

**Sanford-Brown College**  
**Las Vegas, Nevada**  
**2015-2016**

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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.

## Welcome

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 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.

## **About the Institution**

### **Mission Statement**

The institution 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 The International Academy of Merchandising & 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. Phone: 847-781-3600. Fax: 847-781-3610.

### **The Executive Officers of Career Education Corporation**

Todd Nelson,  
President and Chief Executive Officer

David Rawden,  
Interim 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  
Patrick W. Gross  
Greg L. Jackson  
Thomas B. Lally  
Leslie T. Thornton  
Richard Wang

## Accreditation and Licensure

The Institution (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 College is licensed to operate by the Commission on Postsecondary Education in the State of Nevada.

The Las Vegas campus is approved for payment of Veterans' Educational Benefits to eligible students by The Nevada Commission on Postsecondary Education 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.

Sanford-Brown College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

## Affiliations and Articulation Agreements

### Affiliations

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

### Articulation Agreements

Sanford-Brown currently has Articulation Agreements with American InterContinental University, 231 North Martingale Rd, Schaumburg, IL 60173, 877-701-3800.

Sanford-Brown currently has Articulation Agreements with Colorado Technical University, 4435 N. Chestnut Street Suite E, Colorado Springs, CO 80907, 877-640-7555.

### **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.
- 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 and Sanford Brown were merged 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 9:00 a.m. to 6:00 p.m., Monday through Thursday and 9 a.m. to 4 p.m. on Friday. Changes in hours of operation will be posted at the campus. Administrative office hours may be extended if scheduled courses or campus activities require administrative support.

### 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 6:30p.m. Monday – Thursday and 8:00 a.m. to 6:00 p.m. on Friday

Evening Classes: between 6:30 p.m. to 11:30 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. Faculty members bring a high level of professionalism to the classroom, and are recognized by their academic and industry peers. 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 will provide the individual guidance necessary to assure every student that his or her time in class is well spent. A listing of Sanford-Browns' 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 that 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 Designated Academic Official.

**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 Board (ARB). 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 ARB. The ARB 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 ARB will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The ARB's decision will be final. The student's written complaint, together with ARB'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.

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, or telephone them at 202-336-6780. At any time, a student may also contact the state agency according to their campus location. State specific agencies are listed below.

Commission on Postsecondary Education  
8778 South Maryland Parkway Suite 115  
Las Vegas, NV 89123  
Phone: 702-486-7330  
Fax: 702-486-7340

### **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 wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained

by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by 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 or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of 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, DC 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 requires 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.

## Student Services Information

### 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 1-866-969-4238 or at [sbonlinebooks@wordsofwisdombooks.com](mailto: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, she/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.

## **Cybrary/Online Library**

The Cybrary is an internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources, and much more.

The virtual collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A staff of librarians works with the College in the selection and management of the Cybrary resources. Students have access to the Cybrary from their campus locations and from home, if they have internet service. Access to the Cybrary is password controlled. Students must use their Student Portal ID to access the Cybrary. Online students may access the Online Library through the virtual campus.

## **Student Portal/Virtual Campus Security**

Students, faculty, and staff are assigned individual, unique usernames and passwords, which should be changed regularly, to securely access the Student Portal. The password students pick should comply with the following guidelines:

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
- Not based on personal information, account name, names of family or pets, birthdays, etc.
- None of the above spelled backward, slightly misspelled, substituting a numeric or special character for one of the letters, or preceded or followed by a numeric or special character

Failure to comply with the password security specifications or intentional misuse of password security is a violation of the Conduct Policy. Passwords should not be shared.

## **Academic Advising**

Students will be assigned an Advisor during their first term. Staff and faculty members are available to assist students in academic guidance concerning the student's individual major and coursework, and may also provide referral services to external agencies as necessary.

## **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 Web site. 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/externship 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/externship 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/externship 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](http://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 cancelled. 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.)
- Student and Programmatic Disclosure Forms
- Entrance Exam, if applicable (see "Selective Admissions Criteria")
- Request for official transcripts if applicant is seeking transfer of previously earned college credit to Sanford-Brown
- Interview Acknowledgement Form/Student Information Record

The college reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program (for example, a sonography program). If a student wishes to apply to another program in the future, the individual must independently meet all the requirements for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

## Proof of Graduation

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received and approved by the institution within 23 calendar days of the scheduled start of his or her program. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and data of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the Admissions Office and must be returned to the Admissions Office. Students may be asked to provide additional documentation to validate their Proof of Graduation.

Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study. Until valid proof of graduation is received and approved, no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

## Selective Admissions Criteria

In addition to the requirements listed above, all students will need to meet the minimum testing and/or institution credit requirements, where 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 Bachelor 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.)

Program	Wonderlic Score
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## Entrance Exam Re-test Policy

In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered after a minimum 10 minute waiting period. Should the applicant not achieve the required score on this second attempt, a third attempt may be made after a minimum 24 hour waiting period. If the applicant is unable to achieve the required score on this third attempt, the exam may not again be attempted until after a one-year waiting period.

## 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. Reservist 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 pre-requisite 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](http://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 Information

### 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 acknowledgement; 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 Honesty Policy: Penalties and Procedures

- 1<sup>st</sup> 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
- 2<sup>nd</sup> 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
- 3<sup>rd</sup> 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

## Attendance Policy

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 portion 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 days, 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.

## Online Course Option

Students have the opportunity to complete a portion of their program of study through online courses delivered by Sanford-Brown 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 school's 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.

## Enrollment Status

Federal and state regulations require the Institution to report the number of students in full- and part-time status. The amount of financial aid students receive often depends upon whether they are enrolled full- or part-time. To be consistent with the U.S. Department of Education guidelines, the Institution has defined a full-time student as someone enrolled in 12 quarter credit hours or more; a three-quarter time student as someone who is enrolled in 9 to 11 quarter credit hours; and a half-time student as someone who is enrolled in 6 to 8 quarter credit hours.

## 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 or Withdrawal Routing Spreadsheet is completed by campus officials when awarding "W" Grades

"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 Externship 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 submit a written appeal within 14 calendar days from the end of the grading period to the campus Director of Education. The student's appeal must include the reason he or she is appealing the grade and must be signed and dated. The student must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within five (5) business days of receipt. Student will be notified in writing of the decision.

## Definition of a Credit Hour

The school 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 equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

- (1) 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
- (2) 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, internships, practica, studio work, and other academic work leading to the award of credit hours.

## 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 Designated Academic Official 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 Assignment

Internship assignments are typically made near the end of the program. Students must be prepared to travel to their internship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their internships at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

## 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 internship. It is the responsibility of a student to provide the School 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 externship/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 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 a LOA. One grading period is defined as 10 weeks.
- Prior to applying for an LOA, the student must have successfully completed at least one quarter and received an academic grade or grades (A-F, NP, P) 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.

## **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.

## **Cumulative Grade Point Average (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.

<b>Certificate Programs</b>		
<b>Quarter Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
<b>0-26</b>	<b>60%</b>	<b>1.5</b>
<b>27+</b>	<b>66.67%</b>	<b>2.0</b>

<b>Associate Programs</b>		
<b>Quarter Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
<b>0-15</b>	<b>50%</b>	<b>1.6</b>
<b>16-30</b>	<b>55%</b>	<b>1.75</b>
<b>31-45</b>	<b>60%</b>	<b>1.9</b>
<b>46+</b>	<b>66.67%</b>	<b>2.0</b>

<b>Bachelor's Programs</b>		
<b>Quarter Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
<b>0-30</b>	<b>50%</b>	<b>1.6</b>
<b>31-60</b>	<b>55%</b>	<b>1.75</b>
<b>61-90</b>	<b>60%</b>	<b>1.9</b>
<b>91+</b>	<b>66.67%</b>	<b>2.0</b>

## 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.

Letter Code	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	Yes	Yes	Yes	4
B	Yes	Yes	Yes	3
C	Yes	Yes	Yes	2
D	Yes	Yes	Yes	1
F	No	Yes	Yes	0
AU (Audit)	No	No	No	n/a
P (Pass)	Yes	Yes	No	n/a
NP (Non-Pass)	No	Yes	No	n/a
IP* (In-Progress)	No	No	No	n/a
TC (Transfer Credit)	Yes	Yes	No	n/a
W (Withdrawn)	No	Yes	No	n/a
L (Leave of Absence)	No	No	No	n/a
PR (Proficiency/Life Experience credit)	Yes	Yes	No	n/a
I (Incomplete)	No	Yes	No	n/a
**Repeated Course	No	Yes	No	n/a

\* For courses that require more than one term to complete, an IP grade may be assigned. For grade scales prior to May 2014 please refer to the catalog in effect at the time grade was issued.

## 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

*Applicable to students taking a fully online course and where approved by the Designated Academic Official*

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.

## 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 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 time frame 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.

### **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 of 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.

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.

### **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 Board within 5 days of receiving notification of his/her dismissal. 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 Appeals Board is final and may not be further appealed.

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 the designated academic official. 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.

### **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.

- \$10 – Transcripts (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus
- \$35 – Overnight/U.S. Mail delivery

## **Transfer of Credit**

### **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.

Students seeking Veteran's Educational Benefits must submit official transcripts from Military Training courses, Military Occupational Specialty, Service Colleges and other approved post-secondary institutions attended. Students' initial degree plans or schedules may change upon the receipt of official transcripts and/or foreign credential evaluation(s).

### **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 Institution
- 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.

### **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 "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 conditions above 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  
Toll-Free 877-838-1659  
FAX: (757) 492-5095  
[https://www.navycollege.navy.mil/smart\\_info.cfm](https://www.navycollege.navy.mil/smart_info.cfm)

### Air Force (Mail only)

Community College of the Air Force CAF/DESS  
100 South Turner Blvd.  
Gunter Annex, AL 36114-3011  
<http://www.au.af.mil/au/ccaf/transcripts.asp>

### Coast Guard (Mail only)

Commanding Officer (ve)  
USCG Institute  
5900 SW 64th Street, Room 228  
Oklahoma City, OK 73169-6991  
[http://www.uscg.mil/hr/cgi/ro/official\\_transcript.asp](http://www.uscg.mil/hr/cgi/ro/official_transcript.asp)



## 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. 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 credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

### *Graduating under earlier catalogs*

Any student may graduate under the graduation requirements in effect at the time of graduation. The institution policy on use of earlier graduation requirements also provides that if fewer than ten years have elapsed since a student's admission into the program, she or he may choose to graduate under the program requirements in effect at the time of admission, or under any subsequent 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>. 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 7<sup>th</sup> 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, lifetime Pell usage, 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

### Veteran's Educational Benefits

The Institution is approved by the applicable State Approving Agency for 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.

Sanford-Brown College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

### Yellow Ribbon Grant

In accordance with the VA - Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, some schools have established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to the Institution, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate institution attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility, or comparable government document. The conditions are listed here:

- Candidates must be either an eligible veteran or a Dependent of an eligible veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements ([www.gibill.va.gov](http://www.gibill.va.gov)).
- Candidates must apply and be accepted for admission to the Institution to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively toward prior or current program charges
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.

- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at the Institution.

The Institution is committed to assisting military students in determining the best options available to them. To receive additional information on veterans' educational benefits eligibility, please contact the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1(1-888-442-4551). You may also visit the VA website at [hppt://www.gibill.va.gov](http://www.gibill.va.gov).

## **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 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

## **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 reenrolled, 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 the 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 non-refundable Application Fee. If the Agreement is not accepted by the Institution or if the Institution cancels the 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 in writing and mailed, e-mailed or hand-delivered to the address 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 withdraws, 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. If a student withdraws from classes during the term's Add/Drop period, tuition charges will be reversed 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 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. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education 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
2. Federal Pell Grants
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 Institution 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.

## Las Vegas Programs and Course Listings

### 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.

Not all programs are offered on all start dates.

#### **Audio Production**

Associate of Science  
Bachelor of Fine Arts

#### **Cinema Production**

Bachelor of Fine Arts

#### **Fashion Design**

Bachelor of Fine Arts

#### **Game Production**

Bachelor of Fine Arts

#### **Graphic Design**

Associate of Science  
Bachelor of Fine Arts

## Audio Production

### Associate of Science

The Audio Production program is designed to develop techniques in recording and mixing audio for session recording and post production audio for film, television, and game design. Principles in synthesis and sound design, as well as live sound reinforcement will be addressed.

### Program Learning Outcomes

Upon completion of the program of study, students should be able to:

- Gain a basic understanding of music;
- Record and edit digital audio;
- Effectively select, place, and utilize microphones to accomplish audio recording;
- Demonstrate knowledge of digital recording control surfaces;
- Utilize knowledge of acoustics for purposes of audio production;
- Employ the use of technology to achieve sound synthesis;
- Utilize music to impact images and create drama;
- Mix audio recordings in various formats;
- Demonstrate knowledge of digital and analog audio consoles;
- Create a digital portfolio of work and have an understanding of the business of audio production

The academic requirements for the Associate of Science in Audio Production program are as follows:

### Concentration Courses

Course#	Course Title	Credits
AUDIO101	Music Concepts	4
AUDIO115	Principles of Audio	4
AUDIO120	Digital Audio Workstations I	4
AUDIO150	Special Topics in Audio Production I	4
AUDIO200	Special Topics in Audio Production II	4
AUDIO220	Digital Audio Workstations II	4
AUDIO225	Audio Recording Techniques	4
AUDIO230	Studio Design and Maintenance I	4
AUDIO235	Music Design and Synthesis	4
AUDIO240	Digital Audio Workstations III	4
AUDIO245	Recording on Location	4
AUDIO255	Audio Mixing Techniques	4
AUDIO260	Post Production Audio	4
AUDIO275	Surround Sound Techniques	4
AUDIO280	Associate Internship for Audio Production OR	
AUDIO285	Associate Capstone for Audio Production	4
AUDIO290	Studio Concentration	4
AUDIO298	Understanding the Music Business	4
<b>Total Concentration Credits</b>		<b>68</b>

### General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4

HUMN101	Information Literacy	4
MATH130	College Algebra	4
POL210	Introduction to American Politics	4
<b>Total General Education Credits</b>		<b>24</b>
<b>Total Credits Required for Graduation</b>		<b>92</b>

### **Audio Production Bachelor of Fine Arts**

The Audio Production program is designed to develop advanced techniques in recording, mixing, and mastering. Principles of MIDI, synthesis and sound design for CD production, film and video production will be addressed. The program introduces current trends in analog and digital audio production as they apply to studio recording, sound reinforcement and electronic music. Opportunities to compose, perform, and record music are integrated into the program.

### **Program Learning Outcomes**

Upon completion of the program of study, students should be able to:

- Effectively select, place, and utilize microphones to accomplish audio recording;
- Demonstrate knowledge of digital recording control surfaces
- Utilize knowledge of acoustics for purposes of audio production
- Employ technology to achieve sound synthesis
- Utilize music to impact images and create drama
- Incorporate knowledge of musical arrangements and performances into audio production decision-making
- Record and edit digital music
- Contribute to the recording and mixing of audio on large format analog consoles
- Mix recorded audio tracks for mastering
- Master and digitally re-master audio recordings

The academic requirements for the Audio Production program are as follows:

### **Concentration Courses**

Course#	Course Title	Credits
AUDIO101	Music Concepts	4
AUDIO110	Digital Audio Specifications	4
AUDIO120	Digital Audio Workstations I	4
AUDIO125	Introduction to Audio Production	4
AUDIO150	Special Topics in Audio Production I	4
AUDIO200	Special Topics in Audio Production II	4
AUDIO220	Digital Audio Workstations II	4
AUDIO225	Audio Recording Techniques	4
AUDIO230	Studio Design and Maintenance I	4
AUDIO235	Music Design and Synthesis	4
AUDIO245	Recording on Location	4
AUDIO250	Special Topics in Audio Production III	4
AUDIO265	Mixing and Mastering	4
AUDIO275	Surround Sound Techniques	4
AUDIO290	Studio Concentration	4
AUDIO299	Understanding the Music Business	4
AUDIO301	Music Composition and Songwriting	4

AUDIO320	Digital Composition	4
AUDIO330	Studio Design and Maintenance II	4
AUDIO335	Advanced Synthesis and MIDI	4
AUDIO350	Special Topics in Audio Production IV	4
AUDIO365	Advanced Mixing and Mastering	4
AUDIO375	Foley for Film and Television	4
AUDIO390	Session Recording and Mastering	4
AUDIO450	Communications Laws and Ethics	4
AUDIO460	Sound Dynamics	4
AUDIO475	Analog Production and Advanced Audio Recording Techniques	4
AUDIO480	Audio Production Internship OR	
AUDIO485	Audio Production Capstone	4
AUDIO490	Portfolio Marketing and Distribution	4
AUDIO499	Business Professionalism	4
<b>Total Concentration Credits</b>		120

### College Core Courses

Course #	Course Title	Credits
COLL101	College Success	4
<b>Total College Core Credits</b>		4

### General Education Courses

Course #	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
POL210	Introduction to American Politics	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
<b>Total General Education Credits</b>		56
<b>Total Credits Required for Graduation</b>		180

## Cinema Production

### Bachelor of Fine Arts

The Cinema Production program is designed to create storytellers uniquely versed in the medium of motion pictures. The program is oriented toward successful careers in pre-production, production and post-production, and the design, creation and delivery of compelling cinematic stories. Screenwriting, preproduction, storyboard artistry, film history and theory, directing, acting, producing, camera and cinematography, editing, cinema technology, audio capture and editing, motion graphics, and visual effects will be explored.

### Program Learning Outcomes

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

- Master the elements of storytelling style, structure, tone, genre, conventions and audience impact, both as an aesthetic concept and incorporative of visual elements unique to motion pictures
- Create and convey a coherent story incorporating motion picture preproduction, production and post-production
- Discuss business, legal, ethical and production phases, including accurate use of related terms, jargon and nomenclature
- Solve technical challenges requisite to the production of motion picture projects
- Identify, comprehend and contribute to the technical aspects of motion picture post-production through incorporation of editing, motion graphics, visual effects, audio, sound design, color grading and outputting
- Discuss the language and origins, inclusive of both history and theory, of moving image storytelling
- Construct compelling visual imagery through the use of composition, lighting and camerawork in both film and digital production
- Design, capture, create and complete audio requirements for cinematic storytelling, inclusive of recording, Foley, ADR, sound effects, editing, mixing and outputting

The academic requirements for the Cinema Production program are as follows:

### Concentration Courses

Course #	Course Title	Credits
DESIGN215	Storyboarding	4
DESIGN245	Audio Production	4
DESIGN250	Screenwriting	4
DESIGN335	Advanced Screenwriting	4
DESIGN345	Advanced Audio Production	4
DESIGN380	Sound Design	4
FILM101	Film History and Theory	4
FILM105	Production Elements and Guilds	4
FILM110	Visual Storytelling	4
FILM115	Cinema Technology	4
FILM125	Camera I	4
FILM135	Pre-production	4
FILM200	Editing I	4
FILM210	Acting and the Camera	4
FILM225	Camera II	4
FILM250	Editing II	4
FILM300	Directing for the Screen	4

FILM325	Lighting	4
FILM335	Cinematography	4
FILM350	Color Grading and Correction	4
FILM355	Advanced Cinematography and Lighting	4
FILM365	Motion Graphics	4
FILM370	Media Production I	4
FILM375	Visual Effects and Compositing	4
FILM400	Special Topics in Cinema Production	4
FILM450	Editing III	4
FILM470	Media Production II	4
FILM480	Cinema Production Internship OR	
FILM485	Cinema Production Capstone	4
FILM490	Senior Cinema Production Portfolio	4
FILM499	Producing and the Cinema Industry	4
<b>Total Concentration Credits</b>		120

### College Core Courses

Course #	Course Title	Credits
COLL101	College Success	4
<b>Total College Core Credits</b>		4

### General Education Courses

Course #	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
POL210	Introduction to American Politics	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
<b>Total General Education Credits</b>		56
<b>Total Credits Required for Graduation</b>		180



## Fashion Design

### Bachelor of Fine Arts

The Fashion Design program engages students in the process of apparel conceptualization, illustration, construction and marketing. Students will have the opportunity to experiment with lines, colors, patterns, textures, functions, and style in the design and creation of original garments. A study of the evolution of fashion provides the basis for the development of predictive skills in consumer behavior and trend forecasting. The Fashion Design program provides students who have an interest in the Fashion Design industry the opportunity to enhance creative skills and develop the technical competencies necessary for employment in the field.

### Program Learning Outcomes

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

- Select appropriate fabric and pattern designs according to body type and function;
- Communicate idea, moods, and details for clothing designs using concept boards, flats, and various illustrative techniques;
- Create computer-generated sketches, fashion flats, fabric prints, theme boards, specification sheets, and creative graphics for clothing and textiles;
- Employ computer pattern drafting software to design, plan and create a variety of clothing patterns;
- Demonstrate the appropriate use of measuring, marking, cutting, sewing, and pressing equipment and tools;
- Drape a variety of garments, including bodices, skirts, pants and construct fitted garments using accurate measuring and proportional grading methods;
- Analyze apparel collections in terms of consumers, sizes, markets, fabrication quality and retail price categories; and
- Apply the principles of image and identity, product differentiation and positioning, niche merchandise, store positioning, and targeted marketing to the design and sale of fashion goods and services.

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

### Concentration Courses

Course#	Course Title	Credits
BUSN400	Fashion Marketing & Consumer Behavior	4
BUSN499	Entrepreneurship	4
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	4
FASH115	Evolution of Fashion	4
FASH120	Textiles for Fashion	4
FASH125	Fashion Sketching II	4
FASH150	Clothing Construction II	4
FASH202	Computer Graphics for Fashion Design	4
FASH205	Pattern Drafting I	4
FASH220	Draping I	4
FASH225	Pattern Drafting II	4
FASH230	Draping II	4
FASH240	Apparel Production I	4
FASH260	Fashion Design I	4

FASH300	Pattern Techniques	4
FASH305	Computer Pattern Drafting I	4
FASH310	Clothing Construction III	4
FASH315	Trend Forecasting	4
FASH320	Textile Design	4
FASH340	Apparel Production II	4
FASH350	Special Topics in Fashion Design I	4
FASH355	Computer Pattern Drafting II	4
FASH360	Fashion Design II	4
FASH450	Special Topics in Fashion Design II	4
FASH465	Fashion Design III	4
FASH470	Fashion Design Studio	4
FASH480	Fashion Design Internship OR	
FASH485	Fashion Design Capstone	4
FASH490	Senior Fashion Design Portfolio	4
<b>Total Concentration Credits</b>		120

**College Core Courses**

Course#	Course Title	Credits
COLL101	College Success	4
<b>Total College Core Credits</b>		4

**General Education Courses**

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
POL210	Introduction to American Politics	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
<b>Total General Education Credits</b>		56
<b>Total Credits Required for Graduation</b>		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:

### Concentration Courses

Course #	Course Title	Credits
DESIGN160	Digital Imaging	4
GAME101	Survey of the Game Industry	4
GAME105	Drawing Techniques I	4
GAME110	Drawing Techniques II	4
GAME120	Principles of Design	4
GAME125	User Interface	4
GAME130	Game Theory and Mechanics	4
GAME205	Modeling I	4
GAME210	Game Play Scripting I	4
GAME220	Game Play Scripting II	4
GAME225	Texture and Lighting	4
GAME230	Storyboarding and Storytelling	4
GAME235	Web Game Development	4
GAME240	Sound Design	4
GAME245	Level Design	4
GAME250	Portfolio Review	4
GAME305	Modeling II	4
GAME310	Business Concepts of the Game Industry	4
GAME350	Game Production I	4
GAME355	Modeling III	4
GAME360	Game Production II	4
GAME365	World Building	4
GAME370	Game Production III	4

GAME390	Game Animation	4
GAME405	Advanced Modeling	4
GAME410	Team Project I	4
GAME420	Team Project II	4
GAME450	Senior Game Project	4
GAME480	Game Production Internship OR	
GAME485	Game Production Capstone	4
GAME490	Senior Game Portfolio	4
<b>Total Concentration Credits</b>		120

### College Core Courses

Course #	Course Title	Credits
COLL101	College Success	4
<b>Total College Core Credits</b>		4

### General Education Courses

Course #	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
POL210	Introduction to American Politics	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
<b>Total General Education Credits</b>		56
<b>Total Credits Required for Graduation</b>		180

## Graphic Design

### 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:

### Concentration Courses

Course#	Course Title	Credits
DESIGN101	Design Fundamentals	4
DESIGN110	Web Design I	4
DESIGN130	Introduction to Drawing	4
DESIGN140	Digital Illustration	4
DESIGN150	Typography	4
DESIGN160	Digital Imaging	4
DESIGN210	Web Design II	4
DESIGN220	Web Design III	4
DESIGN260	Advanced Digital Imaging	4
GRAPH110	Design Process	4
GRAPH120	Color Theory	4
GRAPH160	Graphic Design I	4
GRAPH250	Digital Layout	4
GRAPH260	Graphic Design II	4
GRAPH280	Graphic Design III	4
GRAPH295	Graphic Design Practicum	4
<b>Total Concentration Credits</b>		<b>64</b>

### General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4

MATH130	College Algebra	4
POL210	Introduction to American Politics	4
SCIE201	Environmental Science	4
<b>Total General Education Credits</b>		<b>28</b>
<b>Total Credits Required for Graduation</b>		<b>92</b>

## Graphic Design 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

Outcomes derived from: *"Defining the Designer of 2015 – AIGA | the Professional Association for Design."* AIGA | the Professional Association for Design. Web. 25 Oct. 2010. <<http://www.aiga.org/content.cfm/designer-of-2015>>.

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

### Concentration Courses

Course#	Course Title	Credits
BUSN499	Entrepreneurship	4
DESIGN101	Design Fundamentals	4
DESIGN110	Web Design I	4
DESIGN130	Introduction to Drawing	4
DESIGN140	Digital Illustration	4
DESIGN150	Typography	4
DESIGN160	Digital Imaging	4
DESIGN210	Web Design II	4
DESIGN220	Web Design III	4
DESIGN230	Interactive Media I	4

DESIGN260	Advanced Digital Imaging	4
DESIGN265	Design for Business	4
DESIGN330	Interactive Media II	4
DESIGN350	Advanced Typography	4
DESIGN400	Interaction Design	4
GAME230	Storyboarding and Storytelling	4
GRAPH110	Design Process	4
GRAPH120	Color Theory	4
GRAPH160	Graphic Design I	4
GRAPH250	Digital Layout	4
GRAPH260	Graphic Design II	4
GRAPH280	Graphic Design III	4
GRAPH295	Graphic Design Practicum	4
GRAPH300	Graphic Design IV	4
GRAPH320	History and Theory of Design	4
GRAPH360	Branding and Corporate Identity	4
GRAPH400	Special Topics in Graphic Design	4
GRAPH410	Design for Mobile Applications	4
GRAPH450	Package Design	4
GRAPH490	Senior Graphic Design Portfolio	4
GRAPH480	Graphic Design Internship OR	
DESIGN485	Graphic Design Thesis	4
<b>Total Concentration Credits</b>		<b>124</b>

#### General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
POL210	Introduction to American Politics	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
<b>Total General Education Credits</b>		<b>56</b>
<b>Total Credits Required for Graduation</b>		<b>180</b>

## Course Descriptions

### Course Numbering Information

Each course possesses a unique course number. Core course codes consist of two to six letter codes followed by three or four numbers, while general education course codes consist of four letter characters followed by three numbers that identify the course. The letters identify the course by discipline and the numbers identify the level of difficulty of the course. Courses with a code of 1000-1999/100-199 represent entry-level college courses traditionally taught to first year students. Courses with codes of 2000-2999/200-299 represent a level of difficulty beyond entry-level, but do not exceed a level of difficulty beyond that associated with an associate degree. Courses with 3000-3999/300-399 and 4000-4999/400-499 designations represent those of greater difficulty that are traditionally taught to third and fourth year students respectively, at the bachelor's level. Students may take courses beyond their level of advancement in the program provided the appropriate prerequisites have been satisfied or waived by an academic official.

### **AUDIO101**

Music Concepts

4 quarter credit hours

Prerequisite: None

This course is designed to expose the student to various musical modes from around the world while developing effective listening techniques. Topics include the exploration of various genres of music, musical terminology, style developments, composers, and the cultural role and value of music.

### **AUDIO110**

Digital Audio Specifications

4 quarter credit hours

Prerequisite: None

This course introduces students to the industry standards of digital audio specifications. Topics include file types, compression, codecs, and recording media.

### **AUDIO115**

Principles of Audio

4 quarter credit hours

Prerequisite: None

This course introduces students to audio terminology, the physics of sound, acoustics and psychoacoustics. Digital audio workstations, consoles, microphones, pickup patterns and signal flow will also be discussed.

### **AUDIO120**

Digital Audio Workstations I

4 quarter credit hours

Prerequisite: AUDIO110 or AUDIO115

This course introduces the foundational skills needed to function within a digital audio workstation environment at a basic level for music production.

### **AUDIO125**

Introduction to Audio Production

4 quarter credit hours

Prerequisite: AUDIO110

This course introduces the basic concepts of sound and audio production within a multimedia environment. Topics will focus on the use of industry standard hardware and software to



experiment with capturing, converting and editing audio and exploring how different sounds affect an experience. This course will also provide the opportunity to examine the differences between analog and digital audio.

### **AUDIO150**

Special Topics in Audio Production I

4 quarter credit hours

Prerequisite: AUDIO101

This course offers an exploration into topics of special interest related to Audio Production.

### **AUDIO200**

Special Topics in Audio Production II

4 quarter credit hours

Prerequisite AUDIO101

This course offers an exploration into topics of special interest related to Audio Production.

### **AUDIO220**

Digital Audio Workstations II

4 quarter credit hours

Prerequisite: AUDIO120

This course introduces the foundational skills needed to function within a digital audio workstation software environment at an advanced level.

### **AUDIO225**

Audio Recording Techniques

4 quarter credit hours

Prerequisite: AUDIO120

This course focuses on audio recording techniques, including microphone placement, proper gain stages, proper equalization and frequency balancing. The class will explore the field of audio engineering and production, including the fundamentals of compression, effects, and digital audio processing.

### **AUDIO230**

Studio Design and Maintenance I

4 quarter credit hours

Prerequisite: MATH130

This course covers basic studio construction, electronic wiring, troubleshooting, and maintenance. It also includes learning to select the appropriate equipment for specific types of studios.

### **AUDIO235**

Music Design and Synthesis

4 quarter credit hours

Prerequisite: AUDIO101

The course offers in-depth information on the world of modern music production and composition. Fundamentals of synthesis and the processing of sound using oscillators, filters, and other basic audio devices are among the topics covered.

### **AUDIO240**

Digital Audio Workstations III

4 Credits

Pre-requisites: AUDIO220

This course offers students the opportunity to apply concepts taught in previous courses and confidently function within a digital audio workstation software environment at an advanced level.

### **AUDIO245**

Recording on Location

4 quarter credit hours

Prerequisite: AUDIO125 or AUDIO225

This course addresses on-site microphone selection, placement, and recording equipment usage, as well as practical on-site audio recording techniques for news reporting, live concerts, and movie production.

### **AUDIO250**

Special Topics in Audio Production III

4 quarter credit hours

Prerequisite: AUDIO200

This course offers an exploration into topics of special interest related to Audio Production.

### **AUDIO255**

Audio Mixing Techniques

4 quarter credit hours

Prerequisite: AUDIO240

This course builds upon the skills acquired in earlier courses and explores advanced mixing techniques of audio projects. Emphasis is placed on professional techniques to enhance quality delivery of audio material.

### **AUDIO260**

Post Production Audio

4 quarter credit hours

Prerequisite: AUDIO220

This course offers an exploration into the art of post production audio for film, television, video games and web enabled devices.

### **AUDIO265**

Mixing and Mastering

4 quarter credit hours

Prerequisite: AUDIO225

This course builds upon the skills acquired in earlier courses and explores mixing and mastering in audio projects. Emphasis is placed on professional techniques to enhance quality delivery of audio material.

### **AUDIO275**

Surround Sound Techniques

4 quarter credit hours

Prerequisite: AUDIO220 or AUDIO260

This comprehensive course focuses on surround sound production, sound design fundamentals, and mixing for surround sound mastering.

### **AUDIO280**

Associate Internship for Audio Production

4 quarter credit hours

Prerequisite: AUDIO298 or Successful completion of 60 credit hours

This course has been specifically designed for students nearing completion of their Associate Degree program of study to facilitate development of a professional portfolio as well as skills in performing research, writing a resume, and engaging in interviews in preparation for conducting a job search. The internship experience provides the opportunity for students to practice their job search skills as well as to gain education-related work experience. This course provides students with an opportunity to develop a portfolio through the compilation of work completed throughout their program of study. Students may enhance their portfolio with the addition of work completed during their internship experience.

### **AUDIO285**

Associate Capstone for Audio Production

4 quarter credit hours

Prerequisite: AUDIO298 or Successful completion of 60 credit hours

The Audio Production capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional audio production environment.

### **AUDIO290**

Studio Concentration

4 quarter credit hours

Prerequisite: AUDIO240 or AUDIO265

This course concentrates on the practical skills needed to successfully compose, mix, and master a custom music CD. The final product is required to be mastered to both CD and DVD upon completion of the project

### **AUDIO298**

Understanding the Music Business

4 quarter credit hours

Prerequisite: AUDIO275 or Successful completion of 60 credit hours

This course focuses on music publishing, record labels and their place in the industry, as well as other components of the music business.

### **AUDIO299**

Understanding the Music Business

4 quarter credit hours

Prerequisite: AUDIO275 or Successful completion of 60 credit hours

This course focuses on music publishing, record labels and their place in the industry, as well as other components of the music business.

### **AUDIO301**

Music Composition and Songwriting

4 quarter credit hours

Prerequisite: AUDIO235

This course teaches students techniques for writing musical compositions in a variety of styles and genres.

### **AUDIO320**

Digital Composition

4 quarter credit hours

Prerequisite: AUDIO301 and AUDIO335

This class focuses on methods of writing and arranging music on the computer. Emphasis is on composition techniques, and learning to write music of various styles.

**AUDIO330**

Studio Design and Maintenance II

4 quarter credit hours

Prerequisite: AUDIO230

Material presented in this course studio builds upon earlier acquired knowledge in studio construction, electronic wiring, troubleshooting, and maintenance. This class includes appropriate equipment selection for specific types of studios, as well as advanced soldering techniques, software diagnostics, and repairs.

**AUDIO335**

Advanced Synthesis and MIDI

4 quarter credit hours

Prerequisite: AUDIO235

This course presents advanced MIDI functions and their applications as well as advanced synthesis and sampling techniques.

**AUDIO350**

Special Topics in Audio Production IV

4 quarter credit hours

Prerequisite: AUDIO265

This course offers an exploration into topics of special interest related to Audio Production.

**AUDIO365**

Advanced Mixing and Mastering

4 quarter credit hours

Prerequisite: AUDIO265

This course will explore advanced stereo audio mixing techniques. The topics included are vocal comping, editing and production, advanced dynamics processing, advanced time based processors and automation techniques.

**AUDIO375**

Foley for Film and Television

4 quarter credit hours

Prerequisite: AUDIO275

This class examines the practical creation and recording of live sound effects for film and television. The work of the Foley artist is an important part of this course and focus is given to inventive ways of recreate natural sounds as well as creating sounds with common items.

**AUDIO390**

Session Recording and Mastering

4 quarter credit hours

Prerequisite: AUDIO290

This practical studio course focuses on live recording techniques. The class projects are centered on the recording of a band, small group, or solo artist and mastering the recorded track.

**AUDIO450**

Communications Laws and Ethics

4 quarter credit hours

Prerequisite: AUDIO298 or AUDIO299

The class focuses on legal issues surrounding mass media. Covered in this class are copyright laws, contracts, distribution agreements, music licensing, and other business related topics. This class

focuses on the ethical decisions that people in mass media face each day. Students study the fundamental principles of ethics and how to apply them to their daily lives.

### **AUDIO460**

Sound Dynamics

4 quarter credit hours

Prerequisite: AUDIO390

This course further explores the concepts and techniques involved in mastering. Materials covered concentrate on the technical aspects of taking a final mix and preparing it for replication to a CD or DVD. Use of industry standard software and hardware coupled with important critical listening skills are emphasized.

### **AUDIO475**

Analog Production and Advanced Audio Recording Techniques

4 quarter credit hours

Prerequisite: AUDIO390

This course presents material concerned with advanced audio recording techniques and their application in analog recording production.

### **AUDIO480**

Audio Production Internship

4 quarter credit hours

Prerequisite: AUDIO475 or Successful completion of 144 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.

### **AUDIO485**

Audio Production Capstone

4 quarter credit hours

Prerequisite: AUDIO475 or Successful completion of 144 credit hours

The Audio Production capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional audio production environment.

### **AUDIO490**

Portfolio Marketing and Distribution

4 quarter credit hours

Prerequisite: AUDIO475 or Successful completion of 144 credit hours

This course concentrates on the production of a professional audio demo CD and cover letter with resume. Other tasks include developing a five year career goal and researching the pursuit of the goal to develop a plan for execution.

### **AUDIO499**

Business Professionalism

4 quarter credit hours

Prerequisite: AUDIO490

This is a comprehensive course in career exploration and professional development. Focus will be on developing career objectives, assessing skills, identifying accomplishments, and describing professional experiences. Professional resumes are prepared, business correspondences are produced, and interview techniques are practiced. In addition to these, job search strategies are explored, including Internet resources and electronic resumes. Resources for professional development and increasing marketability are examined.

**BUSN400**

Fashion Marketing and Consumer Behavior

4 quarter credit hours

Prerequisite: None

This course examines the planning, pricing, promotion, and distribution of products and services within the fashion industry and discusses how consumer motives and attitudes contribute to marketing decisions. Psychological, social, ethical, and financial factors that affect the marketplace are examined through case analyses.

**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.

**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.

### **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

(For the Cinema Production program only: Prerequisite: None)

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.

### **DESIGN260**



### Advanced Digital Imaging

4 quarter credit hours

Prerequisite: DESIGN160

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.

### **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.

### **DESIGN335**

Advanced Screenwriting

4 quarter credit hours

Prerequisite: DESIGN250

This course will transition from within the now familiar format and structure of the screenplay toward the inclusion of theme, complex character development, crafted dialogue, appropriate structure, pacing, resolution, climax and nuance in the drafting and completion of a screenplay.

### **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.

### **DESIGN380**

Sound Design

4 quarter credit hours

Prerequisite: DESIGN345

This course will examine aspects of sound design for various media. Emphasis will be placed on sound synthesis, Foley, field recording, and electronic music production. Music theory will be

applied to complete experimental projects. Practical use of advanced recording, editing, mixing and mastering techniques will apply. Students will solve problems when recording in different environments.

### **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.

### **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.

### **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.

**FASH115**

Evolution of Fashion

4 quarter credit hours

Prerequisite: FASH101

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.

**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

Prerequisite: 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

Prerequisite: FASH120 and FASH202

This course will investigate the elements and principles of design to solve specific apparel design problems related to fashion markets.

### **FASH300**

Pattern Techniques

4 quarter credit hours

Prerequisite: FASH225 and FASH240

This course will explore techniques of pattern making used in product development including grading, various methods of knock-offs, and technical flats.

**FASH305**

Computer Pattern Drafting I

4 quarter credit hours

Prerequisite: FASH300

This course examines pattern development through the use of industry-specific computer pattern drafting software. Problem-solving and technical skills necessary to draft and plot slopers and styled patterns are expanded through the use of various computer pattern drafting tools.

**FASH310**

Clothing Construction III

4 quarter credit hours

Prerequisite: FASH150 and FASH230

This course presents advanced sewing and construction techniques, including finishing of fine stylized garments and samples.

**FASH315**

Trend Forecasting

4 quarter credit hours

Prerequisite: None

This course researches and analyzes social, cultural, religious, aesthetic, economic, political, and world events from the past as well as today. Events that impacted changes in fashion in the past will be explored as a means to predict changes in future fashion. Various fashion theories, cycles, and styles will be discussed.

**FASH320**

Textile Design

4 quarter credit hours

Prerequisite: FASH120 and FASH202

This course will focus upon the use of computer software to develop various textiles in print.

**FASH340**

Apparel Production II

4 quarter credit hours

Prerequisite: FASH240

This course will cover product development with emphasis on methods for cutting, assembly, and managing the manufacture of garments through the production process. Course includes production and merchandising relationships, and tech pack development.

**FASH350**

Special Topics in Fashion Design 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.

**FASH355**

Computer Pattern Drafting II

4 quarter credit hours

Prerequisite: FASH305

This course examines the development of flat patterns using computer pattern drafting software. Computer pattern drafting skills in pattern development, grading, and marker making by translating original sketches into patterns and finished garments will be topics of focus.

### **FASH360**

Fashion Design II

4 quarter credit hours

Prerequisite: FASH260

This course will explore the design and merchandising of seasonal ladies' apparel. This course will focus on marketability and the development of a customer profile. Emphasis is placed on the importance of developing a working croquis book.

### **FASH450**

Special Topics in Fashion Design II

4 quarter credit hours

Prerequisite: FASH240 or Successful completion of 135 credit hours

This course offers an exploration into topics of special interest to the fashion designer.

### **FASH465**

Fashion Design III

4 quarter credit hours

Prerequisite: FASH360

This course will focus on designing collections for a specific market.

### **FASH470**

Fashion Design Studio

4 quarter credit hours

Prerequisite: FASH465

This course will focus on the production of an apparel group. Skills and concepts in draping, pattern drafting, clothing construction, fitting, fabrication, design, and knowledge of markets and trends will be brought together in this course.

### **FASH480**

Fashion Design Internship

4 quarter credit hours

Prerequisite: FASH470 or Successful completion of 144 credit hours

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.

### **FASH485**

Fashion Design Capstone

4 quarter credit hours

Prerequisite: FASH470 or Successful completion of 144 credit hours

The capstone is a research-based course that integrates skills, knowledge, and creativity to produce a project that will showcase professional expertise in a chosen career field.

### **FASH490**

Senior Fashion Design Portfolio

4 quarter credit hours

Prerequisite: FASH470 or Successful completion of 144 credit hours

This course will facilitate analysis of the needs of the fashion industry and creation of a portfolio that will showcase student work.

### **FILM101**

Film History and Theory

4 quarter credit hours

Prerequisite: None

This course provides an introduction to the history of film and critical theory's role in the motion picture industry. The course will present the work of film masters; from the early silent era through the contemporary and will explore many of these works via critical analysis.

### **FILM105**

Production Elements and Guilds

4 quarter credit hours

Prerequisite: None

This course highlights the role of creative and technical guilds, and the fundamental elements of cinema production. The course will present a historical, creative and financial context for production and postproduction guilds in the motion picture industry. Through an examination of the pre-production, production and post-production phases, the key elements and personnel necessary to the creation of motion picture product will be discussed.

### **FILM110**

Visual Storytelling

4 quarter credit hours

Prerequisite: None

This course provides an examination of the basic principles of visual storytelling; including plot structure, character development and dialogue. The development of outlines, treatments and character histories will be addressed.

### **FILM115**

Cinema Technology

4 quarter credit hours

Prerequisite: None

The technology – past and current – utilized in cinematic storytelling is examined. The course will focus upon the tools through which images are designed, captured, edited and ultimately presented to audiences.

### **FILM125**

Camera I

4 quarter credit hours

Prerequisite: FILM115

This course introduces the process of seeing the world through the viewfinder of a camera. Students will be expected to gain proficiency in the composition of shots, utilizing the technical, physical and adjustable elements of the camera to create visuals that contribute to and support a theme or story, and the use of lens and focal length to affect imagery.

### **FILM135**

Pre-production

4 quarter credit hours

Prerequisite: FILM105

This course focuses upon the pre-production phase of the cinema production cycle. Scheduling, budgeting, hiring of crew and actors, script development, location scouting, equipment rental,

procurement of services, and other elements key to preparing a project for production will be covered in the course.

### **FILM200**

Editing I

4 quarter credit hours

Prerequisite: None

This course examines post-production technology and techniques that are used to deliver professional quality digital video. The editing of footage for distribution in a variety of video formats will be addressed. Quality, timing, compression, and distribution formats will be explored in depth.

### **FILM210**

Acting and the Camera

4 quarter credit hours

Prerequisite: None

This course examines the unique relationship between the director and the actor. Topics include acting approaches, acting for the camera, and the actor's involvement in the production and pre-production process. Traditional acting approaches are explored as well as the director's interaction with actors.

### **FILM225**

Camera II

4 quarter credit hours

Prerequisite: FILM125

This course explores image capture and the creation of cinematic imagery that conveys story and serves to produce an emotional response in audiences.

### **FILM250**

Editing II

4 quarter credit hours

Prerequisite: FILM200

This course focuses upon editing software for non-linear HD editing. HD digital video editing principles and techniques will be explored. The editing of digital HD footage for use in a variety of media design projects will be examined, with a focus on aesthetic quality, technical proficiency, compression formats, and delivery.

### **FILM300**

Directing for the Screen

4 quarter credit hours

Prerequisite: DESIGN335

This course will examine the role, function, craft and artisanship of the director as auteur, as traffic cop, as conductor, and as visual storyteller. Drawing from the palette of cinematic elements, the course defines the roles of creator and CEO of cinematic storytelling.

### **FILM325**

Lighting

4 quarter credit hours

Prerequisite: FILM225

This course examines the functional and creative role of lighting in cinema production from the perspective of the director of photography (lighting design) and the grip (production lighting). Fixtures and their function, design basic lighting schemes working from screenplay texts and the lighting of sets and locations will be addressed.



**FILM335**

Cinematography

4 quarter credit hours

Prerequisite: FILM325

This course examines the development of a visual cinematic style, technical skill supportive of higher creative aesthetic and the ability to contribute fully to cinematic storytelling from the perspective of the director of photography.

**FILM350**

Color Grading and Correction

4 quarter credit hours

Prerequisite: FILM250

This course will examine the aesthetic, story and technical elements of color grading and correction. Complex visual challenges are utilized to acquire a mastery of applying color grading and correction to repair imagery, support story elements, affect mood, solve production issues and create a composited image visually appropriate to story and audience.

**FILM355**

Advanced Cinematography and Lighting

4 quarter credit hours

Prerequisite: FILM335

Drawing upon concepts from lighting, camera and cinematography, the course will explore analysis, technique and ingenuity to create innovative cinematic solutions to achieve the highest levels of motion picture photography in support of an underlying story.

**FILM365**

Motion Graphics

4 quarter credit hours

Prerequisite: None

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.

**FILM370**

Media Production I

4 quarter credit hours

Prerequisite: None

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.

**FILM375**

Visual Effects and Compositing

4 quarter credit hours

Prerequisite: FILM350

This course will examine aspects of visual effects and compositing for film and video. An emphasis will be placed upon problems faced when dealing with visual integration. Solutions for working with poorly shot scenes, rotoscoping, 2D tracking, color grading, as well as wire and rig removal will be addressed.

**FILM400**

### Special Topics in Cinema Production

4 quarter credit hours

Prerequisite: FILM300 or Successful completion of 120 credit hours

This course offers an exploration into topics of special interest related to Cinema Production.

### **FILM450**

Editing III

4 quarter credit hours

Prerequisite: FILM250

This course focuses upon the more complex and advanced techniques of digital video editing. Advanced editing aesthetics and elements of cinematography will be addressed. The course will emphasize not only the refinement of technical skills in non-linear editing, but also on content development and storytelling. The production of video projects and distribution to various audiences will be incorporated into the course.

### **FILM470**

Media Production II

4 quarter credit hours

Prerequisite: FILM370

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.

### **FILM480**

Cinema Production Internship

4 quarter credit hours

Prerequisite: FILM350 or Successful completion of 144 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.

### **FILM485**

Cinema Production Capstone

4 quarter credit hours

Prerequisite: FILM400 or Successful completion of 144 credit hours

The Cinema Production capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional cinema production environment.

### **FILM490**

Senior Cinema Production Portfolio

4 quarter credit hours

Prerequisite: FILM300 or Successful completion of 168 credit hours

This course focuses upon final preparation and presentation of individual portfolios/demo reels. Resume preparation, job search procedures, interviewing skills, marketing strategies, aesthetic principles, presentation techniques and work critique and revision will be emphasized.

### **FILM499**

Producing and the Cinema Industry

4 quarter credit hours

Prerequisite: FILM470

This course will examine the motion picture industry from the perspective of the producer and studio executive for studio, independent, documentary and television formats. The executive role of the producer or executive – part artist, part business person, part “showman” will be addressed. The course will focus upon the industry and its product from the “big picture” aspects of concept, financing, budget, production facilitation and distribution.

### **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 game play 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 game-play 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.

(This course is not open to SBC Online students.)

### **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

Prerequisite: 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.

### **GRAPH410**

Design for Mobile Applications

4 quarter credit hours

Prerequisite: DESIGN400

This course leverages students' multimedia knowledge while introducing the basics of design for mobile applications. The students will use industry standard software to develop, test, debug and distribute an application for a mobile device.

### **GRAPH450**

Package Design

4 quarter credit hours

Prerequisite: GRAPH330 or GRAPH300

The focus of the class will be the production, evaluation, and analysis of various types of packaging. Creative packaging, three dimensional mockups and models, material restrictions and limitations, and digital transfer will be explored in this course.

### **GRAPH480**

Graphic Design Internship

4 quarter credit hours

Prerequisite: GRAPH360 or Successful completion of 144 credits

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.

### **GRAPH490**

Senior Graphic Design Portfolio

4 quarter credit hours

Prerequisite: GRAPH400 or Successful completion of 144 credits

This course will serve as the culmination of all graphic design projects completed throughout the program of study. The course will emphasize professionalism and increased creative and technical proficiency while extending the range, variety and quality of final projects. The final presentation of resume, portfolio and professional attitude will culminate with an individual mock interview.

### **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.

### **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.

### **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.

### **POL210**

Introduction to American Politics

4 quarter credit hours

Prerequisite: None

This course provides a survey of U.S., state, and local governments with attention to the unique aspects of Nevada government. Students will learn about the origin, history, provisions, and principles of the U.S. Constitution and the Constitution of the State of Nevada. This course is offered at least once each year and satisfies constitutional requirements for the State of Nevada.

### **SCIE201**

Environmental Science

4 quarter credit hours

Prerequisite: None

This course investigates biological science and the effects of humans on the earth's ecosystem. Topics discussed may include basic ecology, human populations, water, air, and land pollution, energy consumption, allocation of natural resources, alternative forms of energy, legislation, and citizen action.

### **SCIE310**

Physical Anthropology

4 quarter credit hours

Prerequisite: SCIE201

This course is an exploration of the principles of Physical Anthropology, covering genetic processes underlying the expression of population, the appearance of the hominids approximately 4 million years ago, and their subsequent development to the present. Students will be introduced to primate evolution, theoretical perspectives, and the technologies associated with human development. Medical anthropology and basic genetics will be examined.

**SOCS201**

Cultural Diversity

4 quarter credit hours

Prerequisite: None

This course is designed to enhance understanding of and appreciation for human diversity through the critical analysis of sociological, socioeconomic and cultural issues. The class will explore topics from a variety of perspectives and viewpoints as a means of developing deeper insight into how race, ethnicity, social class, gender, sexuality, and religion affect human relations.