



**SAE INSTITUTE OF TECHNOLOGY CATALOG
NASHVILLE
2009-2010**



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GENERAL INFORMATION

THE PHILOSOPHY OF SAE

SAE Institute of Technology is a private post-secondary training institution, educating a diverse student population throughout the world. SAE is committed to preparing students for careers in the field of audio and film technologies through a solid grounding in current technology consisting of both practical experience and theoretical knowledge. In order to fulfill SAE's commitment to the student, our curriculum is based upon the latest developments in the audio and film industries, and includes current industry-standard equipment and technology in order to ensure that students get the proper training and preparation for their chosen field. All of our efforts at SAE are directed towards the fulfillment of the school's institutional objectives; namely, to provide students with the theoretical and practical skills to work in an entry-level audio and multi-media industry job.

NONDISCRIMINATION POLICY

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

FACILITIES

The Nashville campus is located at:

7 Music Circle North
Nashville, TN 37203

Phone: (615) 244-5848

SAE is located in the heart of Music Row, Nashville's entertainment center. The Institute occupies a modern two-floor 15,000 square foot, air-conditioned facility convenient to the major bus lines. The building includes student classrooms and fully equipped studios with the following industry-standard equipment:

- Neve 88R console
- SSL 4000 series console
- Neve Genesys console
- Digidesign Control 24
- Monitoring by Genelec, Mackie, and Blue Sky
- Lexicon effects processors
- Blue Sky 5.1 surround monitors
- Mackie analog 8-bus console
- Alesis HR24 Recorders
- Pro Tools HD
- Logic and Reason MIDI stations
- Bias Peak stations

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

OWNERSHIP

OWNERSHIP AND CONTROL

SAE Institute of Technology Nashville is owned by SAE Institute Group Inc, a Delaware Corporation. All SAE Institutes in the United States, which include campuses in New York, Nashville, Miami, Los Angeles, Atlanta, and San Francisco are owned by SAE Institute Group Inc. The officers of SAE Institute Group, Inc. include Dr. Tom Misner, President and Founder and Udo Hoppenworth, Senior Vice President. SAE Institute provides a worldwide network to support SAE students in their educational goals, and graduates in their future careers. It further ensures consistent and coordinated high quality audio education using global industry connections.

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

LICENSE

CALIFORNIA: SAE Institute of Technology (Los Angeles, San Francisco) is licensed by the Bureau for Private Postsecondary and Vocational Education (California), and has signed the voluntary agreement with the Department of Consumer Affairs.

FLORIDA: SAE Institute of Technology (Miami) is licensed by the Florida Commission For Independent Education, License No 2282. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free telephone number (888)-224-6684

GEORGIA: SAE Institute of Technology (Atlanta) is licensed by: Georgia Non public Postsecondary Education Commission 2082 East Exchange Place Suite 220 Tucker, Georgia 30084 tel: 770.414.3300 fax: 770.414.3309 web: <http://www.gnpec.org> SAE Atlanta License No. 861

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

TENNESSEE: SAE Institute of Technology is an authorized institution by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. SAE Nashville is accredited by the Accrediting Commission for Career Schools and Colleges of Technology (ACCSC).

HISTORY OF SAE

Dr. Tom Misner founded SAE in Sydney, Australia in 1976 as a school specializing in audio engineering instruction, emphasizing a balanced curriculum featuring both a theoretical and practical approach. By 1984, Dr. Misner opened five more schools in Australia, and in 1985

established SAE London, the first overseas institute and first pro-audio school in the United Kingdom.

In 1986, SAE opened its first non-English speaking school in Munich, Germany. Since then, SAE has continued to expand its network of institutes and offer educational opportunities in such locations as Vienna, Amsterdam, Berlin, Paris, Kuala Lumpur, Stockholm, Milan, Athens and Singapore, to name a few of the now more than 50 campuses worldwide.

In 1999, SAE expanded its school operation to the United States, opening the first U.S. locations in New York and Nashville, making SAE Institute of Technology a truly worldwide institute. SAE has continued to expand in the United States, adding a school in Miami in 2002, Los Angeles in 2006, Atlanta in 2007 and San Francisco in 2009. For a more detailed description of the history of SAE to date we invite you to look at our web site at www.sae.edu.

ADMINISTRATION POLICIES

ADMINISTRATIVE OFFICE

The Administrative Office is responsible for documenting student academic activity and student status while at SAE as well as permanent record storage and retrieval after withdrawal or graduation. These responsibilities include but are not limited to registration, keeping a master list of students, maintaining confidential student files, transcripts, transfer credit determinations, recording and collecting grades, attendance records, student status tracking and verification, issuing student identification cards, schedule changes, ensuring international students are meeting all requirements for continued enrollment, withdrawal requests and verifying graduation requirements. Students may request assistance from the Administrative Office by telephone or on an appointment or walk-in basis during administrative office hours.

SAE RESOURCE CENTER

The Resource Center functions as the school's library/resource center. Students will have access to on-line resources, trade magazines, journals, audio and multimedia books, equipment manuals, and textbooks used by SAE. The resource center is open during school hours.

HOURS OF OPERATION

SAE Nashville's normal hours of operation are 8:00 a.m. to 10:00 p.m., Monday through Saturday, for studios and labs. Any additional or changed lab hours will be discussed at orientation and posted on the student bulletin boards.

Hours of operation may be extended to accommodate varying class sizes.

Administrative offices are open from 9:00 a.m. to 5:00 p.m. Monday through Friday. Students having business with the administrative staff are encouraged to schedule an appointment, if possible.

SMOKING POLICY

SAE is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time. Students who do smoke must do so in designated areas and are required to be sure that all cigarettes are properly extinguished and placed in the ashtrays provided.

DRUG FREE WORKPLACE AND SCHOOL

SAE forbids the use, possession, distribution or sale of drugs or alcohol by students, faculty, or staff anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, may be subject to both school disciplinary action and criminal prosecution.

INSTITUTION SECURITY

Federal law requires that schools administering Federal student loans through Title IV provide accurate campus crime statistics. SAE Institutes which have Title IV loans keep a record of such campus crime statistics. This report is viewable in electronic format on the student server.

SUPPLEMENTS & ATTACHMENTS TO CATALOG

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

CELL PHONE POLICY

The use of cell phones or pagers is prohibited during class hours. Please turn off all such devices while in class.

BULLETIN BOARDS

The bulletin boards located throughout the SAE campus are used for posting of student information and notices. Each class has a designated area on these boards and any updates on due dates, project information, test schedules, and any other important student information will be posted here. Students are responsible for all such information posted and should check the boards regularly.

The use of campus bulletin boards is restricted to institutional information, as defined by SAE staff. Bulletin boards may not be used for commercial advertising or other non-school related information. Such materials will be removed immediately and without notice.

Bulletin boards that are designated public or student bulletin boards are intended for students, faculty, and staff. Informational materials may be posted on these bulletin boards (such as roommate information or items for sale), but must be approved by an SAE staff member. Materials may not be posted on walls, exterior doors, chairs, or other surfaces that are not designated for such purposes. Such materials are subject to immediate removal without notice and the sponsor may be billed for any and all costs relating to the removal, clean up, or repair of such surfaces.

SAE BOOKING SITE

Students are required to log onto the intranet to book studio time. On this web server students also are provided iCal subscriptions for class, lab, workshop and testing schedules using Apple's iCal system. At times the aforementioned schedules are changed, so students are required to synchronize their calendars weekly. Alarms are scheduled to remind students of tests and project due dates. If your school does not book studio time on the SAE Booking site, forms will be provided and detailed at student orientation.

STUDENT FILE SERVER

Students are allocated storage space on SAE's file servers. Students

use their storage space for projects only (back-ups, transferring between studios, etc.). Students are responsible for their own storage space.

LOST AND FOUND

Lost items will be kept in the Supervisors' Office or at the front desk. Any found item should be turned in to the front desk or to an SAE staff member.

PHOTOGRAPHY, VIDEO AND AUDIO TAPING

Photography or video taping within the facilities is permitted only with expressed permission of the Director. Audio taping of class lectures may be allowed with expressed permission of the class' instructor and/or Director.

INCLEMENT WEATHER POLICY AND EMERGENCY PROCEDURES

SAE will normally remain open as scheduled regardless of weather conditions. Please monitor television and radio stations for information should these conditions arise. Students are advised to confirm the school's status by calling the school. These procedures will also be used if any emergency conditions arise.

Keep in mind that relative hazards may vary within our service area and that the decision to be open or closed will relate to general prevailing conditions. Even if during inclement weather or an emergency situation SAE remains open, students should not endanger their lives or safety, or that of others, by attempting to reach the campus when their local conditions prohibit safe travel. When such local hazardous conditions exist, individual students may be entitled to an excused absence and the privilege of making up missed work. In a situation where your local area is personally deemed dangerous for travel, simply contact the school and talk to an Administrator or Instructor. If an emergency of any type occurs while SAE is open and an evacuation of the school is indicated, please stay calm and follow the directions of the faculty and staff and immediately leave the school premises. Do not stop to collect personal belongings or complete activities. Faculty and staff will monitor the situation to ensure that any such process is handled in a calm and safe manner.

STUDENT RECORDS

Student Records contain the institutional information of each individual who entered enrollment at one of the SAE campuses. Each SAE Institute maintains a permanent copy of Student Records on site for a minimum period of five years. Included within the Student Records is information directly related to the student, such as the admission application, enrollment agreement, attendance, placement data and an academic transcript. It is an entrance requirement that all students have a minimum of a high school diploma or a GED. An official copy of the student's high school transcript or GED scores is required for the permanent student file.

In accordance with the privacy act, third parties such as SAE administrative staff (Director, Student Advisor, Registrar, Corporate Officers) or other oversight agency members (state licensing boards, accrediting agency, appropriate federal agencies) will have access to files. These files are complete and permanent records for each student and are confidential. Students may have access to their own educational records and are allowed to see original records upon request to the Administrative Office. No original records may be removed from the

files or the Administrative Office.

It is the policy of the school to monitor and review academic transcripts for grade accuracy and student progress. All students will be provided a copy of grades in the form of a grade report or confidential posting at the completion of each quarter to ensure accurate verification and reporting on the permanent transcript.

Students who are still legal dependents (dependent on the Internal Revenue Service form) should be aware that parents or legal guardians may sign a "Parental Affidavit For Academic Information" to receive record information from the school. In all other cases, records and related information will only be released with the written permission of the student.

STUDENT CONTACT INFORMATION

Students must provide the Administrative Staff with their most current contact information. It is the student's responsibility to update the Administrative Staff with any changes to the student's phone number, e-mail or mailing address. This information will be used by the Administrative Staff to contact students concerning school closings, class cancellations, workshops, job and internship opportunities, etc. Students who need to update their contact information must complete a Student Contact Information Update Form. These forms are available at the Front Desk.

TRANSCRIPT REQUEST

Students may obtain a permanent transcript of grades from the Administrative Office. All requests for transcripts must be in writing and include name, social security number, and signature. Only students who have cleared all balances will be eligible to receive a transcript. Certified transcripts will be mailed directly to other institutions or businesses.

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

IDENTIFICATION CARDS

Identification Cards will be issued at the beginning of each program. SAE requires that all students have an Identification Card. In the event of a lost or damaged ID, a duplicate can be issued. In such a case the student will be charged \$5.00 as a replacement fee. Replacement for door proximity cards will cost \$20.00. ID's are valid for the duration of the student's enrollment at SAE. Students who need to use equipment in the classrooms or studios outside of regular class times may be required to show a valid student ID. In addition, all students may be asked to show their SAE ID upon entry into the building.

ENROLLMENT AGREEMENT

All students are required to sign a contract, which constitutes an "Enrollment Agreement" between the school and the student. This is intended to protect the student and provide specific disclosure information such as the total cost of the program, refund information (in the event of withdrawal from the school) and total length of the chosen program. Students should retain a copy of the enrollment agreement in their personal files. In the event that a student withdraws and re-enrolls

or changes status, a new contract will be signed.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Education Rights and Privacy Act of 1974 is implemented at SAE. The Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate and misleading statements.

A student has the right to request amendment of his/her educational record to ensure that the record information is accurate and not misleading or in violation of a student's rights.

A written request must be submitted to the Registrar stating the reason the student wants to amend his/her educational record with supporting documents attached to the request.

The Registrar will issue a decision in response to the student's request. If SAE decides not to amend the record as requested by the student, then SAE will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment (See Complaint/Grievance Procedure). Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

WITHDRAWAL PROCEDURE

Withdrawal from any program must be done through the Student Services Coordinator. If a student wishes to withdraw from a program, then he or she must officially withdraw in writing. As stated in the Refund Policy, the Refund Calculation will be completed using the student's last day of physical attendance.

DISCIPLINARY OFFENSES

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

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

- Conduct dangerous to others;
- Any act of hazing in any form;
- Disorderly conduct;
- Obstruction of, or interference with, SAE activities or facilities;
- Any unauthorized occupancy of SAE facilities;
- Interference with the right of any faculty or staff to gain access to any SAE event or facility;
- Any obstruction or delay of any SAE official in the performance

of his/her duty;

- Failure to cooperate with SAE staff or faculty;
- Misuse of, or damage to property, or any act of theft; misappropriation or sale of SAE property;
- Alteration, or unauthorized use, of SAE documents, forms, records or identification cards;
- Violation of any signed waiver or agreement with SAE;
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials;
- Any use and/or possession of alcoholic beverages on SAE property;
- Any unlawful possession or use of any drug or controlled substance at any SAE campus or SAE event;
- Any sale or distribution of any such drug or controlled substance at any SAE campus or SAE event;
- Sexual harassment of any fellow students, faculty, or staff of SAE;
- Plagiarism, cheating, and other forms of academic dishonesty;
- Clothing with pictures or language denoting violence, prejudicial biases, sexual acts or other inappropriate depictions or suggestions;
- Violations of state and/or federal laws;
- Any documented offense or series of offenses deemed by the school Director as serious, that threaten to disrupt the education of other students or SAE business;
- Aiding and abetting others in any of the foregoing offenses.

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

A student dismissed or suspended is entitled to due process in the form of a hearing (see Student Complaints and Grievance Procedure).

POLICY ON HARASSMENT

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship: peer harassment should also be reported.

Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment, and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment.

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

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

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

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control over behavior in the classroom and studio and maintenance of academic integrity. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE. Extended (such as through probation or suspension) or permanent exclusion (dismissal) from the classroom or school can be affected only through appropriate SAE procedures. In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor, at his/her discretion, has the authority to assign a zero (0) for the exercise or examination.

If the student believes that he/she had been erroneously accused of academic misconduct, and if his/her final grade had been lowered as a result, the student may appeal the case to the Director.

STUDENT DISCIPLINARY ACTION

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Students will be withdrawn effective the date of action and the permanent file will reflect the dismissal from the institution. Suspension is the temporary loss of the right to attend classes or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all course work and projects upon return to the school. Disciplinary probation is a formal warning to the student to correct behavior. The Director (or designee), depending upon the specific incidents and situation, will determine if dismissal is warranted, or the length of a suspension or probation. If the student is dismissed from the school, the student may be readmitted after careful review by the Director. Disciplinary action may be appealed through the complaint procedure.

APPEALING DISCIPLINARY ACTION

A student may appeal any decision in writing. In the event of a formal appeal the Director may reconsider his/her decision if new evidence is introduced. If the decision stands, the student may request a hearing consisting of the school Director, a faculty member, and an administrative staff member. An SAE corporate officer may be consulted. Witnesses can be called to the hearing. If after the hearing the outcome remains unchanged, then the decision is deemed to be final.

STUDENT COMPLAINTS AND GRIEVANCES

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

GENERAL STUDENT COMPLAINT PROCEDURE

Students are encouraged to discuss concerns, academic issues or complaints with the Student Services Coordinator. The Student Services Coordinator will document the issue by having the student complete a complaint form.

GRIEVANCE PROCEDURE

A student may file a formal written notice of grievance with the Director within two weeks if dissatisfied with all prior attempts at resolution. The Director will investigate including any documents and necessary interviews to resolve the issue and ensure the matters detailed in the complaint will not occur in the future.

Students that believe that they have a complaint beyond the procedures outlined above may contact the state authorizing agency.

STUDIO AND LAB POLICIES

NO FOOD OR DRINK IS ALLOWED IN ANY STUDIO. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy. Consumption of food is allowed in designated areas only.

NO FOOD IS ALLOWED IN THE CLASSROOMS.

STUDIO LAB PROCEDURES

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

OPEN AREA

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

EQUIPMENT AND MATERIALS

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

Students may NOT remove any tapes supplied by SAE from the prem-

ises. All projects recorded at SAE may only be used for demonstration or reference and may not be used for commercial purposes. Lab projects are for educational purposes only. SAE may use any recorded project for educational or promotional purposes.

SOLDERING

Certain audio classes and projects require hands-on manipulation of wiring with electronic boards and making cable. Students will learn how to solder cable and wire. Whether working on school or personal projects, *the wearing of safety glasses is required.*

MANUALS

Each lab has a copy of the appropriate manuals. If a manual is not in the lab area, ask a Supervisor. Manuals may not be removed from their location or the SAE premises at any time.

INSTRUMENTS

When necessary, students may bring in their own musical instruments. SAE does not provide any storage for students' instruments and is not responsible or insured for this equipment. Any equipment connected to SAE equipment must be done so in the presence of the Supervisor on duty. **SAE does not supply musical instruments for sessions and does not provide musicians for studio projects.** Lists of available musicians and groups may be periodically posted on the school's bulletin boards and file servers.

COMPUTERS, SERVERS, AND WORKSTATIONS

It is very important to remember that computers are machines and can, do, and WILL fail from time to time. Files may be erased at any time. Pay close attention to file management and proper saving procedures when working on computers. Supervisors will remove all projects from the school's computers that are not properly saved. This may cause projects to be turned in late or lost completely. Students should regularly save work not only to the local computer's hard drive, but also to a removable storage medium, such as a CD. Local hard drives on SAE computers and workstations are for temporary storage only. All work must be saved to the Student File Server or burned to a student's CD at the end of each session. Local hard drives will be re-installed nightly and any files improperly stored will be deleted immediately.

MICROPHONES

All microphones at SAE are locked in the school's microphone closet. The supervisory staff will sign out all microphones to students. Mics are signed out on a first come, first served basis. However, the policy is that advanced students completing scheduled projects have first preference, followed by students with scheduled studio time.

Students are responsible for microphones and must check their condition prior to use. Once accepting and signing for the microphones, the student is responsible for the microphones until the supervisor on duty signs them back in.

GUEST MUSICIAN POLICIES

The number of musicians allowed in any studio at one time is limited to 3. If a session requires more than 3 musicians to be present at one time, students will need approval from a supervisor or instructor at least 24 hours in advance of the session.

No artists may record without a signed Artist/Band Contract.

Guests must sign in upon entry to SAE and show valid ID. Acceptable IDs include government-issued identification only, such as Driver's Licenses, State IDs, or Passports. A Social Security Card may be accepted along with another picture ID. No other types of IDs will be accepted. If a guest does not possess the proper type of identification, the guest will not be allowed entry to SAE facilities. All guests are required to wear a guest badge at all times when on SAE premises.

Musicians accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for all equipment and fixtures during practical sessions. In all cases only SAE students are allowed to operate equipment. The student is also responsible for the actions of musicians that may result in theft of or damage to equipment.

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

RESERVING STUDIO AND LAB TIME

SAE's Web-based system is used to book most studio time at SAE. This process will be explained in detail during Student Orientation and reviewed during the first week of class. Students may sign up for lab time up to 3 weeks in advance. Two booking slots per lab project are allowed for every week in advance. Multiple bookings are allowed up to three days in advance.

LAB ASSIGNMENTS

All lab assignments/practical projects are due by school closing on the due date. Projects submitted up to 14 days past the due date will not receive a grade higher than 75%. Projects submitted more than 14 days after the due date will receive a grade of 0%.

LAB ATTENDANCE

If a student does not arrive for their scheduled lab within 30 minutes of the scheduled time, they are considered absent for that lab and will be penalized by a cancellation of all lab times for the next 3 days. Students are required to sign in for all labs to verify attendance. If a student needs to cancel a lab time, a 48-hour notice is required. This 48-hour notice allows other students an opportunity to use the time. Please see the Attendance Policies section of this Catalog for more information regarding Lab Attendance Policies.

GRIEVANCE PROCEDURES

GRIEVANCE PROCEDURE NEW YORK (NEW YORK)

A student may file a formal written notice of grievance with the Director within two weeks if dissatisfied with all prior attempts at resolution. After receipt of the written notice of grievance, and upon ascertaining the complaint procedure has been exhausted, the Director shall refer the grievance to a Grievance Committee. The Committee is appointed by the Director and shall be composed of two faculty members and one staff member not directly involved with the case. A hearing shall be arranged with this Grievance Committee. The hearing will provide the opportunity for the student to present relevant evidence; to challenge adverse evidence, and to have the complaint heard by an impartial committee. Upon completion of the hearing the committee shall review the original recommendation by the Director and either uphold the original decision or make a new recommendation. The recommendation of the committee is final and shall be stated in writing and placed in the student file. Students that believe that they have a complaint

beyond the procedures outlined above may contact the state authorizing agency. SAE New York students may direct their complaint to:

**New York State Education Dept., Bureau of Proprietary School Supervision, Room 974, Education Building Addition
Albany, New York 12234, tel: (518) 474-3969**

GRIEVANCE PROCEDURES NASHVILLE (TENNESSEE)

Any issue that a student believes cannot be resolved at this level may file a formal written complaint with the Director, who will at that time acknowledge receipt of the complaint and recommend an appropriate solution within a period of time to not exceed 30 days of receipt of the complaint. If a student is not satisfied with the decision of the Director, a formal complaint must be filed and acknowledged within 2 weeks of the Director's decision. At this time, the Director will appoint a grievance committee comprised of two faculty members and one staff member whom have not had a direct involvement with the issue at hand. A hearing will be arranged where the committee will discuss the issue and either agree to uphold the decision of the Director or offer an alternative decision. The recommendation of the committee is final and shall be acknowledged by the committee and the student to be placed in the student's permanent file. Students that believe that they have a complaint beyond the procedures outlined above may contact the following state-authorizing agency:

**Division of Postsecondary School Authorization Parkway Towers,
Suite 1900, 404 James Robertson Parkway
Nashville, TN 37243-0830
Tel. (615) 741-5293**

GRIEVANCE PROCEDURE LOS ANGELES- SAN FRANCISCO (CALIFORNIA)

A student may file a formal written notice of grievance with the Director within two weeks if dissatisfied with all prior attempts at resolution. The Director will investigate including any documents and necessary interviews to resolve the issue and ensure the matters detailed in the complaint will not occur in the future. Students that believe that they have a complaint beyond the procedures outlined above may contact the state authorizing agency. SAE students may direct their complaint to:

**Bureau for Private Postsecondary and Vocational Education
1625 North Market Blvd. Suite S202 Sacramento, CA 95834**

GRIEVANCE PROCEDURE MIAMI (FLORIDA)

A student may file a formal written notice of grievance with the Director within two weeks if dissatisfied with all prior attempts at resolution. After receipt of the written notice of grievance, and upon ascertaining the complaint procedure has been exhausted, the Director shall refer the grievance to a Grievance Committee. The Committee is appointed by the Director and shall be composed of two faculty members and one staff member not directly involved with the case. A hearing shall be arranged with this Grievance Committee. The hearing will provide the opportunity for the student to present relevant evidence; to challenge adverse evidence, and to have the complaint heard by an impartial committee.

Upon completion of the hearing the committee shall review the original recommendation by the Director and either uphold the original decision or make a new recommendation. The recommendation of the

committee is final and shall be stated in writing and placed in the student file. Students that believe that they have a complaint beyond the procedures outlined above may contact the state-authorizing agency. SAE Miami's students may direct their complaint to:

**Commission for Independent Education 325 West Gaines Street
Suite 1414 Tallahassee, FL 32399-0400
tel: 1.888.224.6684 web: <http://www.fldoe.org/cie/>**

GRIEVANCE PROCEDURES ATLANTA (GEORGIA)

A student may file a formal written notice of grievance with the Director within two weeks if dissatisfied with all prior attempts at resolution. After receipt of the written notice of grievance, and upon ascertaining the complaint procedure has been exhausted, the Director shall refer the grievance to a Grievance Committee. The Committee is appointed by the Director and shall be composed of two faculty members and one staff member not directly involved with the case. A hearing shall be arranged with this Grievance hearing will provide the opportunity for the student to present relevant evidence; to challenge adverse evidence, and to have the complaint heard by an impartial committee. Upon completion of the hearing the committee shall review the original recommendation by the Director and either uphold the original decision or make a new recommendation. The recommendation of the committee is final and shall be stated in writing and placed in the student file. Students that believe that they have a complaint beyond the procedures outlined above may contact the state-authorizing agency. SAE Atlanta's students may direct their complaint to:

**Georgia Non public Postsecondary Education Commission
2082 East Exchange Place Suite 220 Tucker, Georgia 30084
tel: 770.414.3300 fax: 770.414.3309
web: <http://www.gnpec.org>
SAE Atlanta License No. 861**

ACCSC STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainants for the Commission to forward a copy of the complaint to the school for a response. The complainants will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director, Chuck Moore.

The Director (Local Administrator) from each campus acts as the campus representative to the Board to ensure that local needs are being reviewed and addressed and that educational requirements, operational standards and physical resources are being delivered to the students on each campus.

ADMISSIONS

Admission to SAE Institute of Technology's audio programs is open to any individual who is seriously interested in the field of professional audio recording technology and the music industry AND meets all necessary entrance requirements.

Prospective students may enroll in person or by mail. Those enrolling in person may come by the school campus of choice during regular office hours (9:00 a.m. to 5:00 p.m., Monday through Friday). If those hours are not convenient, individual appointments may be arranged through the school's administrative staff.

International and out-of-area students may submit the Application for Admission and the Enrollment Agreement by mail; however, SAE strongly encourages all prospective students to visit the school before enrolling.

REQUIREMENTS FOR ADMISSION

Note: These conditions DO NOT APPLY if you are applying for personal enrichment courses.

In order to be admitted into any SAE program, prospective students must:

- Be a United States Citizen or Permanent Resident OR obtain the appropriate student visa;
- Be a High School Graduate or GED Recipient;
- Be at least 18 years of age;
- Possess English proficiency;
- Pass an Entrance Evaluation. *(Not required at the Nashville campus)*

APPLICATION PROCEDURE

To be admitted to any SAE Institute and its programs, an applicant must complete this simple two-step process:

- Complete and submit Application for Admission;
- Submit an official copy of High School Transcript (a copy of a High School Diploma is NOT acceptable) OR evaluated proof of education achievement that is equivalent to, or higher than, a US High School diploma. All documentation must be in English or officially translated;
- Successfully complete the Entrance Evaluation. *(Not required at the Nashville campus)*

In addition to the application steps listed above, international students must:

- Demonstrate available financial support for the period of enrollment;
- Demonstrate English proficiency;
- Pay tuition in full before any immigration-related paperwork is issued.

ENROLLMENT PROCEDURE

Upon receipt of the Application for Admission and verification that the student has met minimum entrance requirements, the student will be sent confirmation of being accepted into his/her chosen program, and will be provided with the necessary paperwork to complete enrollment. The applicant must then complete the following steps:

- Submit the completed Enrollment Agreement and related paperwork within specified time frame;
- Remit payment of the non-refundable registration fee.
- Finalize arrangements for tuition payment. Students who plan to

fund their tuition with student loans and financial aid must complete all required documentation and have their loans approved prior to enrollment. *(Nashville campus only)*

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

Note: If an enrolled student changes start date prior to beginning instruction the registration fee will be valid for 12 months.

PLEASE SEE THE REFUND POLICY SECTIONS OF THIS CATALOG FOR A DETAILED DESCRIPTION OF REFUNDS AND POSSIBLE RETURN OF THE REGISTRATION FEE.

ADMISSION FOR INTERNATIONAL STUDENTS

SAE is authorized under federal law to enroll non-immigrant foreign students (M1 Visa) for full time programs. International students must complete the entire enrollment process before the school can issue a form I-20 (Certificate of Eligibility). The student must present that form, along with all other required documents, to the appropriate consular officials in order to obtain a proper visa for entry into the United States. International students are only eligible to attend full-time programs and are required to pay tuition in full on or before the first day of class. International applicants must submit all entrance requirements to SAE at least 45 days prior to their chosen start date to allow for M1 Visa processing.

EDUCATION EVALUATION

Any educational experience received outside of the United States must be evaluated. For purposes of determining US High School diploma equivalencies, any foreign credential evaluation service may be used. Examples of companies providing this service are listed below. However, SAE is not affiliated with and does not recommend any specific provider; listings are purely given for informational purposes.

- Globe Language (www.globelanguage.com)
- World Education Services (www.wes.org)
- AACRAO (www.aacrao.org/credential.index.htm)

VETERANS APPLICATION

For SAE locations accepting the GI Bill or other VA benefits, veterans must provide a copy of their DD-214 to the school for credit evaluation and enrollment certification. Copies of all high school and college transcripts are also required for the enrollment certification process. It is the sole responsibility of the Veteran to apply for his/her GI Bill-VA benefits with the U.S. Dept. of Veterans Affairs. Please supply the VA with a copy of the DD-214. The form "Application for VA Education Benefits 22-1990" must be submitted to the regional processing office either by mail or through the internet. The physical address is on the back of the application (22-1990) or online at www.gibill.va.gov. Please ask for assistance to complete this procedure if there are any questions, contact SAE Institute.

DEMONSTRATION OF FINANCIAL SUPPORT

International students must demonstrate available financial support and stability for the period of enrollment. This proof may be in the form of a bank or other financial statement. Based on cost of living, in the area of your study choice, students must show access to a minimum of

\$32,000 to \$40,000 US to satisfy this requirement.

ENGLISH PROFICIENCY

All international students and students whose first language is not English must provide TOEFL scores showing English proficiency. The TOEFL code number for SAE Nashville is 3088. More information regarding TOEFL testing can be found at www.ets.org/toefl.

ENTRANCE EVALUATION *(Not required at the Nashville campus)*

SAE Institute requires all applicants to successfully complete an Entrance Evaluation to be accepted in our Diploma programs. All applicants should contact the Admissions Manager to schedule a date and location requirements for this Evaluation. Applications may take the Evaluation as many times as necessary to meet the minimum score. There is no fee to take the Entrance Evaluation.

LEARNING DIFFERENCES

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

SCHOOL TOURS

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

HOUSING

SAE does not offer residential facilities. For information on types of student housing that may be available in the area, SAE recommends researching different options using the Internet and other resources. SAE is not affiliated with and does not recommend any specific provider; listings are purely given for informational purposes.

- Apartment Selector (www.aptselector.com)
- Student Housing, Inc. (www.studenthousing.org)
- Craig's List (www.craigslist.org)

READMISSION AND TRANSFERS

Students who have interrupted their studies at SAE and are not able to continue with their lockstep group (excluding students on an approved Leave of Absence), but wish to return to SAE, must apply for readmission. Applicants for readmission must complete all current admissions forms and enrollment contracts and be counseled on programs, policies, and requirements. Students who are readmitted must continue their studies under the program requirements stated in the catalog in effect at the time of readmission and pay all associated fees, including but not limited to an additional registration fee for any new enrollment. A new Enrollment Agreement will be signed at the time of readmission.

TRANSFERS WITHIN THE SAE SYSTEM

Transfers are possible between any SAE campuses. Students desiring to transfer to a different SAE campus should work with the local school

Director for assistance in coordinating the transfer. Please be aware that transfers between programs are allowed at the discretion of the Director and may not always be feasible, depending on a student's particular situation. Student liability will be calculated at the time of transfer and any excess tuition paid will be refunded to the student. Tuition may vary from school to school due to current economic conditions and currency exchange rates. Students transferring to other SAE campuses must abide by local rules and regulations.

TRANSFERS OUTSIDE THE SAE SYSTEM

SAE is a special purpose institution. Its goal is to train students in the field of audio and prepare them for an entry-level job in the audio industry. Because of the practical educational approach and lock-step nature of the program, and because of the need to ensure consistency of learning, SAE does not grant credit for prior learning or advanced standing to students transferring to SAE from outside of the SAE network.

Students transferring out of SAE should be aware that transfer of course credit is always at the discretion of the receiving institution. Any student interested in transferring credit should check with the receiving institution directly to determine to what extent, if any, courses or hours can be transferred. Because SAE is a worldwide training institute, students do have other educational opportunities abroad. SAE graduates that are planning to work, travel or study outside of the United States should check SAE's web site at www.sae.edu to look for additional training and degree opportunities.

Students should be aware that SAE does have agreements with colleges and universities outside the United States; however, these degrees and higher education credentials may not necessarily be academically recognized in the United States due to differences in educational systems.

SCHEDULE OF CLASSES

Students enter the school and move through the entire program as a group from start to finish in the prescribed series of modules. This is referred to as a "lockstep" program. The only exception to the lockstep approach is for a student who has been readmitted after a previous enrollment, or who has transferred from another SAE location.

HOLIDAY BREAKS

SAE is open from Monday through Saturday, except for the following holidays:

New Years Day, Martin Luther King Day, President's Day, Memorial Day, Veterans Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day (3 days- Thursday, Friday and Saturday)

Winter Recess (approximately 2 weeks in December inclusive of New Year's Day)

Exact holiday and recess dates are printed and posted on the class bulletin boards at the school. Any changes to the above listed class start schedule or holidays will be posted on the class bulletin boards and electronic calendar.

ACADEMIC POLICIES

CLASSES AND INSTRUCTIONAL HOUR DEFINITION

Each instructional hour is equal to 50 minutes of classroom instruction. To provide the best possible learning experience, theory classes are limited to 40 students per class.

PROGRAMS, QUARTERS, AND SUBJECT UNITS

The Audio Technology Program is divided into modules/quarters. Each module/quarter encompasses at least one complete subject area. Each module is comprised of subject units (skill and theory components of the course). Each unit and module progressively builds skills toward the completion of educational and technical skills for the program of choice.

For detailed information regarding start dates and total duration for each program, please contact Admissions.

GRADES

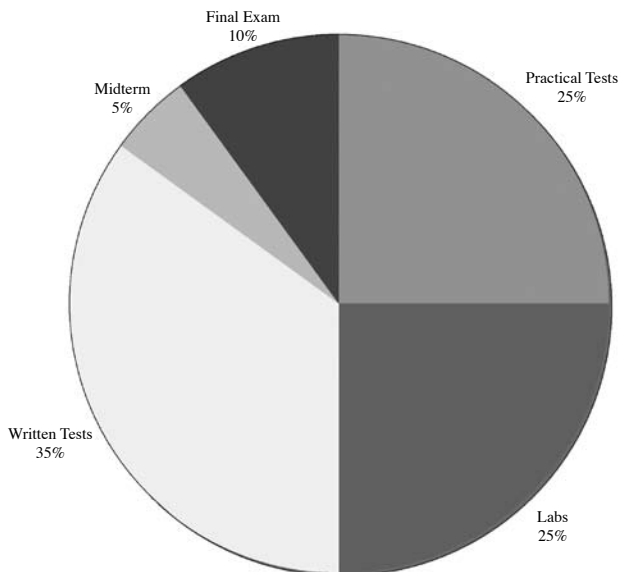
Grades are awarded for each quarter completed. Grades are issued/posted within 2 weeks after the completion of each quarter. The grades are tracked using the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA). Grades are assigned value using the following grading scale:

Percentage	Letter Grade	GPA
90 - 100	A	4.0
80 - 89	B	3.0 - 3.9
70 - 79	C	2.0 - 2.9
00 - 69	F	0.0 - 1.9

CALCULATION OF GRADE POINT AVERAGE (GPA)

Each grade within the quarter is individually weighted. Overall theory and practical grades have an equal weight in the final grade average, and the components of these overall grades are weighted as shown on this page.

For purposes of academic satisfactory progress, the CGPA is reviewed after each quarter.



SATISFACTORY PROGRESS POLICY

Satisfactory Progress is the measurement of the student's satisfactory academic performance within the educational goals while moving through the program in time with the group of enrollment. SAE requires that all students demonstrate that they are making orderly progress toward the completion of the program.

For a student attending the SAE Diploma program to remain in good standing, he or she must maintain satisfactory progress according to the following standards:

A student must maintain a 70% or better cumulative GA (2.0 GPA) during the program, and must achieve a 70% or better GA (2.0 GPA) to graduate from the program.

MAXIMUM TIME FRAME

A student must satisfactorily complete his/her program within 1 and 1/2 times of the program length. Therefore, the student must complete the program within 150% of the program hours (i.e., 1350 hours for a 900 hour program). If a student can not complete the training within the maximum time frame, the student will be terminated from the program.

COURSE REPETITIONS AND WITHDRAWALS

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

COMPLETION RATE

A student must satisfactorily complete 80% of all clock hours attempted.

REVIEWS

Grades and attendance are posted regularly and reviewed at the end of each module.

ACADEMIC DISCIPLINARY ACTION – PROBATION AND SUSPENSION

If a student has less than the required cumulative GA of 70% (2.0 GPA) after 25% of the program, then the student is placed on Academic Probation. During the period of probation the faculty and administrative staff will monitor the student's progress and advise as necessary to assist the student. If at the completion of the next 25% of the program, the student's GA is not 70% or above (2.0 GPA), the student will be dismissed from the program. The school reserves the right to terminate a student at any point prior to completion of the program upon its determination that a student is not complying with school rules, is not attending class regularly, is not paying tuition, is not making satisfactory progress, or is not adapted to the field of study.

REINSTATEMENT

Any student that has been dismissed from the program and wishes to resume their studies with SAE must inform the Student Services Coordinator. A written request for readmission is required from the student and must include a statement that explains why the student feels they should be readmitted. Readmission and advanced standing (if any) will be determined by the Student Services Coordinator and the Director upon evaluation of the student's academic record and current

skill level. Students that have been readmitted will be charged for any coursework that must be repeated.

SPECIAL GRADING PROCEDURES

SPECIAL GRADING PROCEDURES

Incomplete/missed coursework will be assigned a grade of 0 percent. Students wishing to make up missed work must present documentation validating the reason (illness, emergency, etc.) for the missed/incomplete coursework to the Student Services Coordinator. A student will only be allowed to make up missed lab projects and tests (theory and practical) with the approval of the Student Services Coordinator. If the student's request is approved, they will be given a maximum of 14 days to submit any missed projects. Should the student fail to submit the project within the 14-day period, the student will receive a grade of 0% on the project.

MISSED TESTS

Tests (theory and practical) missed due to an unexcused absence may be made up for a fee. There will be a \$5.00 fee assessed for making up missed tests. Payment of the retake fee must be made before the test can be rescheduled.

Students wishing to reschedule a missed theory test must see the Administrative Course Coordinator.

Students needing to reschedule a practical exam must contact the Student Services Coordinator.

Should the student miss the rescheduled test, the student will be given a grade of 0% on the missed exam and will not be allowed to reschedule the missed exam.

APPEAL

A student who feels that progress was not made due to extraordinary mitigating circumstances, must submit a written appeal to the school Director within two weeks of being notified. A mitigating circumstance is a situation beyond your control (i.e., illness, accident, or trauma). Documentation of the situation must be provided. The school Director will make the final decision within a two-week period.

REINSTATEMENT OF SATISFACTORY PROGRESS:

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

RETAKING EXAMS AND PROJECTS

Students who fail lab projects, written exams or hands-on tests will not be allowed to retake the project or exam unless, there is a significant and unusual circumstance beyond the student's control that directly affected the grade (i.e., death of an immediate family member or illness the day of the exam). In such a case the student must verify the circumstance and request a retake from his or her Student Services Coordinator.

FINAL PRACTICAL EXAM

All students must have met all academic requirements and financial obligations before taking the Final Practical Exam, and will be required to fill out an application form prior to taking the final exam. Upon the date of the final exam application, the student's projected GPA must be at least a 2.0. Any students who will not be able to achieve a final

cumulative GPA of the required 2.0 (based on remaining outstanding grades) or who have outstanding tuition or fees will not be able to take the final practical exam.

GOOD STANDING

"Good Standing" is a reference to the on-going status of a student who:

- is making Satisfactory Academic Progress;
- is meeting attendance requirements;
- has no adverse disciplinary action;
- is current with tuition and fee payments and;
- has met all obligations with the school.

A student that is not in good standing as a result of problems in any or all of the above areas will be called in for an advising session with the Student Services Coordinator. Appropriate academic disciplinary action may result.

GRADUATION REQUIREMENTS

To complete requirements for graduation and receive an SAE diploma in Audio Technology, students must:

- have a Grade Average of 70% (2.0 GPA) or better;
- have attended at least 80% of the total hours in the program;
- have met all financial obligations to the school;
- take the final practical exam

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

INTERNATIONAL STUDENTS

SAE is authorized under federal law to enroll non-immigrant foreign students. While in school, international students must:

- Provide a copy of an approved I-20 form to a Designated School Official. Students will not be able to begin class unless such a form is provided;
- Provide a copy of an approved I-94 form and student visa for their student file;
- Notify Designated School Official and have the I-20 form signed by a Designated School Official when leaving the country for any reason.

Before graduation, international students must:

- Prepare all paperwork necessary for any visa extensions or transfers (for Practical Training, further study, etc.) in a timely and complete manner (forms should be submitted ninety days before due). Forms may be picked up in the Administrative Office.

Please be aware that visa restrictions may affect an international student's ability to retake the final exam, if necessary. In most cases, international students will need to re-enroll for additional program work if they wish to return at a later date to re-take the final practical exam. Please see the Administration or Director's Office for additional information.

International graduates of SAE are eligible for Practical Training of up to nine weeks after Program completion. SAE will assist students with this process. However, SAE is not responsible for assisting students with securing work sponsorships or other options for staying in the U.S. past the period of study. The M1 Student Visa is provided only for abil-

ity to study and receive limited practical training. The Practical Training extension offered to M1 students does not allow for work in the U.S. after the period of training is completed. SAE cannot assist any international student with finding work after the approved period of practical training has expired, and cannot assist any international student with finding options for extended stays in the United States after this period of practical training has expired.

After graduation, international students must:

- Provide a copy of a proved Employment Authorization for Practical Training, if applicable.

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

STUDENT SERVICES

INTERNSHIPS

It is highly recommended that students do an internship during the program. Internships are great opportunities for students to “get their foot in the door” of the music industry. Internship opportunities are posted on the student bulletin boards and student file server. Any student interested in applying for an internship should see the Career Development Coordinator.

Students may apply for an internship no sooner than the end of the first module. Students with prior experience that wish to apply for an internship before the first module end date will be considered on a case by case basis.

A student must be in “good standing” to be eligible for internship placement assistance.

RECEIVING CREDIT FOR INTERNSHIPS

In order to receive lab hour credit for an internship a student must:

- 1) Document the hours and type of work done on a daily basis. The work done at the internship must relate to the course of study at SAE to be considered for credit. This information must be verified by the intern’s supervisor and given to the Career Development Coordinator at SAE on a monthly basis.
- 2) After completing the internship, the student and the intern’s lab instructor at the company must fill out an evaluation of the internship. This evaluation gives SAE a chance to find out if the intern was useful to the company and if the internship was a valuable learning experience for the student.

Students can only receive lab hour credit for work done at his / her internship that directly relates to the SAE curriculum. Students will receive 1 hour of lab credit for every 1.5 hours of relevant internship work. The maximum of lab credit that may be earned from an internship is 66.6 lab hours (equal to 100 relevant internship hours). Internship hours must be reviewed and approved by the Career Development

Coordinator for credit to be given. This is to ensure that SAE students are gaining experience that relates to their courses and not receiving school credit for unrelated work. The student may work as an intern without receiving any school credit, but to have any of the internship hours apply to lab hours, the student must complete the stated guidelines. It is the responsibility of the student to negotiate his / her schedule directly with the studio or company. A student may not substitute internship hours for class hours or for extra credit on assigned class work or projects unless approved by the Career Development Coordinator.

STUDENT ADVISING

All SAE faculty and staff are available to assist with student issues. Instructors will be happy to help with academic questions and problems. Supervisors are available at all times for assistance with equipment or technical procedures.

Any student not in “good standing” will be required to meet with the appropriate member of the Administrative staff. This session may be a result of disciplinary issues, failure to maintain satisfactory academic progress, excessive tardiness or absences, or failure to keep up with financial obligations to the school.

SAE does not provide personal counseling.

CAREER DEVELOPMENT ASSISTANCE

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

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

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

Often, companies contact SAE to find qualified graduates for open positions. In this case, the Career Development Coordinator collects information about the position, such as job description, job requirements, and salary information and then determines, with the SAE instructors, supervisors, and administrative staff, which graduates are best qualified for the position. Additional job resources can be found on the USA Alumni Association web site for graduates of SAE’s Diploma programs.

Although SAE does offer Career Development Assistance to all Diploma program graduates, the school cannot guarantee placement or employment.

ATTENDANCE POLICIES

ATTENDANCE

Attendance is taken on a daily basis. Regular, punctual attendance is required and expected for all classes, and students are expected to remain for the entire class. Students must attend at least 80% of all class, workshop and lab time in order to receive a passing grade for each quarter and for the program. Students missing more than 20% of the total required hours will be put on probation for each applicable quarter and will not meet graduation requirements.

Excessive absence, tardiness, and leaving class early may lead to lower grades due to missed information. Students are responsible for making up all work missed during any absences.

CLASS ATTENDANCE

Regular prompt attendance is required for all classes, and is recorded daily by instructional hour. Our students, as part of their training for future careers in the music business industry, are required to maintain a good attendance record. As such, each student is expected to attend all scheduled classes on a regular and timely basis and to remain for the entire class period.

If a student must be absent, he/she should notify the Student Services Coordinator. The Student Services Coordinator will determine if the absence is excused or unexcused and the excused absence will be noted in the student's record. Examples of excused absences include: illness, death, act of nature, or an unseen emergency. The student must bring documentation to account for the absence.

Students must maintain a minimum attendance average of 80% at all times. SAE reserves the right to terminate a student from the program should the student's attendance fall below 80%.

Students receive credit for 3.5 hours per class. Students who arrive late to class (more than 5 minutes) will be marked as late and will receive credit for 2 hours of that class. A student who leaves class early will be marked as such and will receive 2 hours for that day's lecture. Any student who arrives to class late and leaves the class early shall receive 0 hours of credit for that lecture.

Any student who misses 10 consecutive classes without an approved leave of absence will be terminated from the program.

LAB ATTENDANCE

Students are responsible for booking their own studio and lab sessions during operating hours. It is very important for students to not only attend scheduled labs, but also to be punctual. Failure to show up for reserved lab time or arriving late will incur penalties. Please see the Studio Policies section of this Catalog for details.

Lab attendance is factored in to a student's overall attendance percentage. When attending labs, students must sign in and out (name and time) at the front desk and have an SAE staff member sign them out

upon completion of their lab. This sheet is used to calculate a student's lab attendance. If a student does not sign in or get signed out properly, their studio time will NOT be counted. Any student falsifying the sign-in/out sheet is subject to disciplinary action.

MAKE-UP TIME

For students in good standing, making satisfactory academic progress, but who missed more than 20% of the required attendance for scheduled course hours because of an emergency, approved Leave of Absence (LOA) or excused absences, SAE will provide the opportunity for the student to make up the missed hours. Students wishing to make up time must meet with the Student Services Coordinator.

MAKE-UP EXAMS

Students that have missed a theory or practical exam due to an excused absence* or emergency verified by the SAE staff will be allowed to make up that exam free of charge. In the case of illness, a doctor's note is required before an exam can be made up. Students should meet with the Administrative Coordinator immediately upon return to class to schedule any make up exams.

**If a test is missed due to an unexcused absence, the test may be made up for a \$5.00 fee. Refer to the section "Missed Tests" under the heading Special Grading Procedures (page 12).*

LEAVE OF ABSENCE (LOA)

At SAE's discretion, a Leave of Absence (LOA) may be granted for a maximum of 100 days for personal reasons of health, family, or emergency. A request for a leave of absence must be made in writing and submitted to the Student Services Coordinator. The Director must approve a leave of absence. Because the program is a lock-step program, it is SAE's position that students missing more than 10 (ten) consecutive days usually cannot re-enter the program without it adversely affecting their progress. Therefore, if the leave extends beyond 10 days, the student may resume training with a later class at a point equivalent to the student's last day of original attendance. If a student fails to return after 100 days, the student will be terminated from the program.

FINANCIAL INFORMATION

BREAKDOWN OF TUITION & FEES (Audio Technology Program)

Registration Fee (non-refundable).....	\$100.00
Books, Laptop and Software.....	\$2,400.00
Tuition.....	\$16,400.00
TOTAL CHARGES.....	\$18,900.00

PAYMENT PLANS

Audio Technology Program (FULL TIME)

Registration Fee:	\$100.00
Down Payment (Due before first day of class)	\$4,700 .00
Number of monthly Payments:	6
Monthly Payments:	\$2,350.00

Students wishing to pay monthly must complete a separate SAE Retail Installment Agreement.

Monthly payments are due on the first day of the month. Payments may be made up to the seventh day of the month without penalty. A late charge of \$5.00 per day will be assessed to payments made after the seventh day of the month. If payment is not received after the 8th day following the due date, the student will be blocked from lab practical projects until all payments are made to SAE.

The Retail Installment agreement states that while SAE offers an extended payment option while a student is enrolled at SAE Nashville, the student is not charged interest for that payment plan option. All students who choose to pay monthly tuition will be required to read and sign this form. You may request this form for review.

TUITION ASSISTANCE

SAE Nashville offers Financial Aid to those who qualify.

Pell Grants are awarded based on financial need as determined by the FAFSA. The maximum amount of Pell Grant a student may be awarded is \$5,350.00. Students who have completed a Bachelor's degree are automatically ineligible for the Pell Grant.

Stafford loans are federal loans available to both dependent and independent students. Repayment of these loans begins six months after the student graduates or withdraws from school. There are two types of Stafford loans; Subsidized and Unsubsidized. The interest rate for Unsubsidized Stafford loans disbursed 7/2006-6/2012 is fixed at 6/8%. The interest rate for Subsidized Stafford loans is fixed at 5.6% for 2009-2010, 4.5% for 2010-2011, 3.4% for 2011-2012, and 6.8% for 2012-2013. The type of loan a student is eligible for is based on the student's financial need which is determined by the FAFSA and the cost of attendance for the program. The interest on Subsidized loans is paid for the student while attending school and during the six-month post graduation/withdrawal period. A student is responsible for all interest on an Unsubsidized loan. The maximum amount of Stafford loans a dependent student may receive is \$5,500.00. The maximum amount of Stafford loans an independent student may receive is \$9,500.00, with no more than \$3,500.00 in Subsidized Stafford loans.

Plus (parent) loans are available to the parents of dependent students. These are federal loans with a fixed interest rate of 8.5% (interest rates may change on July 1 of every year, this rate is current as of 07/01/2009). Parents may borrow up to the cost of attendance less any other financial aid received.

Students funding their tuition solely through federal loans, regardless of the loan amount, must pay for their books and laptop prior to the first day of class. The cost for the books and laptop package (base model) is \$2,400.00. Students funding their tuition through alternative (private) student loans may choose to apply those funds to the cost of the books and laptop package.

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

FINANCIAL AID DEADLINES

The financial aid award year lasts from July 1- June 30. Students may complete FAFSAs for the next award year starting January 1.

Tennessee state residents should complete their FAFSAs by May 1 to be considered for Tennessee state aid. Tennessee state aid is awarded on a first come first serve basis, applicants are encouraged to apply early.

RENEWAL FAFSAS

The new award year begins on July 1. All students who will be receiving their second disbursements of Federal Aid after July 1 will need to update their FAFSA. Please be aware that your eligibility for Pell Grant and other types of aid may change.

VERIFICATION

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

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

ELIGIBILITY FOR FEDERAL AID

Students who are receiving Federal Financial Aid must meet the following Satisfactory Progress Requirements:

1. **Have an attendance average of at least 80%**
2. **Have a cumulative grade average of at least 65%**

Students who do not meet these requirements will be placed on Financial Aid Probation for one module. If the student fails to improve their academic standing by the end of the module, they will not be able to receive their scheduled disbursement of Federal Financial Aid and they will have to pursue alternative methods of tuition payment. Students who do not improve their academic standing within their probationary period may also face expulsion from the program in accordance with SAE Probation Policies.

SAE reserves the right to terminate a student from the program at any time if the student is not making Satisfactory Academic Progress.

A student placed on financial aid probation has the right to appeal their probation status. Any student wishing to appeal their financial aid probation status must submit the request for an appeal in writing to the Financial Aid Office. The request must include appropriate documentation to substantiate the student's request.

APPEAL PROCESS FOR FINANCIAL AID PROBATION

A student may appeal Financial Aid probation for the following reasons:

- The student believes that there was a special situation (illness, emergency, death of a loved one, etc.), which caused the student to fail to meet the requirements for Satisfactory Academic Progress as outlined in this catalog.
- The student believes that an error was made in calculating GPA or attendance.

Appeals that merit review will be considered by a committee consisting of the Financial Aid Administrator, the Lead Instructor and the Director. To be considered for a review by the committee the appeal must include documentation substantiating the reason for the appeal and the request must clearly explain the reason for the request. Requests that do not meet these criteria will be denied upon receipt by the Financial Aid Administrator.

If the student's appeal is chosen for review by committee, the committee will issue the student a decision within 30 days. The decision of the committee is final. The student will be allowed to continue classes and labs during the time of this review.

If the student's appeal is denied, no financial aid will be requested for the student. The student must make other arrangements for payment of tuition. If the student is unable to make other payment arrangements, the student must withdraw from the program.

CANCELLATION AND REFUND

All refund policies reflect compliance with specific state law and post-secondary authorization and/or licensing rules for students enrolled on SAE campuses. All refund policies will be printed in the SAE Catalog and on the Enrollment Agreement and reflect state requirements for the campus of enrollment. In all situations, it is SAE's policy to return all monies paid including the Registration Fee, if the student is denied enrollment by the school, or if any scheduled class start is cancelled for reasons of insufficient enrollment.

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

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

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

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

C. A student who cancels more than 3 days after signing the enroll-

ment agreement but before instruction begins receive all monies returned with the exception of the non-refundable registration fee.

D. Thereafter, a student will be liable for:

1. the non-refundable registration fee, plus
2. the cost of any textbooks, laptop packages or supplies accepted, plus
3. tuition liability as of the student's last date of physical attendance. If student termination/ withdrawal occurs during the first week of the program, the student owes no tuition liability. Thereafter, a daily pro-rata refund policy will be used in which the student will only be charged for those hours actually offered to the student. "Hours offered" refers to the number of hours offered between the first day of class and the student's last date of physical attendance.

Notice of cancellation or withdrawal is requested in writing. Refunds will be made within 45 days after receipt of notice of cancellation. In the event that written cancellation is not given, refunds will be made within 45 days of date of determination of withdrawal.

All refunds will be issued to the enrolled student with the exception of any loan or agency payments; in these cases, the refund will be issued to the loan company or agency.

Any tuition balances remaining on account after withdrawal or termination must be paid in a timely manner or will be subject to collection

REFUND ON TEXTBOOKS AND LAPTOP PACKAGES: Once textbooks and the laptop package have been accepted by the student and taken from the school premises, they may not be returned for refund. Students will receive a refund on any materials not accepted.

How we figure it out:

ATP FULL-TIME

25 hours/week for 36 weeks 900 hours total
6 days/week
 $25/6 = 4.166666$ hours/day

\$16,400/900 hours = \$18.22/hour
+\$100 registration fee, \$400 books, \$2,000 laptop

ATP PART-TIME

12.5 hours/week for 72 weeks 900 hours total
6 days/week
 $12.5/6 = 2.08333$ hours/day

\$16,400/900 hours = \$18.22/hour
+\$100 registration fee, \$400 books, \$2,000 laptop

Refund of Title IV Funds

A Title IV refund calculation must be completed before the refund calculation described above is completed for any withdrawing student who has received Federal Aid. Title IV funds (Federal Aid) are earned in proportion to the percentage of the payment period that is completed. 100% of Title IV funds are earned after completion of 60%

of the payment period. Students withdrawing from the program may owe a balance to SAE Institute of Technology after the Title IV and Institutional refund calculations have been completed. A student who has received funds for living expenses prior to withdrawing may be responsible for returning Title IV funds and may also owe a balance to SAE Institute of Technology. If you have questions about the return of Title IV funds, please contact the Business Office. Examples of Title IV calculations may be obtained from the Business Office.

Order of Title IV Funds to be returned

Title IV funds to be returned will be allocated as follows:

Unsubsidized Stafford Loan
Subsidized Stafford Loan
Federal PLUS
Federal Pell Grant

If a credit balance occurs after all required Title IV funds are returned based on the Return of Title IV calculation and the internal refund calculation has been completed, the excess funds will be returned first to any private student loan administered by SAE (if applicable, then to any sponsoring agency (ex. TSAA, Vocational Rehab) and then to the student.

Admissions to SAE

Students at SAE Institute of Technology are admitted without regard to race, color, creed, sex, age or national origin. The school reserves the right to accept or reject all applicants. In the event that an applicant does not meet admissions requirements, or is rejected for training, the applicant will be notified in writing and all previous obligations within the enrollment agreement contract will be void. All monies paid by the applicant will be returned within thirty (30) days and there will be no future liability.

Notices

Any holder of the enrollment agreement contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall be limited to the amounts paid by the debtor hereunder, plus reasonable attorney fees incurred by SAE for collection of the debt. SAE regularly upgrades its equipment, software, materials and instructional content in order to keep up with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, curriculum and other student materials at any time to provide the student with current industry-standard practical experience. SAE Institute offers a discount of 3% on the \$16,400.00 portion of tuition paid up-front and in full in advance of the first class, with the exception of any loans administered through SAE. Should the student choose the monthly payment plan outlined on the front the enrollment agreement under METHOD OF PAYMENT, the student will be exempt from any interest charges, provided that all payments are paid in a timely manner.

If any installments are not paid when due, all remaining installments shall, at the option of the holder, become immediately due and payable. For students paying tuition on a monthly basis, each payment is due within the first seven (7) days of the month. A Late Fee of \$5 per day will be assessed for any payment made after the seventh day of the month. If payment is not received after the 8th day following the due date, the student will be blocked from lab practical projects until

all due payments are made to SAE.

SAE Institute of Technology Nashville will not issue diplomas and transcripts, until all graduation requirements and monetary obligations have been met.

PROGRAM INFORMATION

AUDIO TECHNOLOGY PROGRAM (ATP) 900 CLOCK HOURS - DIPLOMA

This program leads to the award of a Diploma in Audio Technology. Intensive practical and theoretical training give students a solid grounding in all aspects of audio technology and the commercial music recording industry in order to provide the skills necessary for today's successful audio engineer. Students attending this program will learn both the technical and creative sides of the audio recording process, and will be expected to complete a number of projects throughout the program. In addition, the student will learn basics of audio and music business, covering topics such as contracts, session budgeting, financial basics of the audio industry, copyright, and artistic sides of the music business.

PROGRAM OBJECTIVES

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

JOB DESCRIPTION

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

AUDIO TECHNOLOGY MODULE INFORMATION

The Audio Technology Program (ATP) consists of four modules. Each module is equal to 225 clock hours. The program includes theory and practical components. Student grades are posted at the end of every module. There are 31 written tests given during the program, including a midterm and final exam.

AUDIO TECHNOLOGY PROGRAM MODULE DESCRIPTIONS

INTRODUCTION TO AUDIO TECHNOLOGY

AT 101

225 Clock Hours

No prerequisite

Introduces the student to the recording process, the fundamental nature of sound and ear training. Students learn basic console flow, various MIDI sequencing software programs, basic audio editing techniques, music theory, and the role of the Assistant Engineer.

STUDIO EQUIPMENT AND PRACTICAL APPLICATIONS

AT 102

225 Clock Hours

Prerequisite: Introduction to Audio Technology

Theory and practical application of signal processors (compressors, gates, effects, etc.) and microphones. Students are also introduced to multitrack audio software, and basic tracking procedures.

ADVANCED RECORD ENGINEERING AND PRODUCTION 1

AT 103

225 Clock Hours

Prerequisite: Studio Equipment and Practical Applications

Theory and practice in recording with large format, professional studio consoles.

ADVANCED RECORD ENGINEERING AND PRODUCTION 2

AT 104

225 Clock Hours

Prerequisite: Advanced Record Engineering and Production I

Theory and practice in recording session procedures, advanced mix-down and production techniques.

AUDIO TECHNOLOGY TEXTBOOKS AND MATERIALS

The following textbooks and materials will be issued to students. Textbooks and laptops are required for classroom participation and to complete reading assignments. These costs are included in the cost of the program. Please see the Refund Policy of this Catalog for information concerning these charges. ***(Textbooks and laptop package contents are subject to change at any time without notice.)***

- 1 - SAE Practical Studio Techniques - Misner
- 2 - Teach Yourself Electricity & Electronics - Gibilisco
- 3 - Modern Recording Techniques - Huber & Rubenstein
- 4 - Yamaha Sound Reinforcement - Davis & Jones
- 5 - MIDI Power - Guerin
- 6 - Assistant Engineers Handbook - Crich
- 7 - How to Build a Small Budget Recording Studio from Scratch - Shea
8. Apple MacBook laptop computer containing the following hardware and software:
 - a. One Year AppleCare
 - b. Pro Tools- Mbox
 - c. Garage Band
 - d. Peak LE
 - e. Logic 8 Studio

This laptop is included in tuition and fees. It is an integral part of the learning process while in the classroom. The software included allows the student to work along with the instructors, create their own material, connect to the SAE network, and complete certain lab projects at home. It is mandatory that all enrolled students have this exact system.

AUDIO TECHNOLOGY PROGRAM SEQUENCE

All students in the Audio Technology program will work through the following lecture sequence. Full time classes will be held Monday through Friday*, from 10:00 a.m. to 1:30 p.m. (morning), 2:00 p.m. to 5:30 p.m. (afternoon), or 6:00 p.m. to 9:30 p.m. (evening), with a 30-minute break.

**Friday classes are in workshop and seminar format. All students are required to attend 36 hours of Friday workshops and seminars.*

The following schedule represents the module time frame for the full time class; the part time module lengths are doubled.

Module I

1. Introduction to Audio	1 week(s)
2. Basic Signal Flow	1 week(s)
3. Music Theory	1 week(s)
4. Introduction to DAW	1 week(s)
5. Introduction MIDI Sequencing	1 week(s)
6. Assistant Engineering	1 week(s)
7. Effects	1.5 week(s)
8. Microphones	1.5 week(s)

Module II

9. Intro to ProTools	1 week(s)
10. A8B Theory	1 week(s)
11. A8B In Studio	1 week(s)
12. Stereo Microphone Techniques	1 week(s)
13. Intro to Mixing	1 week(s)
14. Advanced Sequencing	1 week(s)
15. Hard Disk Recording/Pro Tools 1	1 week(s)
16. Intermediate Protocols	1 week(s)
17. Intermediate Mixing	1 week(s)

Midterm Theory Exam**Module III**

18. Sampling	1 week(s)
19. Loudspeakers and Amplifiers	1 week(s)
20. Live Sound	1 week(s)
21. Advanced ProTools	1 week(s)
22. Neve Theory	1 week(s)
23. Neve In Studio	1 week(s)
24. Mastering	1 week(s)
25. SSL Theory	1 week(s)
26. SSL In Studio	1 week(s)

Module IV

27. Electronics	1 week(s)
28. Sound to Picture	1 week(s)
29. Surround Sound	1 week(s)
30. Sync and Interface	1 week(s)
31. Advanced Mixing	1 week(s)
32. Acoustics	1 week(s)
33. Music Business	1 week(s)
34. Networks and the Internet	1 week(s)
35. Music Production	1 week(s)

Final Theory Exam, Final Practical Exam

FOR DETAILED INFORMATION REGARDING TUITION, FEES, AND PAYMENT PLANS, PLEASE SEE THE TUITION, FEES, AND START DATES SCHEDULE FOR THE SAE INSTITUTE CAMPUS YOU ARE ATTENDING. IT CAN BE OBTAINED FROM THE WEB SITE, OR FROM AN ADMISSIONS REPRESENTATIVE..

ELECTRONIC MUSIC PRODUCER (EMP) 144 CLOCK HOURS - CERTIFICATE*

**EMP program not available at the Nashville campus*

Electronic Music Producer courses are specifically designed for the producer and musician who want to master the equipment used in all forms of electronic music production. SAE Institute offers four separate personal enrichment courses that enable working artists to enhance their music by discovering the tricks and production techniques utilized by professionals in the music industry. Students can select the courses that best suit their needs, or take all four as a comprehensive package. These courses are for people who want to master their craft within a creative environment, using professional, industry-standard audio equipment. The EMP course is divided into four separate classes. Students may enroll for any or all of the classes.

PROGRAM OBJECTIVES

The program is designed to give students basic knowledge of all the various types of equipment and software used to produce all forms of electronic-based music.

JOB DESCRIPTION

The EMP course is avocational, and is not intended to lead to a job. This certificate course is for personal enrichment purposes and students completing the course are not provided job placement assistance.

ELECTRONIC MUSIC PRODUCER COURSE DESCRIPTIONS

EMPI: Getting to Know Electronic Music

This course introduces students to all forms of electronic music, such as House, Hip Hop, Trance, and Jungle. Students are given MIDI files and samples to create their own tracks as an introduction to the basic use of computer sequencers. Music Theory is coupled with essential exposure to DJing, including track production and testing. Upon mastery of musical styles, students progress to the basic audio techniques common in production, including using outboard gear, small analog and digital mixing boards, and microphones. Start to finish, this course builds the foundation necessary to successfully produce electronic music.

EMPII: Composing & Recording Electronic Music

This course delves into using a MIDI sequencer as a writing and recording tool to compose and record musical ideas. Students are shown how to compose and arrange music using stand alone sequencers, computer-based sequencing and beat-making programs by Emagic and MOTU, among others. Basic live recording is also covered in this course, using Digidesign hardware and software, to give students the crucial ability to record live vocals and instruments. Students are encouraged during each class to produce their own tracks making use of both MIDI and audio recording techniques.

EMP III: Creating Sounds and Sampling

One of the most important elements in uniquely producing electronic music is an excellent sound library. Students learn to craft sounds on a variety of software and hardware synthesizers and samplers, in both the digital and analog realms, and to correctly place these samples and sound effects within a track. They learn the do's and don'ts of track planning to use sampling and sound effects to enhance rather than detract from the completed musical work. This course shows students the steps to personalize a musical idea and make the music uniquely their own.

EMP IV: Getting It Together and Putting It Out

In mixing, the goal is not to sound good – the goal is to sound great. This course helps the student get their music to stand out from the crowd. EQ, compressions, analog, digital, and software techniques are all covered, allowing the student to compare these options and discover the advantages and disadvantages of each option. Students also learn the tricks of using software plug-ins. Finally, this course teaches the basics of music business. Students learn how to market their work while protecting it, to ensure they receive full credit for their hard work and creativity for all projects, now and in the future.

ENTRANCE REQUIREMENTS

To be admitted into the EMP courses at SAE-LA, students must be 16 years or older. Graduation from high school or equivalent is not required.

CERTIFICATE COURSE

The EMP classes are avocational/hobby courses and students are awarded a certificate of completion. There are no tests or graded assignments in EMP. The classes are intended for personal enrichment purposes and are not intended to lead to a job upon completion.

AREAS COVERED IN ELECTRONIC MUSIC PRODUCER COURSES

Analog and Digital Mixers	Microphone Techniques
Music Theory	Reason
Rewire	Turntables
Audio Interfaces	Intro to MIDI
Recording	Virus
Logic Synths	Arranging
Automation	Mastering
Kontakt	Battery
Controllers	Re-mixing

FOR DETAILED INFORMATION REGARDING TUITION, FEES, AND PAYMENT PLANS, PLEASE SEE THE TUITION, FEES, AND START DATES SCHEDULE FOR THE SAE INSTITUTE CAMPUS YOU ARE ATTENDING. IT CAN BE OBTAINED FROM THE WEB SITE, OR FROM AN ADMISSIONS REPRESENTATIVE.

DIGITAL FILM EDITING (DFE) 144 CLOCK HOURS - CERTIFICATE*

*DFE program not available at Nashville campus

Digital technology has revolutionized the filmmaking and television industry. The enhanced power and availability of digital cameras and computer editing gives everyone the means to produce their own TV or film production, advertisements, music videos or documentary. DFE is designed to give students the full experience of all aspects of digital post-production, from concept development to final delivery.

This course is for anyone who wants to professionally create and develop the next level of visual editing/FX for entertainment. This course offers practical training using professional equipment and technology supported by relevant theoretical background knowledge.

PROGRAM OBJECTIVES

Students will have a focused understanding in the main areas related to Film and Television non-linear editing. The course also ensures that students will have the necessary skills to continue developing and adapting to the changes in this fast-paced industry. Essential skills and techniques are taught in a creative atmosphere.

Total Duration: 18 weeks (part time only)

JOB DESCRIPTION

The DFE course is avocational, and is not intended to lead to a job. This certificate course is for personal enrichment purposes and students completing the course are not provided job placement assistance.

DIGITAL FILM EDITING COURSE DESCRIPTION

Overview

- Strong focus on, working with, and manipulated digital media after capture.
- Voluntary projects include documentary, music video, commercial, movie trailer, etc.
- Tuition includes a hard drive for backing up course materials
- Optional upgrades include MacBook Pro with Final Cut Pro for additional upgrade fee
- Student projects are screened in SAE-LA's DFC theatre.

Topics and Order of Instruction

- Basic Computers
- 2D Design
- Storyboarding
- Cameras & Lighting
- Editing Styles
- Motion Graphics
- Green Screen & Compositing
- Color Correction
- File Compression
- DVD Authoring

DFE COURSE MATERIALS

Basic Package (included in tuition): External Hard Drive

Itemized upgrade options (to be requested at orientation):

- MacBook Pro 15"
- Final Cut Pro
- Avid

ENTRANCE REQUIREMENTS

To be admitted into the DFE course at SAE-LA, students must be 16 years or older. Graduation from high school or equivalent is not required.

CERTIFICATE COURSE

The DFE is avocational/hobby courses and students are awarded a certificate of completion. There are no written tests of grades issued, however the projects are screened and evaluated by instructors and peers throughout the program.

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INTERNATIONAL ADVISORS

Dr. Tom Misner: President, SAE Institute
Byron Bay, Australia

Rudi Grieme: Managing Director, SAE Institute
Amsterdam, Netherlands

Dr. Michael Bridger: SAE Director of Education
London, England

UNITED STATES OPERATIONS

Udo Hoppenworth: Senior Vice President (US)
New York, NY

SAE INSTITUTE NASHVILLE FACULTY AND STAFF**ADMINISTRATION**

Chuck Moore
Director
E-Mail: c.moore@sae.edu
SAE Institute of Technology, Nashville Audio Technology Diploma

Chuck has been the owner operator of Firehouse Sound studio for the last 20 years. He has worked as a studio designer and computer technician. Chuck is currently working with the band Circle of Signs. Artists he has worked with include Scars of Suffering, The Umbilical Chords, Tony Castellanos, and Vince Manning. Chuck is a veteran of the 80's rock scene, spending more time on hair than learning to play. Chuck's interests include hotrods and guns.

Laura Beatty
Administrative Course Coordinator
E-mail: laurab@sae.edu
SAE Institute of Technology, Nashville Audio Technology Diploma
Morehead State University, KY Radio/Television, Theatre

Ms. Beatty is a Connecticut Yankee and wine enthusiast. She has worked in Public Radio as a board operator, announcer and production assistant. During her time in Public Radio, Laura produced and hosted a weekly classical music program. Laura plays piano and enjoys composing. She has worked with Goth and Metal bands as a musician and engineer. She enjoys writing eccentric keyboard based music and has released her work independently under the name Lorelei Sabina. She enjoys science fiction, horror and all things spooky. Laura's favorite zombie movie is "Fido".

Crystal Armentrout
Career Development Coordinator/ Instructor
E-mail: crystal@sae.edu
SAE Institute of Technology, Nashville Audio Technology Diploma
Mary Baldwin College, VA B.A. Psychology/ Early
Childhood Education

Ms. Armentrout has over 19 years of Music Industry experience as an independent artist, freelance engineer and freelance guitarist. A phenomenal singer/songwriter; she has opened for such acts as the Jeff Healey Band, .38 Special, Jennifer Nettles, John Mayer and the Guess Who; to name a few. She has released 3 independent albums and has various album credits as musician, producer, writer and assistant engineer. Crystal is a member of AES, NCDA and BMI. Crystal is originally from Virginia. She is a fan of Spider-Man and Pro-football.

Amber Grogan
Student Services
E-mail: a.grogan@sae.edu
SAE Institute of Technology, Nashville Audio Technology Diploma

Ms. Grogan comes to us from Adams, TN. She has a little dog named Bobby Brown. Amber enjoys porch swings, guitars, creeks, and coffee. She has a fondness for tat sleeves. Amber favors Folk, Americana, and Blues types of music. Amber likes Fat Tire and Vodka Tonics. Amber's guilty pleasure is cheese hair metal. She does not enjoy birds of any kind.

Josh Neder
Admissions Manager
E-mail: j.neder@sae.edu
Louisiana State University, LA B.A. History

Josh was raised in Chattanooga, TN where he attended the McCallie School. He later received his bachelor's degree in History from Louisiana State University. Josh has worked in several capacities as a marketing and admissions professional. He enjoys traveling, writing music on his acoustic guitar, going camping, cliff jumping and all things related to SEC football.

Megan Simmonds
Financial Aid Administrator
E-mail: m.simmonds@sae.edu
University of California San Diego, CA B.A. in Psychology

Megan is from California. She enjoys travel, spending time with her husband, family, and friends. Megan is an animal lover but doesn't hug trees. Mostly.

Dana Shaw
Front Desk Receptionist
 E-mail: d.shaw@sae.edu
 University of Memphis, TN

BA Professional Studies with
 interest in Paralegal

Ms. Shaw was born in Selinas, California. She graduated Cum Laude from U of M in 2008. As a child, Dana was an Army brat. During her time as an Army brat she lived in Italy for 2 years. Dana enjoys all types of music. Her all time favorite artist is Teena Marie.

FACULTY AND STAFF

Dallan Beck
Head Instructor
 E-mail: dallanb@sae.edu
 Musicians Institute Graduate Certificate Program
 BPPVE Certified Instructor
 Hal Leonard Author
 Owner of More Than Music Productions

Dallan comes to SAE Nashville from Hollywood, CA. Mr. Beck has written 3 instructional books published by Hal Leonard. He has also created instructional DVDs and videos. Since his move to Nashville, Dallan has formed his own studio and production company, More Than Music Productions. He has teamed up with several local producers on various Country/Rock/Pop projects which include some of the "A-List" Nashville session players. Between his love for teaching, engineering, production and music, he has very little time for anything else.

Alan Shacklock
Instructor
 E-mail: a.shacklock@sae.edu
 Royal Schools of Music M.A. (U.S. Equivalent)
 London, England

British by birth, Alan's celebrated musical career has achieved international acclaim for work in Classical, Rock, Contemporary Christian and Film genres. He was a founder and board executive of the British Record Producers Guild, along with chairman Sir George Martin and colleague Alan Parsons. Alan's production credits include Roger Daltrey, The Alarm, Meatloaf, Jeff Beck, Mike Oldfield, Bonnie Taylor and Sir Andrew Lloyd Webber.

Mike Tharrett
Instructor
 E-mail: m.tharrett@sae.edu
 SAE Institute of Technology, Nashville Audio Technology Diploma

Mike has been involved with music since the age of 12. He plays guitar, bass, keys, drums and sings. He has played many venues in his hometown of Detroit, Michigan in addition to many regional festivals. He began his career as an engineer running live sound at local venues. Mike is a member of AES, ASCAP and GMA. He

graduated from SAE Nashville with Honors.

Chris Dilday
Head Supervisor
 E-mail: c.dilday@sae.edu
 SAE Institute of Technology, Nashville Audio Technology Diploma

Chris graduated from SAE Nashville with High Honors. He started playing drums at age 10. At age 12, Chris began playing in bands and touring the southern United States. At 16 he began spinning drum and bass and hip-hop. Years later he became interested in producing electronic music and recording bands. His most recent venture has been the creation of Juliet Studios with another SAE graduate. Chris enjoys high end food and micro brews.

Edward Williams
Supervisor
 E-mail: e.williams@sae.edu
 SAE Institute of Technology, Nashville Audio Technology Diploma

Edward Williams graduated from SAE Nashville with High Honors. Ed is an amazing bass player and discovered his love of audio production while playing and recording albums with various jazz groups and funk bands back in his hometown of Saint Louis, Missouri.

Steve Martin
Supervisor
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Steve Martin came to Nashville from Mentone, Alabama and graduated from SAE in June of 2007. Steve does FOH, monitors, and lighting for Sambuca, working with some of Nashville's best Jazz musicians. He has worked on albums for local and national artists including Courtney Jaye, Neal Casal, Wes Charlton, The Roland Gresham Trio, Thuro Da Hustler, Tallest Trees, and Chris Milam. Steve also engineered a Celtic Christmas early in his career. Steve enjoys Sierra Nevada, Lebowsky, pre-war delta blues, bowling, beard, and burritos. Steve is also the founder, president, and chairman of the "No, not that Steve Martin" association.

Cameron Henry
Supervisor
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Cameron Henry was taught to play guitar by Mudcrutch guitarist Tom Leadon as a child. He began his college career studying music theory & music education at the University of Toledo, and later switched his focus to audio engineering. He now produces & writes music for the groups The Band Black Whale, Diagnosis: Reggie, & The Jugheads. He also mixes and masters albums for the

detroit based bands Disconnected and P. B. Army. When not busy engineering/mixing/writing, he can be found digging through record crates, searching pawn shops for old guitars, and building bonfires in his backyard.

Chris Pence

Supervisor

E-mail: c.pence@sae.edu

SAE Institute of Technology, Nashville Audio Technology Diploma

Chris is from Indiana. He worked in live sound for 3 years prior to his studies at SAE, working with regional bands from Indiana, Michigan, and Ohio. Chris continued to work in live sound during his time as a student at SAE. After graduation, Chris went to work for George Clinton (Alabama) at Bayou Recording. In addition to working as a supervisor at SAE, Chris is presently working with artists on the Curb label and he continues running sound for live shows around town. Chris is an excellent drummer.

SAE Institute continually integrates guest lecturers who are working in the field for classes and workshops throughout the program; television and film. Past guest lecturers at SAE Nashville have included Bob Bullock, Steve Albini, Trina Shoemaker and Alan Parsons.

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