



**SAE INSTITUTE OF TECHNOLOGY CATALOG  
SAN FRANCISCO  
01.01.09 - 12.31.09**





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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 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.

### ADMINISTRATION OFFICE

The Administration 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 Administration 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 San Francisco's normal hours of operation are 10:00am to 10:00PM, Monday through Saturday. Any additional or changed lab hours will be discussed at orientation and posted on the student bulletin boards.

Administrative offices are open from 10:00am to 5:30pm 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. SAE Institutes without Title IV loan programs do not maintain or file such statistical reports; however, the school Director can discuss any safety concerns with students or parents.

### 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, labs, and studios.

### 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. Students are required to make a hard copy back up to keep for themselves for all of their practical work. SAE is not responsible for any student's material that may be lost due to server issues or hardware malfunction.

**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.

**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](http://www.sae.edu).

**BAD WEATHER POLICY AND EMERGENCY PROCEDURES**

SAE will normally remain open as scheduled regardless of weather conditions. However, SAE will follow the status of the Public Schools should prevailing hazardous conditions such as snow or ice indicate that the school should be closed for the day, or part of the day. Please monitor television and radio stations for information should these conditions arise. The SAE Institute phone system will be updated with closing information as well, so 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.

**ADMINISTRATION POLICIES****STUDENT RECORDS**

Student Records contain the institutional information of each individ-

ual 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 acts, 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 Administration Office. No original records may be removed from the files or the Administration 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 insure 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.

**TRANSCRIPT REQUEST**

Students may obtain a permanent transcript of grades from the Administration Office. There is no charge for the first copy. Additional copies are \$2.00. 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 \$10.00. 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 insure 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 quarter or program must be done through the Administration Office. If a student wishes to withdraw from a program, 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.

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.

**DISCIPLINARY OFFENSES**

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 or any SAE campus or SAE event;
- Any sale or distribution of any such drug or controlled substance on 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, and 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**

All students are encouraged to discuss concerns, academic issues or complaints with the SAE staff and faculty. Problems involving classroom or academic matters should first be discussed directly with the faculty member involved (e.g. grade dispute with the instructor involved and then the Administration Office). Questions about non-academic matters should be discussed with an appropriate member of the administration.

Unresolved concerns should be referred in writing to the school Director. The Director will make appropriate inquiries and recommend a resolution as soon as possible and within 30 days of receiving the complaint. When necessary a meeting may be arranged to discuss the situation. This meeting is not a formal hearing. The solution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below.

#### **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 CLASS ROOM OR STUDIO.** If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

### 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 Trouble 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.

All media required for programs and courses will be provided by SAE and the cost is included in the tuition. If a student wishes to work on extra projects, additional media (over and above that supplied by the school) may be purchased at the school. Stock supplies are not maintained on campus, so such requests should be made in advance. Students may NOT remove any resource media supplied by SAE from the premises. 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 musi-

cians and groups may be periodically posted on the school's bulletin boards.

### 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/DVD. Local hard drives on SAE computers and workstations are for temporary storage only. All work must be saved to the Student File Server or backed up 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. 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.

Guest 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 Booking Computer or Web-based system are 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. If the local SAE Institute does not use the SAE Booking computer the alternative manual booking system will be Sign-up sheets for certain studios are located in designated areas and will be pointed out during Orientation and again in the first week of class. Students will sign up for lab time 2 weeks in advance. Once everyone in all classes has had

a chance to book their first session, students may reserve additional time. If a student needs to reserve, cancel or change a lab time, the changes must be made by a Supervisor. STUDENTS MUST NOT WRITE ON THESE STUDIO SIGN-UP SHEETS.

### **COMPLETED LAB ASSIGNMENTS**

Lab assignments are due by 10:00 pm on the posted due date, regardless of how late the school may be open. Projects will be turned in according to the project requirements and a grading slip will be included with every project. The method for submitting projects will vary from project to project. Students will be instructed in the proper way to submit all lab projects.

### **LAB ATTENDANCE**

If a student does not arrive for their scheduled lab within 10 minutes, 10 minutes before lab time and 10 minutes past the hour, 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 7 days. Students are required to sign in for all labs to verify attendance. If a student needs to cancel a lab time, a 24-hour notice is required. This 24-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:

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

### **GRIEVANCE PROCEDURE San Francisco/Los Angeles (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 Nonpublic 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**

#### **ACCSCT 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 Student Services Manager.**

## **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, San Francisco, and Atlanta, 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 insures 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 insure 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 (San Francisco) & (Los Angeles) are 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 Nonpublic 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 (ACCSCT).

## 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 (10:00am to 6:00pm, 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. In addition, the required entrance evaluation must be completed in person at the SAE Institute of your choice in the USA or other SAE locations worldwide (with advance notice) Students applying by mail should contact the school regarding available openings for desired start date.

### 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.

### 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.

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.

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 or transfers to another class session after beginning instruction, the student must pay an additional registration fee for enrollment in any and all subsequent start dates.**

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.

### 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](http://www.globelanguage.com))
- World Education Services ([www.wes.org](http://www.wes.org))
- AACRAO ([www.aacrao.org/credential.index.htm](http://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](http://www.gibill.va.gov). Please ask for assistance to complete this procedure if there are any questions, contact SAE Institute.

SAE LA is authorized to accept the GI Bill for the Audio Technology and Digital Film Production programs.

### 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 New York is 8561. More information regarding TOEFL testing can be found at [www.ets.org/toefl](http://www.ets.org/toefl).

### **ENTRANCE EVALUATION**

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 Administration Office prior to enrollment so that any necessary and reasonable arrangements can be made. Such students will meet with the Director and Head Instructor 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](http://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.

- Student Housing, Inc. ([www.studenthousing.org](http://www.studenthousing.org))
- Craig's List ([www.craigslis.org](http://www.craigslis.org))

The Administrative Staff also compiles a list of students interested in finding roommates. If you would like to be included on that list, please contact the Administration office. The student must grant permission before any student information (i.e., phone number or e-mail address) can be released to another student. Upon forwarding the student information, it becomes the student's responsibility to contact prospective roommates.

### **READMISSION AND TRANSFERS**

Students who have interrupted their studies at SAE and are not able to continue with their lockstep group, 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.

Students who have completed a Diploma at SAE and wish to continue their studies in another program within a year of graduation do not need to reapply for admission to the school, but must complete a new Enrollment Agreement for the additional program of study in the Administration Office. Any readmission is contingent upon availability in the requested class session.

### **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](http://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 / CLASS SIZE**

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.

SAE Institute in San Francisco limits class size for all its courses to 35 students maximum per class section. Classes taught in studios or on location are split into smaller sections of 10-15 students. Lab time is limited to no more than 1 or 2 students per lab depending on the size of the project.

## 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 35 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 goals for the program of choice.

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

### GRADES

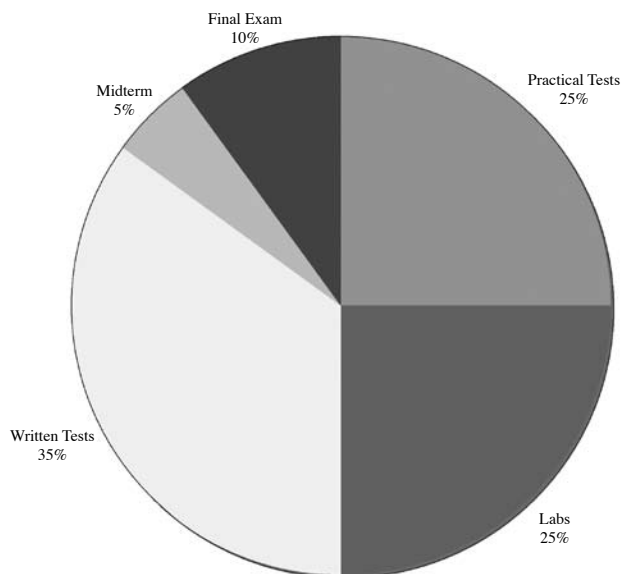
Grades are awarded for each quarter completed. Grades are issued/posted within 2 weeks after the completion of each quarter. The grades are tracked using the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA). Grades are assigned value using the following grading scale:

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 65% or better cumulative GA (1.5 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 65% (1.5 GPA) after 25% of the program, then the student is placed on Academic Probation. The student will remain on probation through the ensuing 25% of the program. 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 65% or above (1.5 GPA), the student will be dismissed from the program. In addition, a student must achieve a 70% GA (2.0 GPA) at the end of the program in order to graduate. The school reserves the right to terminate a student 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**

Once dismissed from the program a student may reapply for admission to the program for re-entrance as a new student with a new lockstep group. Readmission and advanced standing (if any) is at the discretion of the Director and is contingent upon class availability.

**SPECIAL GRADING PROCEDURES**

If a grade of 0 is received on a test or assignment due to an excused absence, the student can complete and submit that outstanding course work to the instructor within 10 days from the end of the module. If the missing work is not received within the deadline, the grade will remain a 0. The school does not offer non-credit remedial work.

**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 within 1 week of the absence. 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 written exams or hands-on tests will not be allowed to retake the exam unless, in the opinion of the instructor, there is a significant and unusual circumstance beyond the student's control that directly affected the exam 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 by providing written documentation and request a retake from his or her instructor.

With the exception of the Final Project, all hands-on projects may be redone if the student believes that he/she can improve on the practical grade. Students will have one week after a project is graded to re-do and resubmit the project. On a resubmitted project, the student is given the better of the two grades.

**LAB ASSIGNMENTS**

All lab assignments/practical projects are due by school closing on the due date. Students will be informed during class orientation regarding specific point deductions for late projects. You can also get this information from the head supervisor or course coordinator for your campus.

**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. Contact your Course Coordinator or school Director to determine if you will be required 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 an SAE staff member. 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;

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

**WITHDRAWAL PROCEDURE**

Withdrawal from the program must be done through the Administration Office. If a student wishes to withdraw from a program, then he or she should 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.

**INTERNATIONAL STUDENTS**

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

- Provide copy of approved I-20 form to Designated School Official. Students will not be able to begin class unless such form is provided;
- Provide copy of approved I-94 form and student visa for student file;
- Notify Designated School Official and have I-20 form signed by 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 Administration 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 ability 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 student 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.

### **INTERNSHIPS**

SAE does not include internships as part of the general curriculum; therefore, student participation is voluntary. Furthermore, SAE does not recommend internships during a student's enrollment in the program due to its time-intensive nature.

## **STUDENT SERVICES**

### **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. The school administration will be happy to help any student with issues regarding school policies or requirements. All students will be required to visit with an assigned SAE administrative staff or instructor during the program. Advising will be primarily a review of a student's progress.

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 Administration

Office and the Audio Technology Department assist 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 staff 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 staff 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.

### **HOLIDAYS (school closed)**

Martin Luther King Day	01/19/2009
President's Day	02/16/2009
Easter	04/10/2009 - 04/12/2009
Memorial Day	05/25/2009
July 4th	07/04/2009
Labor Day	09/07/2009
Columbus Day	10/12/2009
Veterans Day	11/11/2009
Thanksgiving	11/26/2009 - 11/29/2009
Holiday Break	12/21/2009 - 01/04/2010

## 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 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. Any anticipated absence should be cleared with the instructor in advance so that reading assignments and any materials can be given.

### CLASS ATTENDANCE

Any student arriving late but within the first five minutes of class or leaving during the final five minutes before a class has finished, shall be marked "Late." The late student will be made to report to the Course Coordinator. The late student's punishment will be at the discretion of the Course Coordinator. Three late marks are equivalent to one hour's absence. A student reporting to class more than five minutes after it has begun, or leaving more than five minutes before it has concluded, shall be marked absent for the entire hour. This system is used for each discrete hour in a multi-hour class. Classroom doors will be shut after 5 minutes of the class' start. Non-attendance does not release a student from tuition payment obligations or completing course work for that time period.

If a student fails to attend scheduled classes for a period of 30 calendar days, that student's enrollment will be terminated. As with any termination or withdrawal, a Refund Calculation will be completed using the student's last day of physical attendance. Please see the Refund Policy section of the Catalog for additional information.

### 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. 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 overall attendance for scheduled program hours (because of an emergency, approved Leave of Absence (LOA) or other excused absences, SAE will provide the opportunity for make-up work to remedy deficient hours. Make-up work is assigned by the instructor and must be completed within 10 days of the end of the module/quarter. There is no additional charge for make-up work.

### 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. In the case of illness, a doctor's note is required before an exam can be made up. However, a student will be allowed two make up tests without a doctor's note. This "free pass" is provided for situations where the illness is genuine but a doctor cannot be seen. The issuance of this "free pass" will be recorded and its use will be allowed only twice. Students should meet with the instructor immediately upon return to class to schedule any make up exams.

### LEAVE OF ABSENCE (LOA)

At SAE's discretion, a Leave of Absence (LOA) may be granted for a maximum of 10 days for personal reasons of health, family, or emergency. A request for a leave of absence must be made in writing and be approved by the Director. Because the program is a lock-step program, it is SAE's position that students missing more than 10 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. In situations where the student has been away from the program for a year or longer, he/she will be asked to take a written and/or practical examination to determine the most appropriate educational placement for resumption of studies. In all cases of readmittance, students will be required to sign a new enrollment agreement.

## CANCELLATION AND REFUND

### CANCELLATION

The student has the right to cancel the enrollment agreement for any of SAE Institute's courses of instruction until midnight of the seventh day from the commencement of classes. Cancellation shall occur when the student gives written notice of cancellation to the Admissions Manager at the address listed on this agreement. SAE Institute shall refund any considerations paid by the student, or on behalf of the student within 30 days of receiving the written notice of cancellation. The registration fee is non-refundable. Monies paid for books and materials, once received and acknowledged by the student, are non-refundable.

### WITHDRAWAL AND REFUND CALCULATION

The student has the right to withdrawal from a course at any time. If the student withdraws from a course after the period allowed for cancellation, SAE Institute will remit a refund within 30 days following the student's withdrawal from the course. The student is obligated to pay only for the services received.

Refund calculation, in accordance with California Education Code 94870 is calculated on elapsed time. The below two examples are calculated using a cost-per-hour of \$16.25. Cost per hour differs by each program and slightly from location to location, so please see the location's individual TUITION, FEES, AND START DATES SCHEDULE for specific examples for your designated campus and program.

#### EXAMPLE ONE

1) Tuition paid in advance, books and materials received, Audio Technology Program, student withdrawals after completing 100 hours

14,625 (tuition paid) x 800 (incomplete hours) / 900 (total hours) = \$13,000 (refund)

#### EXAMPLE TWO

2) Payment Plan, down payment and two monthly payments complete, books and materials received, Audio Technology Program, student withdrawals after completing 200 hours

\*\* amount paid (7737.50) - books and materials (2450) = 5287.50 (tuition paid)

200 x 16.25 = \$3250.00 (owed); 5287.50 (paid) - 3250 (owed) = \$2037.50 (refund)

Notice of cancellation or withdrawal must be made in writing. Refunds will be made within 30 days after receipt of notice of cancellation. The failure of the student to immediately notify the school Director in writing of the student's intent to withdraw may delay a refund of tuition to the student.

All refunds will be issued to enrolled student regardless of how tuition was paid (with the exception of any loan or agency payments; in these cases, refund will be issued to 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. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

#### **REFUND ON TEXTBOOKS & MATERIALS**

Once textbooks and other class materials have been accepted by the student and taken from school premises, they may be not be returned for refund. Students will receive a refund on any textbooks not accepted.

## **FACILITIES**

SAE Institute of Technology, San Francisco is located at:  
450 Bryant Street  
Suite 100  
San Francisco, CA  
94107  
tel: 415.344.0886  
fax: 323.344.0237  
email: saesf@sae.edu  
web: www.saesf.com

SAE San Francisco is located in the heart of the SOMA District in San Francisco. Within walking distance you'll find the South Park and the Embarcadero, Market Street, and Union Square. Accessible from the Cal Train, Bart, or I-80. Our facility contains over 20 studios and workstations. A partial list of equipment is listed below:

- Neve GENESYS
- Digidesign ICON
- SSL AWS900
- Euphonix EuCon System
- Apple Mac Pros and iMacs
- Tascam Digital Consoles
- Mackie Analog Console
- Behringer Analog Consoles

- Multiple Pro Tools HD Systems
- Logic MIDI and Sampling stations
- Alesis HD24 Hard Disk Recorders
- Digidesign Pro Tools Digi003 Systems
- Blue Sky 2.1 and 5.1 Monitoring Systems
- On-site servers
- Sennheiser Microphones
- Shure Microphones
- Blue Microphones
- Rode Microphones
- AKG Microphones
- Beyerdynamic Microphone
- SE Microphones
- Lexicon Processors
- TC Electronics Processors
- Focusrite Processors
- Bias Peak Pro
- Native Instruments
- Digidesign ProTools
- McDSP Plug-ins
- Logic 8 Studio

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.

## **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, broadcast 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 QUARTER INFORMATION**

The Audio Technology Program (ATP) consists of 4 quarters. The program includes theory and practical components as well as 12 workshops. Student grades are posted at the end of every quarter. There are 31 written tests given during the program, including a midterm and final exam.

## **AUDIO TECHNOLOGY PROGRAM** **QUARTER DESCRIPTIONS**

Introduction to Audio Technology  
AT 101  
174 Clock Hours  
No prerequisite

This quarter introduces the student to the recording process, the fundamental nature of sound, and the human ear and hearing, as well as the basic principles of electronics and music theory as they apply to audio engineering and procedures. This quarter also includes an introduction to basic equipment and operating procedures, tape machines and editing, signal flow, computer fundamentals and MIDI sequencing. Classes cover theory and practice in recording consoles, including techniques for mixdown, dynamic processors, equalizers, and effects as well as microphone electronics theory and microphone techniques.

Advanced Sequencing, Introduction to Recording, and Digital Multitrack  
AT 102  
218 Clock Hours  
Prerequisite: Introduction to Audio Technology

This quarter emphasizes the role of the computer in audio engineering, including advanced instruction in digital audio workstations, sequencing, MIDI theory, and the operation of digital workstations. Classes cover comparisons and use of digital versus analog consoles in theory and practice as well as an introduction to Pro Tools.

Advanced Signal Flow and Post Production  
AT 103  
246 Clock Hours  
Prerequisite: Advanced Sequencing, Introduction to Recording, and Digital Multitrack

This quarter covers the theory and practice of planning, setting up, and operating a recording session, including session planning, synchronization of equipment, audio console operation, and advanced signal flow in music and post production environments. Foley and location recording techniques, advanced Pro Tools applications, and integrated consoles and control surfaces for multiple digital multitrack platforms.

Audio Business and Advanced Production Techniques  
AT 104  
262 Clock Hours  
Prerequisite: Advanced Signal Flow and Post Production

The final quarter of the program emphasized the role of audio industry professionals, including dealing with record companies, advertising and marketing, studio personnel, service contracts, principles of copyright, client expectations, common client problems, and gives students skills in the preparation of an effective personal resume and discography. Studio acoustic design, broadcast, audio compression formats, and Internet marketing and uses in audio.

### **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 subject to change.)

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. All You Need to Know About the Music Business - Passman
7. Assistant Engineers Handbook - Crich
8. Logic Pro 8 Power - Merton
9. How to Build a Small Budget Recording Studio from Scratch - Shea
10. Apple MacBook laptop computer containing the following hardware and software:
  - a. Airport Extreme
  - b. One Year AppleCare

- c. Pro Tools
- d. KOMplete 5
- e. Headphones
- f. Peak LE
- g. 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**

#### **AUDIO TECHNOLOGY THEORY COMPONENT**

All students in the Audio Technology program will work through the following lecture sequence. Full time classes will be held Monday through Thursday, from 10:00am to 1:30pm (morning) with a 30-minute break. Part time classes will be held 2 evenings a week (Monday/Wednesday or Tuesday/Thursday), from 6:00pm to 9:30pm, with a 30-minute break. The following schedule represents the quarter time frame for the full time class; the part time quarter lengths are doubled.

#### **Quarter I**

- |                                     |           |
|-------------------------------------|-----------|
| 1. Introduction to Audio            | 1 week(s) |
| 2. Basic Signal Flow                | 1 week(s) |
| 3. Introduction to DAW              | 1 week(s) |
| 4. Music Theory                     | 1 week(s) |
| 5. Introduction MIDI Sequencing     | 1 week(s) |
| 6. Basic Electronics (Audiotronics) | 1 week(s) |
| 7. Effects                          | 1 week(s) |
| 8. Microphones                      | 1 week(s) |

#### **Quarter II**

- |                                     |           |
|-------------------------------------|-----------|
| 9. Large Format Analog Console      | 2 week(s) |
| 10. Advanced Sequencing             | 1 week(s) |
| 11. Logic                           | 1 week(s) |
| 12. Sampling                        | 1 week(s) |
| 13. Stereo Microphone Techniques    | 1 week(s) |
| 14. Digital Consoles                | 1 week(s) |
| 15. Hard Disk Recording/Pro Tools 1 | 1 week(s) |
| 16. Pro Tools 2                     | 1 week(s) |

#### **Midterm Theory Exam**

#### **Quarter III**

- |                             |           |
|-----------------------------|-----------|
| 17. Euphonix Control System | 1 week(s) |
| 18. Advanced Pro Tools      | 1 week(s) |
| 19. ICON                    | 1 week(s) |
| 20. Surround Sound          | 1 week(s) |
| 21. Synchronization         | 1 week(s) |
| 22. Sound For Film          | 1 week(s) |
| 23. Neve GENESYS            | 1 week(s) |
| 24. Foley/Sound Effects     | 1 week(s) |
| 25. Music Business          | 2 week(s) |

#### **Quarter IV**

- |   |           |
|---|-----------|
| 26. Game Sound                            | 1 week(s) |
| 27. Digital Broadcasting                  | 1 week(s) |
| 28. Acoustics                             | 1 week(s) |
| 29. Mastering                             | 1 week(s) |
| 30. Music Production                      | 1 week(s) |
| 31. Advanced Mixing Techniques            | 1 week(s) |
| 32. Budgeting & Session Procedures        | 1 week(s) |
| 33. Live Sound                            | 1 week(s) |
| 34. Audio Industry Technology Development | 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) 72 CLOCK HOURS - CERTIFICATE**

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 the EMP as a personal enrichment courses that enables working artists to enhance their music by discovering the tricks and production techniques utilized by professionals in the music industry. This course is for people who want to master their craft within a creative environment, using professional, industry-standard audio equipment.

### **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 the production techniques used to produce all forms of electronic music. Course lectures are particularly focused on covering fundamentals that are illustrated through a variety of practical examples. Music Theory is coupled with essential exposure to synthesis, sampling, sequencing, MIDI, mixing, and processing. Upon mastery of musical styles, students progress to the techniques common in modern production, including the use of outboard equipment, mixing consoles, and microphones. Start to finish, this course builds the foundation necessary to successfully produce electronic music.

### **ENTRANCE REQUIREMENTS**

To be admitted into the EMP courses at SAE-SF, 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**

Ableton Live  
Reason  
ReWire  
Synthesis  
Sampling  
MIDI  
Signal Flow  
Mixing  
Equalization  
Dynamics  
Effects  
Digital Audio  
Sound Theory  
Music Theory  
Arrangement  
Microphones  
Performance  
Music Business

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**INTERNATIONAL ADVISORS**

Dr. Tom Misner: President, SAE Institute  
Oxford, England

Rudi Grieme: Managing Director, SAE Institute  
Amsterdam, Netherlands

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

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New York, NY

Paul W. Hughes: Marketing & Development Manager (US)  
San Francisco, CA

Gary Platt: VP Academics (US)  
San Francisco, CA

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Einar Johnson: School Director  
San Francisco, CA

Laura Walker: School Director  
Los Angeles, CA

Gordon McMillan: Audio Course Coordinator  
Los Angeles, CA

Paul Portegies: Audio Course Coordinator  
San Francisco, CA

Ivo Ivanov: Electronic Music Production Course Coordinator  
San Francisco, CA

Kim Helmuth: Admissions Manager  
San Francisco, CA

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SAE Institute of Technology, San Francisco is a branch of SAE Institute of Technology Los Angeles.

**Accreditation**

SAE Institute of Technology, New York and Nashville are accredited by the Accrediting Commission for Career Schools and Colleges of Technology (ACCSC)

**Disclosure Statement**

All prospective and enrolled students should read this Catalog for factual information regarding SAE Institute. All content is subject to change without notice.

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