<td>$32,800</td>
<td>$32,825</td>
</tr>
</tbody>
</table>
The tuition noted above is the cost for the full program of study, inclusive of books and supplies, if attending at the professional pace each term. The professional pace is defined for each degree program as: Associate program, 16 credits each term except the final term which is 12 credits; Bachelor’s program 12 credits per term in the first academic year, and 16 credits per term in the subsequent academic years up through completion of the program. The actual cost per credit will vary depending on the number of credits taken during each term as outlined below and in the tuition and fees addendum listed in the catalog. Thus, if you take fewer credits per term, your tuition cost will be higher than indicated in the chart above. This amount may vary depending on the number of terms in which the student is enrolled. The Application Fee is a one-time fee paid at the time of application. SBC waives all associated fees (software and textbooks) for all students who are Active Duty/Reservist U.S. Military Service Members. The estimated Books and Supplies included in the tuition costs listed above are for the entire program and may vary depending on the number of terms in which the student is enrolled. The tuition and fees does not include other program costs, including, but not limited to, supplemental books, additional project supplies, and laboratory fees, and other costs associated with the selected program of study. The cost per credit is as follows:

**Tuition Rates including Books:**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition / Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11</td>
<td>$500</td>
</tr>
<tr>
<td>12-15</td>
<td>$400</td>
</tr>
<tr>
<td>16-19</td>
<td>$350</td>
</tr>
<tr>
<td>20+</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Fee Schedule**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Class (current student)</td>
<td>$50 per Credit Hour</td>
</tr>
<tr>
<td>Prior Learning Proficiency Credit Awarded Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Prior Learning Proficiency Credit Evaluation Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Repeat Class</td>
<td>Current Tuition per Credit Hour</td>
</tr>
<tr>
<td>Transcript</td>
<td></td>
</tr>
<tr>
<td>Electronic or paper requested electronically through Parchment</td>
<td>$10</td>
</tr>
<tr>
<td>Ordered through the campus</td>
<td>$15</td>
</tr>
<tr>
<td>Overnight/US Mail Delivery</td>
<td>$35</td>
</tr>
</tbody>
</table>
## Faculty and Staff

**Staff - as of 4/21/17**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Sharon</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Mullee, Cynthia</td>
<td>Campus Director of Career Services</td>
</tr>
<tr>
<td>Sharon Smith</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Mullee, Cynthia</td>
<td>Disability Services Administrator</td>
</tr>
<tr>
<td>Mullee, Cynthia</td>
<td>ADA/Section 504 Coordinator</td>
</tr>
<tr>
<td>Mullee, Cynthia</td>
<td>Title IX Coordinator</td>
</tr>
</tbody>
</table>
### Catalog Revisions and Updates

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>Campus Address</td>
<td>8/31/2015</td>
</tr>
</tbody>
</table>

The campus address is:
8523 Commodity Circle
Suite 200
Orlando, FL 32819

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Executive Officers</td>
<td>4/1/2016</td>
</tr>
</tbody>
</table>

Catalog information is revised to read:

**The Executive Officers of Career Education Corporation**
Ron D. McCray,
Interim President and Chief Executive Officer
A.J. Cederoth
Senior Vice President and Chief Financial Officer

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CEC Board of Directors</td>
<td>10/26/16</td>
</tr>
</tbody>
</table>

**The current members of the CEC Board of Directors are:**
Thomas B. Lally (Chairman)
Dennis H. Chookaszian
Kenda B. Gonzales
Patrick W. Gross
Gregory L. Jackson
Todd S. Nelson
Leslie T. Thornton
Richard D. Wang

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Accreditation and Licensure</td>
<td>12/12/16</td>
</tr>
</tbody>
</table>

Revised as follows:
The College (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diplomas, Associate degrees and Bachelor degrees.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite
980 Washington, DC 20002-4241
(202) 336-6780

ACICS is no longer listed as a nationally recognized agency by the United States Department of Education.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Grievance Policy</td>
<td>7/15/2015</td>
</tr>
</tbody>
</table>
Replace the current website for the Florida Department of Education Commission for Independent Education with the following:
http://www.fldoe.org/policy/cie

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Class Times</td>
<td>2/5/2015</td>
</tr>
</tbody>
</table>

Replace Day Classes: between 8:00 a.m. to 6:00 p.m. Monday – Thursday, and 8:00 a.m. to 5:00 p.m. on Friday with the following:
Day Classes: between 8:00 a.m. to 6:30 p.m. Monday – Thursday, and 8:00 a.m. to 5:00 p.m. on Friday

Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

The policy found in the catalog in replaced with the following:
Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Admissions Policy</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The current policy is replaced with the following:
MAXIMUM TIME IN WHICH TO COMPLETE
A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

In addition, since the campus is in teach-out and, some students attending during the teach-out will not have the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.

The current policy is replaced with the following:
WARNING AND PROBATIONARY PERIODS
At the end of each grading period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.
A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements or complete their program of study within the teach-out period, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for nonacademic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Reinstatement</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The current policy is replaced with the following:
Sanford-Brown will no longer consider students who were previously academically dismissed for reinstatement. As of April 29, 2016 Sanford-Brown is no longer enrolling re-entering students.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Attendance</td>
<td>5/4/2015</td>
</tr>
</tbody>
</table>

Replace Attendance Policy with the following:
Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any probation of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar, not including scheduled institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the institution. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance.

Students receiving VA education benefits must maintain satisfactory attendance. VA students enrolled in one course and fail to attend more than 20% of the class in a calendar month will result in the termination of their VA
education benefits effective the last day of their attendance for that class. VA students enrolled in multiple courses that violate the attendance policy for a single course will result in the reduction of their enrollment hours and may affect the student’s VA education benefits. The reduction in hours is effective the last date of attendance prior to the attendance violation. VA students enrolled in multiple courses that fail to attend more than 20% of ALL classes in which they are enrolled in a calendar month will result in the termination of their VA educational benefits for ALL classes from their last date of attendance.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Add/Drop Period and Course Withdrawals</td>
<td>2/8/2016</td>
</tr>
</tbody>
</table>

The current policy language is replaced with the following:

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

“W” Grades are also awarded when students do not complete externship courses within a school’s designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Internship Management, Attendance, and Leave Of Absence policies for details.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Add/Drop Period and Course Withdrawals</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The following information is added:
Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Grade Appeals</td>
<td>2/8/2016</td>
</tr>
</tbody>
</table>

The current policy language is replaced with the following:

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Application of Grades and Credits</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The following information is added:
Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Graduation Requirements</td>
<td>2/8/2016</td>
</tr>
</tbody>
</table>

The current policy language is replaced with the following:

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the
published requirements for graduation within the grading period following the graduation ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
</table>

The current policy language is replaced with the following:

An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.

**Leave of Absence Conditions**

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

**The following requirements apply:**

- A student may be granted a Leave of Absence (LOA) if:
  - A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance, or within the first 5 calendar days of the start of a new module.
  - If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance.
  - Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- **There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.**
  - The student must have successfully completed a minimum of one grading period before being eligible to apply for an LOA.
  - Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F, P, NP) for that module.
  - The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
  - **The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.**

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. **If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.** A student in an LOA status will not receive further
financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

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<td>24</td>
<td>Academic Information/Academic Honors</td>
<td>Effective for students graduating 9/28/2014 forward</td>
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Add the following information:

**Academic Honors**

Upon successful completion of Associate or Bachelor Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- **Summa cum Laude**: 3.90-4.00
- **Magna cum Laude**: 3.70-3.89
- **Cum Laude**: 3.50-3.69

Upon successful completion of Certificate program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- **Highest Honors**: 3.90 – 4.00
- **Honors**: 3.50 – 3.89

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**Refund**

After the last day of the add/drop period (after the first week of class unless indicated otherwise) for each payment period or term, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at SBC. Refunds are made for a student who withdraws or is withdrawn from SBC prior to the completion of his/her program and is based on the tuition billed for the term or payment period in which the student withdraws, according to the calculation set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Campus Director. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or the date the institution determines a student has withdrawn. Students should understand that if they withdraw or are withdrawn prior to the end of the payment period, they will be subject to the Return of Title IV Funds policy noted below which may increase their balance due to SBC. If there is a balance due to SBC after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by SBC. SBC does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances due to the Student of less than $1 (after all refunds have been made) will not be refunded to the student/lender unless requested by the Student.

Refunds will be made based on the calculation set forth below:

Days completed in Term are used to calculate %:

- Prorata up to 59.99%
- 60%-100% = 0%

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Replace the transcript fee information with the following:
$10 – Transcripts (electronic or paper) requested electronically through Parchment
$15 – Transcripts ordered through the campus
$35 – Overnight/U.S. Mail delivery

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The current grant language is replaced with the following:

**Art & Design Grant**

The Institution offers grants to students enrolled in Bachelor’s or Associate’s programs who have exhausted all federal and state aid for which they are eligible, and have a remaining outstanding tuition balance.

The Art & Design Grant ranges from $200 to $16,500 and is subject to the program eligibility limits below. Students will be considered for the grant upon completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing an Art & Design Grant Application, the student must have established an In-School Payment Plan (IPP) with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was $150). The minimum IPP amount is subject to change please contact your aid administrator for current information. The Art & Design Grant Application must be submitted prior to the end of the add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility, students must remain continuously enrolled, meet satisfactory academic progress, and attend at least 12 credits per academic term.

The Art & Design Grant Application and supporting documentation will be reviewed by the Grant Committee to determine eligibility. The Art & Design Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Art & Design Grant is awarded in conjunction with other Institutional Grants, the Art & Design Grant when combined with the other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding is exhausted, the Art & Design Grants will not be available to otherwise eligible students.

The Art & Design Grant Program limits are:
- Associate Programs – $11,000
- Bachelor Programs – $16,500