STUDENT CATALOG 2013
(Version 01.10.13)

SAE Institute of Technology
Atlanta, Georgia

215 Peachtree Street
Suite 300
Atlanta, GA 30303
(404) 526-9366
1-(877) 27-AUDIO

January 2013
THE MISSION STATEMENT

The mission of SAE Institute is to provide relevant theory and practice in the art and science of the Creative Media Industry. SAE emphasizes practical experience providing school facilities reflective of the professional workplace environment into which students graduate. SAE faculty provides industry-standard best practices in the career fields we teach so our graduates are fully prepared for entry-level jobs. We place high respect on our worldwide professional community in our effort to provide well educated, proactive, creatively intelligent, and pragmatic contributors to society.
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GENERAL INFORMATION

AUTHORIZATIONS AND LICENSES
The Georgia Nonpublic Postsecondary Education Commission (NPEC) licenses SAE Institute of Technology, Atlanta. SAE Atlanta’s license number is 861. Additional information regarding this institution may be obtained by contacting the Georgia Nonpublic Postsecondary Education Commission at:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place – Suite #220
Tucker, GA. 30084
Tel: (770) 414-3300
Fax: (770) 414-3309
Web: http://www.gnpec.org
SAE Atlanta’s license number is 861.

The Accrediting Council for Independent Colleges and Schools (ACICS), ID code 00031682, accredits SAE Institute of Technology, Atlanta. Additional information regarding this institution may be obtained by contacting the Accrediting Council for Independent Colleges and Schools at:

The Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street
Suite - 980
Washington D.C. 20002 - 4223
Tel: (202) 336-6780
Fax: (202) 842-2593
Web: http://acics.org
SAE Atlanta’s ACICS ID code is 00031682

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.

OWNERSHIP AND CONTROL
SAE Institute of Technology, Atlanta is owned by SAE Institute of Technology (Atlanta) Corp., which is in turn 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. SAE Institute Group along with its worldwide holdings, are owned by Navitas Limited ABN, an Australian diversified global education provider.

The officers of SAE Institute Group, Inc. Marco Bettelli, President – North America, Udo Hoppenworth, Vice President – Finance and Chris Davie, Vice President – Operations. 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 creative media 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.

A WELCOME FROM OUR PRESIDENT AND FOUNDER

“Welcome to SAE Institute of Technology! Today more than ever before, solid training, careful practice, and creative thinking can give you the edge in the competitive audio and music business industries. These qualities are the hallmarks of our programs and the main reasons why students across the nation and around the world choose SAE as the place to study. We offer innovative teaching techniques, modern equipment, and a complete package of courses. Above all, our graduates have the large international SAE Institutes network to support them in finding employment and making contacts in the industry. To this end, SAE’s mission reflects our commitment to the student.”

THE HISTORY OF SAE

Tom Misner founded SAE in 1976 in Sydney, Australia. SAE specializes in audio engineering instruction and emphasizes a balanced curriculum featuring both a theoretical and practical approach. By 1984, Dr. Misner had opened five additional schools in Australia. Then, in 1985, he 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 fifty campuses worldwide. Most recently, SAE expanded its school operation to the United States, opening the first U.S. location in New York, New York, in April of 1999, the second later that year in Nashville, Tennessee, the third in Miami, Florida in 2002, the fourth in Los Angeles, California in 2005, the fifth in Atlanta, GA in 2007, and the sixth in San Francisco, California in 2009. For a more detailed description of the history of SAE, please visit the SAE web site at www.sae.edu.

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.

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.
SUPPLEMENTS AND ATTACHEMENTS 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.
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. No previous experience is required.

Prospective students may enroll in person or by mail. Those registering by mail should contact the school regarding available openings for the program of interest and starting date before returning the completed application. Those enrolling in person may make an appointment to come to the school campus of choice during regular office hours (9:00 a.m. to 5:30 p.m., Monday through Friday). If those hours are not convenient, individual appointments may be arranged through the school’s administrative staff.

REQUIREMENTS FOR ADMISSION
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

Admission requirements for enrollment at SAE Institute of Technology, Atlanta are dependent on the program of study.

ENTRANCE EVALUATION
SAE Atlanta requires all applicants to successfully complete an Entrance Evaluation to be accepted into a diploma or degree program. Applicants who do not meet the minimum score of 70% on their first attempt may retake the evaluation, subject to a possible waiting period and/or additional restrictions. There is no additional fee to take the Entrance Evaluation.

AUDIO TECHNOLOGY - DIPLOMA PROGRAM
Students must be seriously interested in the fields of professional audio and the media arts. Students must be a high school graduate or GED recipient. Applicants are required to pass a multiple-choice test evaluating general knowledge.

AUDIO TECHNOLOGY - ASSOCIATE OF SCIENCE DEGREE PROGRAM
Students must be seriously interested in the fields of professional audio and the media arts. Students must be a high school graduate or GED recipient. Applicants are required to pass a multiple-choice test evaluating general knowledge. Official report of ACT, SAT, ASSET, or COMPASS scores must also be submitted to SAE Atlanta.

GENERAL EDUCATION REQUIREMENT: 15 SEMESTER CREDIT HOURS
General Education Credits must be completed with a C (2.0 on 4.0 scale) average at an approved accredited institution prior to enrolling at SAE Atlanta. To meet institutional
approval the institution must be either accredited by agencies recognized by the Department of Education or institutions that operate under state approval.

At least one course is required in each of the following:

1. **Mathematics** such as algebra, trigonometry, analytic geometry, calculus, statistics and other higher-level mathematics.
2. **Science** such as biology, botany, chemistry, ecology, physics.
3. **Humanities** such as English, literature, philosophy, logic, history of art and sciences, communications, composition, speech and drama, and combinations of courses.
4. **Social Science** such as history, psychology, government and sociology.

The CLEP Test may be accepted towards General Education Credits. The maximum amount of credit awarded for each CLEP test is three semester credit hours.

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

Out-of-area students may submit the Admissions Form and the Enrollment Agreement by mail. Those registering by mail should contact the school regarding available openings for the program of interest and starting date before returning the completed application.

**ADMISSIONS PROCEDURE**

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

1. COMPLETE THE APPLICATION FOR ADMISSION
   
   • Complete the application in full.
   • Remit payment of the $50 Application fee.
   • Return complete application to the SAE campus of intended enrollment.
   • Provide proof of High School diploma or GED. Students should contact their High School and request an “official” transcript to be sent to the SAE campus of enrollment. Unofficial or student copies of transcripts will not be accepted. If there are any difficulties, please contact school staff for assistance.

   All transcripts must be in English or officially translated. All applicants who received education outside of the United States must have their educational experience evaluated to determine U.S. educational equivalency. Please see the Credentials Evaluation section of this catalog for additional information.

   • Successfully pass the entrance exam

   We highly recommend that applicants take the entrance test at SAE's Atlanta campus; however, it is possible to arrange for this test to be taken at any SAE campus worldwide (please contact us for details).
The Application for Admission is in the Brochure/Information Packet. Upon receipt of the Application for Admission, payment of the $50 Application Fee, and verification that the student has met minimum entrance requirements, the student will be sent an Enrollment packet. For additional assistance, please contact SAE Admissions Office.

2. COMPLETE THE ENROLLMENT AGREEMENT
   • Complete the enrollment agreement, student info sheet, and payment arrangement sheet.
   • Return completed enrollment packet to the SAE campus of intended enrollment.

Upon acceptance and 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 $50.00 Application fee for enrollment in any subsequent start dates beyond a year from the original application.

Please see the refund policy section of this catalog for a detailed description of refunds and possible return of application fee in the event of cancellation of the application and/or enrollment agreement.

ADMISSION FOR INTERNATIONAL STUDENTS
SAE Atlanta is authorized under federal law to enroll non-immigrant foreign students (M1 Visa).

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 to the United States. International students are eligible to attend full time programs only.

For admission an international student must:
   • Complete the registration process outlined above as a non-immigrant foreign student.
   • Provide proof of educational achievement that is equivalent to, or higher than a U.S. High School diploma or a passing grade on the U.S.A. GED exam. All transcripts/education information must be in English or officially translated. All applicants who received education outside the United States must have their educational experience evaluated to determine U.S. educational equivalency.
   • Demonstrate available financial support and stability for the period of enrollment. This proof may be in the form of an original bank statement or other financial statement.
   • Demonstrate English proficiency. All international students whose first language is not English must provide TOEFL scores showing English proficiency.
• Successfully pass the entrance exam.
• Complete and submit Enrollment Agreement and related enrollment forms.
• Pay tuition in full upon enrollment. Payment in full must be received before any Visa related paperwork is issued by SAE.

CREDENTIAL EVALUATION
For purposes of determining US High School diploma equivalencies, any foreign credential evaluation service may be used. Listed below are agencies that provide this service:
• World Education Services
  http://www.wes.org
• American Association of Collegiate Registrars and Admissions Officers
  http://www.aacrao.org/credential.index.htm
• American Evaluation and Translation Services
  http://www.aetsinternational.com

SCHOOL TOURS
SAE is proud of all of our institutes worldwide and provides 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 the SAE campus to arrange an individual appointment. We also post open house information on our web site at www.atlanta.sae.edu.

CREDIT FOR PRIOR LEARNING - NON GENERAL EDUCATION
Anyone enrolling in an SAE program may request credit for previous relevant education or training. This credit, if any, would be determined with a written skills test and/or practical examination. Credit is given at the discretion of the school. If credit is granted, the student’s educational record will reflect the course(s) and corresponding clock hour awarded. As a result, the student’s program length will be shortened and tuition will be reduced accordingly.

SAE Institute of Technology Atlanta will evaluate any transcript that a Veteran provides from any post-secondary institution and determine if any prior education or training credit is transferrable into the SAE system.

Because of the practical educational approach and lock-step nature of the programs, and because of the need to insure consistency of learning, it is unusual for SAE to grant advanced standing.

READMISSION
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 advised on program, 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 $50.00 application fee for any new enrollment. A new enrollment agreement will be signed at the time of readmission.
Students who have completed a Degree or 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 any additional entrance requirements that may be required as well as a new enrollment agreement for the program of study in the administration office. Any readmission is contingent upon availability in the requested class session.

**SAE TRANSFERS**

Transfers are possible between SAE campuses. Students desiring a 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. The student's SAP requirement and financial 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.

**NOTE:** If an enrolled student changes start date prior to beginning instruction the student must pay an additional $50.00 application fee for enrollment in any and all subsequent start dates.

**TRANSFERS OUTSIDE THE SAE SYSTEM**

SAE is a special purpose institution. Our 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 programs, and because of the need to insure consistency of learning, it is unusual for SAE to grant advanced standing.

Students transferring out of SAE should be aware that transfer of course credit is 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 the SAE 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

Students enter the school and move through the entire program as a group from start to finish in the prescribed series of semesters. This is referred to as a "lockstep" program. The only exception to the lockstep approach is for a student that has been given advanced standing by the school Director or those students reentering the program. When possible, SAE will accommodate an individual student needing to change Theory Class Schedules (i.e., changing from the morning to afternoon class or changing from a full time schedule to a part time schedule).

PLEASE NOTE: SAE reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

### AUDIO TECHNOLOGY PROGRAM – A.S. Degree (FULL-TIME SCHEDULE)
1260 CLOCK HOURS / 72 SEMESTER CREDIT HOURS
12 MONTHS (25 HOURS PER WEEK FOR 50 WEEKS)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected End Date</th>
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<tr>
<td>April 1, 2013</td>
<td>March 9, 2014</td>
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<td>September 30, 2013</td>
<td>September 20, 2014</td>
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### AUDIO TECHNOLOGY PROGRAM – Diploma (FULL-TIME SCHEDULE)
900 CLOCK HOURS / 48 SEMESTER CREDIT HOURS
9 MONTHS (25 HOURS PER WEEK FOR 36 WEEKS)

<table>
<thead>
<tr>
<th>Start Date</th>
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<tbody>
<tr>
<td>January 14, 2013</td>
<td>October 3, 2013</td>
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<tr>
<td>April 1, 2013</td>
<td>December 22, 2013</td>
</tr>
<tr>
<td>June 24, 2013</td>
<td>March 30, 2014</td>
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<tr>
<td>September 30, 2013</td>
<td>July 6, 2014</td>
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### AUDIO TECHNOLOGY PROGRAM – Diploma (PART-TIME SCHEDULE)
900 CLOCK HOURS / 48 SEMESTER CREDIT HOURS
18 MONTHS (12.5 HOURS PER WEEK FOR 72 WEEKS)

<table>
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<tr>
<th>Start Date</th>
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<td>May 7, 2013</td>
<td>October 20, 2014</td>
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<td>October 21, 2013</td>
<td>April 19, 2015</td>
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### BEAT LAB PROGRAM – Certificate (PART-TIME SCHEDULE)
72 CLOCK HOURS
12 WEEKS (6 HOURS PER WEEK - Two evening sessions 3 hours each)

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<tr>
<th>Start Date</th>
<th>Projected End Date</th>
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<tbody>
<tr>
<td>January 14, 2013</td>
<td>April 7, 2013</td>
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April 8, 2013  June 30, 2013
July 1, 2013  September 22, 2013
September 23, 2013  December 15, 2013

THEORY CLASS SCHEDULES (FULL-TIME)
Students entering any full time program may state a preference for a morning or afternoon schedule. Because SAE limits class size to maximize individual attention, student schedule preference is based on availability. The full time program is available in a morning or afternoon session, as follows:

Monday, Tuesday, Wednesday, Thursday, from 10:00 a.m. to 1:30 p.m. or
Monday, Tuesday, Wednesday, Thursday, from 2:00 p.m. to 5:30 p.m.

Full-time students attend practical sessions in the Lab for an average of 10 hours per week. Practical hours are scheduled on an individual basis during hours of school operation. Extra lab hours may be taken without additional charge, subject to availability. Students are also required to attend 36 hours of workshops during the program. Please see the Workshop Component section for each program in this catalog for details.

THEORY CLASS SCHEDULES (PART-TIME)
The part time program is available in evening sessions only, as follows:
Tuesday, Thursday, from 6:00 p.m. to 9:30 p.m. or
Monday, Wednesday, from 6:00 p.m. to 9:30 p.m.

Part-time students attend practical sessions in the Studio or Lab for an average of 5 hours per week. Practical hours are scheduled on an individual basis during hours of school operation.
Extra lab hours may be taken without additional charge, subject to availability. Students are also required to attend 36 hours of workshops during the program. Please see the Workshop Component section for each program in this catalog for details.

HOLIDAY SCHEDULE
SAE Atlanta will be closed for the following holidays:

New Years Day
Martin Luther King Day
President’s Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Break
Christmas Day
Winter Recess

Exact holiday dates and recess are printed and posted in the local school.
Although holiday periods have been factored into the total time required to complete the program, any additional class time may be made up during the school week (Monday through Friday).

Any changes to the above listed class start schedule or holidays will be clearly printed in a Catalog supplement and posted at the Atlanta campus.

**INCLEMENT WEATHER POLICY AND EMERGENCY PROCEDURES**

SAE Atlanta will normally remain open as scheduled regardless of weather conditions. However, should prevailing hazardous conditions, such as a severe storm or icy road conditions indicate that the school should be closed for the day, or part of the day, radio and television stations should be checked. SAE Atlanta follows the lead of the City of Atlanta school systems. (DO NOT CONFUSE THIS WITH FULTON COUNTY SCHOOL SYSTEMS). If the City of Atlanta Schools are closed for inclement weather, SAE Atlanta may be closed as well. Please be sure to check our website for information on school closings.

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. If, during inclement weather or an emergency situation SAE remains “open,” students and SAE personnel 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.
CAMPUS FACILITIES AND EQUIPMENT

SAE Institute of Technology, Atlanta is located at:
215 Peachtree Street – Suite 300
Atlanta, GA. 30303
Tel: (404) 526-9366
Fax: (404) 526-9367
Web: atlanta.sae.edu
Email: atlanta@sae.edu

The Atlanta SAE campus is located in downtown Atlanta in the historic 1927 Cornerstone Building. The Institute occupies a modern 17,500 square foot facility, and is convenient to mass transportation (MARTA), parking and all the amenities of downtown Atlanta. The facility includes student classrooms, a computer laboratory and fully equipped studios. Our facility contains more than 20 studios and workstations. A partial list of equipment is listed below:

- SSL 4000G+ Console
- Avid ICON Console
- Neve VR60 Console
- Avid D-Control Console
- Apple Macintosh towers and iMac computers
- Yamaha 02R Digital Console
- Mackie Analog 8 Bus Console
- Yamaha O1V Console
- Mackie 1604VLZ Consoles
- Pro-Tools HD Systems
- Logic MIDI and Sampling stations
- Alesis HD24 Hard Disk Recorders
- TLA Processors
- Avid Pro Tools Digi-003 Systems
- Blue Sky 2.1 and 5.1 Monitoring Systems
- Mackie HR824 Loudspeaker Systems
- On-site servers
- Sennheiser Microphones
- Shure Microphones
- Neumann Microphones
- Blue Microphones
- Rode Microphones
- AKG Microphones
- SE Microphones
- TC Electronics Processors
- Focusrite Processors
- Bias Peak Pro
- Native Instruments
- Avid Pro-Tools
- McDSP Plug-ins
- Logic Studio
- Universal Audio Plug-ins

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.

HOURS OF OPERATION

SAE Atlanta normal hours of operation are 10:00 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.

Administrative offices are open from 9:00 a.m. to 5:30 p.m., Monday through Friday. Students having business with the Administrative staff are encouraged to schedule an appointment, if possible. Any student that needs to meet with Administration after business hours is required to schedule an appointment.
**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 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.

**SMOKING POLICY**
SAE is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time. Students who 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.

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

**PHONE CALLS**
Students will not be called from the classroom for phone calls unless it is an emergency. Students are not allowed to use the office telephones. Please inform your family and friends that we cannot interrupt classes for phone calls.

**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.

**APPROPRIATE ATTIRE**
SAE students are expected to be neat, clean, and appropriately attired while attending class or school functions due to safety and state health standards. Clothing with pictures or language denoting violence, prejudicial biases, sexual acts or other inappropriate depictions or suggestions is not acceptable. Instructors will expect all students to be appropriately dressed in their classes. Clothing does give an impression. Please remember that potential employers as well as guests visit the school.

**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.

**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. Additional resources are available on a sign-out basis. Resources lost or not returned within the specified check out period are subject to a replacement fee.

**PHOTOGRAPHY, VIDEO, AND AUDIO RECORDING**
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.
PROGRAMS AND PROGRAM DESCRIPTIONS

AUDIO TECHNOLOGY - ASSOCIATE OF SCIENCE DEGREE
72 Semester Credit Hours / 1260 Clock Hours

This program leads to the award of an Associate of Science Degree 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 the 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 Audio Technology Program is specifically designed to train students for entry-level positions in the audio industry, such as commercial recording and post-production studios, as well as live sound events. Students will have the necessary management skills for entry-level management positions 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.

ASSOCIATE OF SCIENCE DEGREE SEMESTER INFORMATION
The Audio Technology Associate of Science program incorporates one (1) semester of general education* and five (5) semesters of core audio technology and business courses. Each audio technology semester is nine (9) weeks in length for a full-time student and eighteen (18) weeks in length for the part-time student. The curriculum has Theory and Practical components that run simultaneously during the course of the program, as well as additional workshop components. The Theory (Class/Lecture) component, with multiple units of study, is related to the semester title, while the Practical (Studio/Lab) component provides progressively challenging real world experience. These two components have equal weight in determining the semester's grade point average (GPA).

The hourly breakdown is defined as follows:

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<th>Component</th>
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<td>Practical:</td>
<td>90</td>
</tr>
<tr>
<td>Total Semester:</td>
<td>225</td>
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Theory hours are calculated as actual instructional (classroom) hours that students are required to complete. This is a set schedule of 135 hours and determined by the cohort group in which the student is enrolled. Each theory test has equal percentage weight in the
overall GPA of the Theory component. A theory exam will be administered at the end of the semester and factor as 20% of the overall GPA of the Theory component.

**Practical hours** are determined by overall attendance of self-directed study. Students must attend a minimum of 90 practical lab hours per semester. Each lab assignment and/or skills test has its own unique grade weight in determining the overall GPA of the Practical component.

**ASSOCIATE OF SCIENCE DEGREE – COURSE INFORMATION**

*GE100 - GENERAL EDUCATION*

**15 Semester Credit Hours / 225 Clock Hours (Prerequisite: None)**

*Transferred into SAE Atlanta from approved institution. Time frame is at student discretion*

This semester is designed to enhance the educational process by enabling the student to expand his/her skills, broadening the educational and professional experience. This semester must be completed at an approved accredited institution prior to enrolling at SAE Atlanta. To meet institutional approval, the institution must be either accredited by agencies recognized by the Department of Education or institutions that operate under state approval. Transfer credits will be factored in to total credits earned, however, they will not be factored into CGPA and will have no effect on SAP.

At least one course is required in each of the following:

1. **Mathematics** such as algebra, trigonometry, analytic geometry, calculus, statistics and other higher-level mathematics.
2. **Science** such as biology, botany, chemistry, ecology, physics.
3. **Humanities** such as English, literature, philosophy, logic, history of art and sciences, communications, composition, speech and drama, and combinations of courses.
4. **Social Science** such as history, psychology, government and sociology.

**AT101 - INTRODUCTION TO AUDIO TECHNOLOGY AND STUDIO EQUIPMENT**

**12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100)**

This 9-week semester introduces the student to the recording process, audio terminology, the fundamental nature of sound, the human ear and hearing process, as well as the basic principles of electronics and music theory as they apply to audio engineering and procedures. This semester also includes an introduction to basic audio equipment and operating procedures, tape machines and editing, signal flow, computer fundamentals and MIDI sequencing. Classes cover intensive theory and practice of recording consoles, including techniques for mixing, using equalizers and signal processors as well as microphone theory and techniques.

**AT101 – Introduction to Audio Technology and Studio Equipment** incorporates the following units of study:

**AT101-T Theory (9 credits/135 hours)**

AT101T1: Intro to Audio
AT101T2: Basic Signal Flow
AT101T3: Intro to DAW
AT101T4: Music Theory
AT101T5: Intro to MIDI Sequencing
AT101T6: Audio Electronics
AT101T7: Signal Processing
AT101T8: Microphone Theory
AT101TE: Exam
AT101TW: Workshop Requirement

**AT101-P Practical (3 credits/90 hours)**
AT101P1: Ear Training I
AT101P2: Ear Training II
AT101P3: GarageBand Project
AT101P4: Digital Edit I
AT101P5: Digital Edit II
AT101P6: Sequencing I
AT101P7: Basic Digital Console Mix I
AT101PS1: Computer Skills Test
AT101PS2: Basic Signal Flow Skills Test

**AT102 – DIGITAL AUDIO SOFTWARE AND ADVANCED STUDIO EQUIPMENT**
**12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100, AT101)**
This 9-week semester emphasizes the role of the computer in audio engineering, including advanced instruction in digital audio workstations, sequencing, MIDI theory, and the operation of analog vs. digital consoles. An introduction to intermediate signal flow will be covered on both analog and digital consoles and students will begin to work collectively in the recording studio environment. Session procedures will be emphasized and common documentation practices reviewed. An introduction to Pro Tools will also be implemented as intermediate signal flow concepts within the DAW environment are explored.

**AT102 – Digital Audio Software and Advanced Studio Equipment** incorporates the following units of study:

**AT102-T Theory (9 credits/135 hours)**
AT102T1: Pro Tools I
AT102T2: Intermediate Signal Flow
AT102T3: Session Procedures
AT102T4: Advanced Sequencing
AT102T5: Synthesis & Sampling
AT102T6: Digital Signal Flow
AT102T7: Pro Tools II
AT102TE: Exam
AT102TW: Workshop Requirement

**AT102-P Practical (3 credits/90 hours)**
AT102P1: Soldering Lab
AT102P2: Basic Signal Flow Mix
AT102P3: Effects Lab
AT102P4: Digital Edit III
AT102P5: Basic Digital Console Mix II
AT102P6: Sequencing II
AT102P7: Pro Tools Jingle I
AT102PS1: Digital Edit Skills Test
AT102PS2: Intermediate Signal Flow Skills Test

AT103 - ADVANCED ENGINEERING AND DIGITAL AUDIO APPLICATIONS
12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100, AT101, AT102)
This 9 week semester 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 postproduction environments. Advanced Pro Tools applications, and integrated consoles and control surfaces for multiple digital multitrack platforms are explored.

AT103 - Advanced Engineering And Digital Audio Applications incorporates the following units of study:

AT103-T Theory (9 credits/135 hours)
AT103T1: Sync Interface & Formats
AT103T2: Acoustics
AT103T3: Advanced Signal Flow I
AT103T4: Pro Tools III
AT103T5: Advanced Signal Flow II
AT103T6: Mixing
AT103T7: Mastering
AT103TE: Exam
AT103TW: Workshop Requirement

AT103-P Practical (3 credits/90 hours)
AT103P1: Sequencing III
AT103P2: Pro Tools Multitrack Mix
AT103P3: Intermediate Signal Flow Project
AT103P4: Advanced Digital Console Project
AT103P5: Advanced Signal Flow I Mix
AT103PS1: Advanced Digital Console Skills Test
AT103PS2: Advanced Signal Flow I Skills Test

AT 104 - ADVANCED RECORDING ENGINEERING AND PRODUCTION
12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100, AT101, AT102, AT103)
This 9 week semester starts with a focus on recording, editing and mixing sound for picture. It also exposes the student to multi-channel engineering and audio procedures for radio and TV production. A music production lab hones the student's skills. This semester includes a Sound Reinforcement Lab to give the student actual experience in producing a live event. Course work explores the role of audio industry professionals, record companies, advertising and marketing, studio personnel, service contracts, principles of copyright and client expectations. Engineering concepts as they relate to multimedia and the emerging gaming industry are also explored.
**AT104 - Advanced Recording Engineering and Production** incorporates the following units of study:

**AT104-T Theory (9 credits/135 hours)**
- AT104T1: Sound for Picture
- AT104T2: Surround Sound
- AT104T3: Music Production
- AT104T4: Game Audio
- AT104T5: Live Sound Speakers & Amps
- AT104T6: Music Business
- AT104T7: Multimedia & Internet
- AT104TE: Exam
- AT104TW: Workshop Requirement

**AT104-P Practical (3 credits/90 hours)**
- AT104P1: Sequencing IV
- AT104P2: Advanced Signal Flow II Mix
- AT104P3: Mastering Lab
- AT104P4: Audio Restoration
- AT104P5: Pro Tools Video Sync
- AT104P6: Advanced Signal Flow Final Project
- AT104P7: Assistant Engineer Final Project
- AT104PS1: Advanced Signal Flow II Skills Test
- AT104PS2: Pro Tools Skills Test

**AT 105 - ADVANCED MUSIC BUSINESS PRACTICES**
9 Semester Credit Hours / 135 Clock Hours (Prerequisite: GE100, AT101, AT102, AT103, AT104)
This semester focuses entirely on the advanced understanding of the various components that comprise the music business and is entirely lecture and workshop based. There are no practical labs required. The student will explore the history and development of the recording industry. Students will take an in depth look into copyright laws and how they affect the current industry. The practices of music publishing will be explored. Students will study the complexity of Artist Management including artist contracts, tour management, formulating image and media exposure. During the record label marketing course students will learn the importance of proper marketing strategies in creating success around a talent. They will put these theories to the test as they create an artist development and marketing plan that embodies all the theories discussed during the semester. Upon completion of the semester and project students will have a very solid comprehension of what it takes to find an artist and harness that talent into a professional career.

**AT105 - Advanced Music Business Practices** incorporates the following units of study:

**AT105-T Theory (9 credits/135 hours)**
- AT105T1: History of Recording Industry
- AT105T2: Copyright & Entertainment Law
- AT105T3: Principles of Music Publishing
- AT105T4: Artist Management
AT105T5: Record Business & Label Marketing
AT105T6: Concert Touring & Promotion
AT105T7: Music Merchandising
AT105T8: Entrepreneurship in the Music Industry
AT105T9: Research Portfolio Presentation

**AUDIO TECHNOLOGY - DIPLOMA**
48 Semester Credit Hours / 900 Clock Hours

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 the 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 Audio Technology Program is specifically designed to train students for entry-level positions in the audio industry, such as commercial recording and post-production studios, as well as live sound events. Students will have the necessary management skills for entry-level management positions 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.

**DIPLOMA – SEMESTER INFORMATION**
The Audio Technology Program incorporates four (4) semesters. Each semester is 9 weeks in length for a full-time student and 18 weeks in length for the part-time student. The curriculum has Theory and Practical components that run simultaneously during the course of the program, as well as additional workshop components. The Theory (Class/Lecture) component, with multiple units of study, is related to the semester title, while the Practical (Studio/Lab) component provides progressively challenging real world experience. These two components have equal weight in determining the semester’s grade point average (GPA).

The hourly breakdown is defined as follows:

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<td>225</td>
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Theory hours are calculated as actual instructional (classroom) hours that students are required to complete. This is a set schedule of 135 hours and determined by the cohort group in which the student is enrolled. Each theory test has equal percentage weight in the overall GPA of the Theory component. A theory exam will be administered at the end of the semester and factor as 20% of the overall GPA of the Theory component.

Practical hours are determined by overall attendance of self-directed study. Students must attend a minimum of 90 practical lab hours per semester. Each lab assignment and/or skills test has its own unique grade weight in determining the overall GPA of the Practical component.

Audio Technology Program Diploma Semester Descriptions

AT101 - Introduction to Audio Technology and Studio Equipment
12 Semester Credit Hours / 225 Clock Hours
(Prerequisite: GE 100)
This 9-week semester introduces the student to the recording process, audio terminology, the fundamental nature of sound, the human ear and hearing process, as well as the basic principles of electronics and music theory as they apply to audio engineering and procedures. This semester also includes an introduction to basic audio equipment and operating procedures, tape machines and editing, signal flow, computer fundamentals and MIDI sequencing. Classes cover intensive theory and practice of recording consoles, including techniques for mixing, using equalizers and signal processors as well as microphone theory and techniques.

AT101 – Introduction to Audio Technology and Studio Equipment incorporates the following units of study:

**AT101-T Theory (9 credits/135 hours)**
- AT101T1: Intro to Audio
- AT101T2: Basic Signal Flow
- AT101T3: Intro to DAW
- AT101T4: Music Theory
- AT101T5: Intro to MIDI Sequencing
- AT101T6: Audio Electronics
- AT101T7: Signal Processing
- AT101T8: Microphone Theory
- AT101TE: Exam
- AT101TW: Workshop Requirement

**AT101-P Practical (3 credits/90 hours)**
- AT101P1: Ear Training I
- AT101P2: Ear Training II
- AT101P3: GarageBand Project
- AT101P4: Digital Edit I
- AT101P5: Digital Edit II
- AT101P6: Sequencing I
- AT101P7: Basic Digital Console Mix I
- AT101PS1: Computer Skills Test
AT101PS2: Basic Signal Flow Skills Test

**AT102 – DIGITAL AUDIO SOFTWARE AND ADVANCED STUDIO EQUIPMENT**

12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100, AT101)

This 9-week semester emphasizes the role of the computer in audio engineering, including advanced instruction in digital audio workstations, sequencing, MIDI theory, and the operation of analog vs. digital consoles. An introduction to intermediate signal flow will be covered on both analog and digital consoles and students will begin to work collectively in the recording studio environment. Session procedures will be emphasized and common documentation practices reviewed. An introduction to Pro Tools will also be implemented as intermediate signal flow concepts within the DAW environment are explored.

**AT102 – Digital Audio Software and Advanced Studio Equipment** incorporates the following units of study:

**AT102-T Theory (9 credits/135 hours)**
- AT102T1: Pro Tools I
- AT102T2: Intermediate Signal Flow
- AT102T3: Session Procedures
- AT102T4: Advanced Sequencing
- AT102T5: Synthesis & Sampling
- AT102T6: Digital Signal Flow
- AT102T7: Pro Tools II
- AT102TE: Exam
- AT102TW: Workshop Requirement

**AT102-P Practical (3 credits/90 hours)**
- AT102P1: Soldering Lab
- AT102P2: Basic Signal Flow Mix
- AT102P3: Effects Lab
- AT102P4: Digital Edit III
- AT102P5: Basic Digital Console Mix II
- AT102P6: Sequencing II
- AT102P7: Pro Tools Jingle I
- AT102PS1: Digital Edit Skills Test
- AT102PS2: Intermediate Signal Flow Skills Test

**AT103 - ADVANCED ENGINEERING AND DIGITAL AUDIO APPLICATIONS**

12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100, AT101, AT102)

This 9 week semester 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 postproduction environments. Advanced Pro Tools applications, and integrated consoles and control surfaces for multiple digital multitrack platforms are explored.

**AT103 - Advanced Engineering And Digital Audio Applications** incorporates the following units of study:
AT103-T Theory (9 credits/135 hours)
AT103T1: Sync Interface & Formats
AT103T2: Acoustics
AT103T3: Advanced Signal Flow I
AT103T4: Pro Tools III
AT103T5: Advanced Signal Flow II
AT103T6: Mixing
AT103T7: Mastering
AT103TE: Exam
AT103TW: Workshop Requirement

AT103-P Practical (3 credits/90 hours)
AT103P1: Sequencing III
AT103P2: Pro Tools Multitrack Mix
AT103P3: Intermediate Signal Flow Project
AT103P4: Advanced Digital Console Project
AT103P5: Advanced Signal Flow I Mix
AT103PS1: Advanced Digital Console Skills Test
AT103PS2: Advanced Signal Flow I Skills Test

AT 104 - ADVANCED RECORDING ENGINEERING AND PRODUCTION
12 Semester Credit Hours / 225 Clock Hours (Prerequisite: GE100, AT101, AT102, AT103)
This 9 week semester starts with a focus on recording, editing and mixing sound for picture. It also exposes the student to multi-channel engineering and audio procedures for radio and TV production. A music production lab hones the student's skills. This semester includes a Sound Reinforcement Lab to give the student actual experience in producing a live event. Course work explores the role of audio industry professionals, record companies, advertising and marketing, studio personnel, service contracts, principles of copyright and client expectations. Engineering concepts as they relate to multimedia and the emerging gaming industry are also explored.

AT104 - Advanced Recording Engineering and Production incorporates the following units of study:

AT104-T Theory (9 credits/135 hours)
AT104T1: Sound for Picture
AT104T2: Surround Sound
AT104T3: Music Production
AT104T4: Game Audio
AT104T5: Live Sound Speakers & Amps
AT104T6: Music Business
AT104T7: Multimedia & Internet
AT104TE: Exam
AT104TW: Workshop Requirement

AT104-P Practical (3 credits/90 hours)
AT104P1: Sequencing IV
AUDIO TECHNOLOGY WORKSHOP COMPONENT (SEMINARS)
The Audio Technology program includes 36 hours or workshops into the program. This amounts to 9 hours of workshops during each semester. While the workshop component only comprises 4% of the total program hours, the purpose is to provide students the opportunity to hear guest lecturers working in the field and to gain exposure to current audio trends and emerging technologies.

AUDIO TECHNOLOGY THEORY SCHEDULE
All students in the Audio Technology program will work through the following lecture sequence. Full-time classes will be held Monday through Thursday, from 10:00 a.m. to 1:30 p.m. (morning), or 2:00 p.m. to 5:30 p.m. (afternoon), with a 30-minute break. Part time classes will be held two evenings a week (Monday/Wednesday or Tuesday/Thursday), from 6:00 p.m. to 9:30 p.m., with a 30-minute break. The following schedule represents the semester time frame for the full time class; the part time semester lengths are doubled.

AUDIO TECHNOLOGY PRACTICAL SCHEDULE
All students in the Audio Technology Program will work through a sequence of studio/lab projects in a self-directed study format. The project start and due dates are posted on the student bulletin boards and on the Student iCal. Each project is graded upon completion.

AUDIO TECHNOLOGY TEXTBOOKS
The following textbooks will be issued to students and required reading assignments will be given throughout the program. Textbook cost is included in the cost of the program. Please see the Refund Policy of this Catalog for information concerning the return of textbooks. (Textbooks subject to change)

Home Recording Studio: Build It Like the Pros - Rod Gervais
ISBN 10: 143545717X
Thompson Learning Course Technology PTR; 2nd edition
September 30, 2010

Mastering Audio, Second Edition: The art and the science - Bob Katz
ISBN 10: 0240808371
Focal Press; 2nd edition
October 17, 2007

All You Need to Know About the Music Business - Donald Passman
Free Press; 7th edition
November 17, 2009
Teach Yourself Electricity and Electronics - Stan Gibilisco
McGraw Hill Education
June 17, 2011

Assistant Engineer's Handbook - Tim Crich
ISBN: 0-969-82230-8
Black Ink Publishing; 2nd edition
October 15, 2008

Modern Recording Techniques - Huber and Rubenstein
Focal Press; 7th edition
October 1, 2009

Apple Pro Training Series: Logic Pro 9 and Logic Express 9 – David Nahmani
ISBN: 1592005411
Peachpit Press; 1st edition
November 16, 2009

Yamaha Sound Reinforcement Handbook - Davis and Jones
ISBN: 0-88188-900-8
Hal Leonard/Yamaha; 2nd edition
January 1, 1988

Practical Studio Techniques – Tom Misner
ISBN-10: 0646167049
SAE Institute Publication; 3rd edition
2001
SHORT COURSES

BEAT LAB PROGRAM (NON-VOCATIONAL)
BLP 101 – Certificate
72 Clock Hours

The Beat Lab Program is an a-vocational self-enrichment course that provides an opportunity for aspiring producers to learn and perfect their skills in the art of Hip Hop music production from trained instructors using the latest tools and software. This program encourages immense professional growth and provides great insight for the producer by combining the fundamentals of Hip Hop music production with new cutting edge techniques and perspectives. Students will graduate from the 12-week program with the skills and knowledge essential for creating the music they love.

PROGRAM OBJECTIVES

The Beat Lab program is intended for the aspiring Hip Hop producer and beat maker in order to provide them with the skills necessary to take his or her production abilities to the next level. The program is open to anyone 18 years of age and above with no prior experience or personal equipment required.

(A laptop capable of running current music software is suggested for students attending this course.)

The Beat Lab course is an innovative combination of lecture-based training and practical, hands-on learning. Students will have access to assigned campus studios, labs and supervisor assistance.

*Lecture-based training:*
Consists of interactive sessions based on comprehensive notes and visual demonstrations of theory and concepts. Throughout the course, students will be assigned projects in sound creation, arrangement and production so that their comprehension and technical progress can be monitored and guided.

*Hands-on learning:*
In class, students are asked to perform tasks relating to the subjects being covered. The students will be required to complete a production from conception through to the final track.

*Instructor Feedback:*
Several times throughout the course the students will present original work to the instructor and the rest of the class. SAE will provide a high-resolution listening environment in which students will receive constructive criticism, positive reinforcement, and encouragement to further refine and enhance their production skills.

AREAS OF STUDY

The Beat Lab course is divided into three sections:
Standard Hip Hop Production & Engineering Fundamentals
This area of study helps students get up to speed on the history of Hip Hop and the fundamental elements, terminology, and production basics surrounding the genre. It includes studio layout and setup, audio signals and cabling, common gear and microphones, and engineering basics. An emphasis is also placed on critical listening and critique of the sub-genres of Hip Hop and the business side of the industry.

Composition, Arrangement & Programming
These subjects serve as the core elements of the course and require learning industry standard software programs such as Reason, Logic Studio and Pro Tools. With these tools students will cover subjects such as sampling, synthesis, sequencing and hardware devices such as Maschine. Once the tools of the trade are mastered, the student can focus on creativity and personal production style.

Production, Engineering & Mixing
These components begin to look at professional projects and dissect common practices and standards in the recording industry specific to Hip Hop music. Covered are topics such as working with the artists, practical recording and mixing methods, vocal recording editing, and processing and track finalization. Students will participate in practical hands on recording sessions.

CURRICULUM DESIGN AND SUBJECT TITLES
Intro to the History of Hip Hop
Signal Flow & Studio Setup
Reason
Logic
Pro Tools
Sequencing & Arrangement
Vocal Production
Synthesis & Sampling
Music Production
Recording
Mixing
Mastering
Music Business
Marketing and Self Promotion

BLP ASSESSMENT AND GRADING CRITERIA
The student must make an effort to complete all assigned work, meet the required deadlines and maintain at least an 80% attendance. Since the assignments will be “artistic” in nature, there will be no point system implemented. Completion of the work will serve as the only criteria for passing this curriculum. The assessment will be given at the discretion of the individual course instructor and campus course coordinator.

CERTIFICATE AWARD CEREMONY
Upon completion of curriculum, a listening/critique session will be held. This event will be open to all enrolled students and will be held in the SAE Atlanta Theatre. Students will be presented with an internationally recognized SAE Certificate in the Beat Lab Program.
ACADEMIC POLICIES

PROGRAM, SEMESTERS AND SUBJECT UNITS
In order to partition the full continuous program into meaningful progressive steps, SAE has divided the Audio Technology Program (ATP) program into 4 semesters. Each semester encompasses at least one complete subject area. Each semester is comprised of subject units (Theory and Practical components of the course). Each unit and semester progressively builds skills toward the completion of educational and technical skills goals for the program of choice.

The modular system used by SAE provides the school the opportunity to structure learning goals and skill objectives to a time frame that is most beneficial to the student rather than simply fitting courses into a standard predetermined academic term (and hence length of time). The semester is SAE’s “educational term.”

The Audio Technology Program – Diploma, is divided into 4 semesters of 9 weeks each. The total length of the program is 36 weeks for a full time student or 72 weeks for a part time student.

The Associate of Science Degree requires and additional 9 week semester, plus the general education requirement to be transferred from an accredited institution.

GRADES
Letter grades are awarded for each semester completed. Grades are issued/posted within ten days after the completion of each semester. The semester's Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA) are tracked using the number (percentage). Grades are assigned value using the following grading scale:

<table>
<thead>
<tr>
<th>Status</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>90 - 100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good</td>
<td>80 - 89</td>
<td>B</td>
<td>3.0 – 3.9</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>70 - 79</td>
<td>C</td>
<td>2.0 – 2.9</td>
</tr>
<tr>
<td>Poor</td>
<td>60 - 69</td>
<td>D</td>
<td>1.0 – 1.9</td>
</tr>
<tr>
<td>Failing</td>
<td>00 - 59</td>
<td>F</td>
<td>0 – 0.9</td>
</tr>
<tr>
<td>Withdrawal</td>
<td></td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>Incomplete</td>
<td></td>
<td>I</td>
<td></td>
</tr>
</tbody>
</table>

An incomplete grade (I) is given, at the discretion of the instructor, when a student has not been able to complete a semester, typically in such cases as documented emergency or when needed make-up work has been prearranged. In the event of an approved Leave of Absence (LOA) the student is given a grade of I and given an opportunity to complete the work. Unless granted an extended LOA, the student who has received an incomplete grade must complete all necessary work within ten (10) days or a grade of 0% (F) is given for that semester. Students who complete all outstanding work will have the I grade converted to the earned letter grade and SAP will be reevaluated at that time.
CALCULATION OF GRADE POINT AVERAGE (GPA)

Each semester has two course components that must be completed successfully: Theory and Practical. These two components have equal weight in determining each semester’s grade point average (GPA). The clock hour breakdown per semester is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Theory</th>
<th>Practical</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT101</td>
<td>135</td>
<td>90</td>
<td>225</td>
</tr>
<tr>
<td>AT102</td>
<td>135</td>
<td>90</td>
<td>225</td>
</tr>
<tr>
<td>AT103</td>
<td>135</td>
<td>90</td>
<td>225</td>
</tr>
<tr>
<td>AT104</td>
<td>135</td>
<td>90</td>
<td>225</td>
</tr>
<tr>
<td>Total Program</td>
<td>540</td>
<td>360</td>
<td>900</td>
</tr>
</tbody>
</table>

Cumulative Grade Point Average (CGPA) is calculated by taking the numeric value of the grade awarded for the semester and averaging that numeric grade value with ensuing semester grades. For purposes of Satisfactory Academic Progress, the cumulative GPA is reviewed every two semesters.

Each assignment category within each semester is individually weighted, however, the overall theory and practical grades have equal weight in the final grade average.

CALCULATION OF INCREMENTAL COMPLETION RATE (ICR)

SAE Institute has implemented a schedule designating the minimum percentage of cumulative coursework that must be completed at the end of each two-semester payment period. This will ensure that students complete all coursework within the required 150% maximum timeframe. Whereas the CGPA is the standard qualitative component for measuring Satisfactory Academic Progress, the Incremental Completion Rate (ICR) is the quantitative component used by SAE Institute for measuring Satisfactory Academic Progress. This incremental measurement requires a student maintain a 67% or better cumulative completion rate of all coursework throughout the entire program of study.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress is the measurement of the student’s 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. All students must maintain Satisfactory Academic Progress in order to remain enrolled at SAE Institute and be eligible for Title IV funding.

Satisfactory Academic Progress is determined by measuring the student’s Cumulative Grade Point Average (CGPA) and the student’s cumulative Incremental Completion Rate (ICR) toward completion of the program coursework. To meet the minimum Satisfactory Academic Progress standards, the following criteria must be achieved for each respective payment period:

<table>
<thead>
<tr>
<th>Payment Period</th>
<th>CGPA</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 – AT101 and</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>Semester 2 – AT102</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Satisfactory Academic Progress will be evaluated at the end of Semester 2 and Semester 4 to determine a student’s Title IV funding eligibility.

**QUALITY**
Students must maintain a 70% or better grade average (2.0 CGPA) at the end of semester 2 to be considered making Satisfactory Academic Progress, and a 70% by the end of semester 4 to meet graduation requirements and to be considered making Satisfactory Academic Progress.

**QUANTITY**
Students must successfully complete 67% of all attempted clock hours. This rate is determined by dividing all successfully completed clock hours by all clock hours attempted in the program. This ratio represents the student’s cumulative Incremental Completion Rate (ICR).

**MAXIMUM TIME FRAME**
A student can receive Federal Financial Aid while attempting up to, but not exceeding, 150% of the published normal completion length of the program. A student must satisfactorily complete his/her program within 1 and 1/2 times of the program length. If at any time it becomes mathematically impossible for a student to complete the training within the maximum time frame, the student will become ineligible for Title IV funding and dismissed from the program. For example, a student seeking a diploma that requires 900 clock hours could receive financial aid while attempting 1350 clock hours (900 X 150% = 1350). Clock hours transferred to SAE accepted towards the program, and any clock hours attempted at SAE, with or without the benefit of student financial aid, must be taken into consideration.

**ATTENDANCE**
To meet the program graduation requirements, a student must maintain an 85% attendance average of all clock hours offered (see attendance policies below).

**REVIEWS**
Grades and attendance are reviewed at the middle and end of each semester. Satisfactory Academic Progress is measured at the end of every two semesters, or the midpoint and ending point of the program.

**ACADEMIC/FINANCIAL AID PROBATION AND DISMISSAL**
If a student has not met the standards for Satisfactory Academic Progress requirement, the student will be considered ineligible for Title IV funds and dismissed from the program. The student has the right to appeal this determination and be placed on academic/financial aid probation. During the period of academic/financial aid probation, the student will continue to be eligible for Title IV funds for one payment period. The Student Services Coordinator will monitor the student’s progress and advise after four weeks. The student will remain on academic/financial aid probation throughout the following payment period. If, at the completion of the probation payment period, Satisfactory Academic Progress is still not met,
the student may be dismissed from the program. The student may appeal this dismissal, and if successful, be placed on an academic plan for the duration of the program.

The school reserves the right to dismiss a student prior to completion of the program upon its determination that a student is not complying with school rules, is not meeting the attendance requirements, is not paying tuition, is not making Satisfactory Academic Progress, or is not adapted to the field of study.

**Students will be notified in writing if they fail to meet either or both SAP policy minimum standards.**

**REINSTATEMENT**

Once dismissed from the program a student may reapply for admission to the program for reinstatement as a new student with a new lockstep group. If the student was dismissed for SAP violations, they must successfully appeal to be eligible for additional Title IV funding. If the student was dismissed after failing to meet the terms of probation, they must also successfully appeal and agree to the terms of an academic plan. Students wishing to appeal must follow the guidelines in the Appeal section of this policy. Students who are reinstated into the program are subject to take a written and/or practical examination to determine the most appropriate educational placement for resumption of studies. Students will be reinstated on the same Satisfactory Academic Progress status unless it is successfully appealed. The prior enrollment SAP status will not be adjusted or reset solely based on withdrawal and reinstatement.

Readmission and advanced standing (if any) is at the discretion of the Director and Student Services Coordinator and are handled on a case-by-case basis. It is also contingent upon class availability.

**INCOMPLETE COURSEWORK POLICY**

A semester is not considered complete until a grade of A through F is received. A grade of I signifies that the student has not completed all required course work during the semester. Unless an extended leave of absence is granted, the student must complete and submit the required course work to the instructor within 10 days from the end of the semester. If the course requirements are not satisfied within the deadline, the grade of I will be converted to a grade of 0% (F). The school does not offer non-credit remedial work.

A student withdrawing from the program during the first week of any given semester will not receive a GPA penalty for that withdrawal. A student withdrawing from the program during the first week of any semester will be given a W grade. After the first week of any given semester, a withdrawal will also result in a W grade. All W grades will be counted toward attempted clock hours and will impact Satisfactory Academic Progress.

Students may be awarded transfer credit earned at other SAE locations. Each transfer is evaluated on a case-by-case basis and a student’s eligibility to receive credit for prior learning is determined at the discretion of the receiving campus. All awarded transfer credits will be treated as both earned and attempted hours in the SAP calculation.
**SAP 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 one-week of being notified. A mitigating circumstance is a situation beyond your control (i.e., illness, accident, or trauma). The student must also provide details in the appeal on why they failed to meet SAP standards and what has changed in their personal circumstances. Documentation of the situation is not required but should be provided. The school director will make the final decision within a one-week period of receipt of the appeal.

**ACADEMIC PLAN**
If the appeal for reinstatement is honored, the student will then be placed on an academic plan and will remain on this status throughout the following payment period. The student must meet the modified standards for Satisfactory Academic Progress during that period. The campus Director of Education and Student Services Coordinator will oversee and monitor the student’s progress while on the academic plan. The student will receive advisement accordingly and a schedule of weekly one-on-one meetings may be implemented. After reinstatement, all Satisfactory Academic Progress evaluations will be based on the modified standards and will be calculated accordingly. Dismissed students who are readmitted will sign a new Enrollment Agreement, and will be charged tuition consistent with the existing published rate.

**REQUIREMENTS FOR CLASS AND WORK ASSIGNMENTS**
Students are required to complete all in-class and homework assignments. This includes work done or assigned during a class period when the student was absent. All work must be the student’s own work. No work done in one class may be submitted for work required in another class without the expressed prior approval of BOTH instructors. Students who repeat a semester or program are required to submit all new work for class work and assignments.

**RETAking EXAMS AND PROJECTS**
Students who fail written exams will not be allowed to retake the exam unless, in the opinion of the Director of Education, 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, support documentation is required. The student must verify the circumstance with the Student Services Coordinator and request a retake from his or her instructor. All new assessments will replace any previously attempted grades and will thus be calculated into the new ongoing SAP requirement. All course attempts will be included as attempted hours in the SAP calculation.

**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;
- has met up-to-date 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 and/or School Director. Appropriate academic disciplinary action may result.

**GRADUATION REQUIREMENTS**
To complete requirements for graduation and receive an SAE Diploma, students must have:
- a Cumulative Grade Point Average (CGPA) of 2.0 (C, 70%) or better;
- an ICR of 67% or better;
- attended at least eighty five percent (85%) of the total hours in the program;
- completed a mandatory exit interview;
- met all financial obligations to the school;

Students who have borrowed equipment, books, CDs, or other materials and have not returned them by the last day of regular class, will be charged for the missing item(s). This will place the student in a situation of financial obligation to the school, and may prevent graduation until those obligations are met in full.

Students who have met all the listed graduation requirements will be awarded an SAE Diploma or Associate of Science Degree in the program of study.

**ATTENDANCE POLICIES**

**CLASS ATTENDANCE AND TARDY POLICY**
Attendance is taken on a daily basis. Regular and punctual attendance is required and expected for all classes, and students are expected to remain for the entire class. Students must attend at least 85% of all class and lab time offered in order to receive a passing grade for each semester and for the program. Students not meeting the required hours will be put on advisement for each applicable semester and may 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 study materials can be given ahead of time.

Students will NOT be allowed to enter the classroom (or studio) after 5 minutes of the designated class start time. Any student arriving after the first 5 minutes of class will be marked "late" and will ONLY be allowed to attend the second half of that class period after the break (The same tardy rule applies to the second half of class following the break). This will result in a -1.5 hour deduction of the daily 3.5 hour classroom attendance requirement. If a student misses both halves of class, they will be considered fully absent, and will receive a -3.5 hour deduction in classroom attendance.

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 this 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. 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 Lab Assistant's office. 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.

If a student does not arrive for their scheduled lab within 15 minutes of the scheduled time, he/she is considered absent for that lab and will be penalized by a cancellation and suspension of all lab times for the next three days. Students are required to sign in and out 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.

PRACTICAL TEST ATTENDANCE
Students are required to schedule practical tests with a Lab Assistant two weeks prior to the test date(s) or the Lab Assistant will automatically schedule the test. Failure to show up for a practical test may result in a grade of zero (0). Lab hours will be awarded for the time spent taking the test.

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 (through probation or suspension) or permanent exclusion (dismissal) from the classroom or school can be affected only through the approval of the Director.

In the case of plagiarism 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. Any student who is caught cheating may face immediate expulsion from the program. If a student feels they have been unjustly accused and/or wishes to challenge the instructor, they may file an appeal by following the Grievance Policies and Procedures stated in this Catalog.

MAKE-UP TIME
For students in good standing, making satisfactory academic progress, but missed 15% 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 Director of Education and must be completed within 10 days of the end of the semester. There is no additional charge for make-up work.

MAKE-UP TESTS AND EXAMS
Students who have missed theory or practical tests due to an unexcused absence or emergency, will be allowed to make up two theory tests and one practical test. This “free
pass” rule is provided for situations where the illness is genuine but a doctor cannot necessarily be seen. The rule is applicable to theory tests throughout the entire curriculum, whereas the practical test “free pass” applies to 1st and 2nd semesters only. The issuance of these “free passes” will be documented and kept on file. Students should meet with the instructor immediately upon return to class to schedule any make up tests. Make up tests must be completed within 7 days of the students return.

Each semester culminates with a comprehensive theory exam. The “free pass” rule DOES NOT apply to theory exams. If an exam is missed, the student must provide legitimate documentation to be considered eligible for a make up exam.

**LEAVE OF ABSENCE (LOA)**

At SAE’s discretion, a Leave of Absence (LOA) may be granted for personal reasons that are family, medical, legal or emergency related. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. *International students* should speak to the Student Services Coordinator prior to requesting a LOA for clarification of how an LOA effects their VISA status and what further action may be required.

A request for a LOA must be made in writing, with supporting documentation, and be approved by the campus Director before the leave begins. A student may initiate this a Leave of Absence through the Student Services Coordinator, who will provide the necessary documentation and guide the student through the process.

Request forms should be submitted with as much advance notice as possible to ensure appropriate time to be processed. However, if unforeseen circumstances prevent a student from providing a prior written request, it is possible that SAE may grant the student’s request if a LOA Request form is submitted with appropriate documentation provided by the student.

**LEARNING DIFFERENCES**

Students who have a learning difference that may adversely impact his/her 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 School Director and Director of Education at the beginning of the program to arrange an appropriate plan to facilitate any special needs or requirements.

**READMISSION AND TRANSFERS**

Students that have interrupted their studies at SAE and are not able to continue with their cohort 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 advised 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 transfer fee of $100 for any new enrollment. A new Enrollment Agreement will be signed at the time of readmission.

Students who have completed a Degree or 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

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program of study in the administration office. Any readmission is contingent upon availability in the requested class session.

Students transferring between cohort groups must continue their studies under the program requirements stated in the Catalog in effect at the time of transfer for the new cohort group and pay all associated fees, including but not limited to an additional transfer fee of $100 for any new enrollment. A new Enrollment Agreement will be signed at the time of transfer. All previously earned grades will be transferred to the new enrollment and the student’s Satisfactory Academic Progress (SAP) will be calculated from the ending point of the previous enrollment and continue from the starting point of the new enrollment.

Students transferring between a Diploma and Associate of Science Degree program may apply all applicable credits awarded in the Diploma program towards the completion of the Associate of Science program. If a student transfers from the Associates of Science program to the Diploma program only those credits applicable to the Diploma program will be awarded.

**REPEATED COURSEWORK**

In the event a student is required to repeat a course within their program of study, all new assessments from this point forward will replace any previously attempted grades and will thus be calculated into the student’s current Cumulative Grade Average and the ongoing SAP requirement.

**TRANSFERS WITHIN THE SAE SYSTEM**

Transfers are possible between SAE campuses. Students desiring a 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 School Director and may not always be feasible, depending on a student’s particular situation. The student’s SAP requirement and financial 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 - CREDIT FOR PRIOR LEARNING**

SAE is a special purpose institution. Our goal is to train students in the fields of creative media and prepare them for entry-level jobs. Because of the practical educational approach and lock-step nature of the programs, and because of the need to insure consistency of learning, it is unusual for SAE to grant advanced standing.

Students transferring out of SAE should be aware that transfer of course credit is 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 the SAE website 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.

ADMINISTRATION POLICIES

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.

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.

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(s) 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, 9:00 a.m. to 5:00 p.m., Monday through Friday. Evening students should call during office hours to schedule an appointment as necessary.

Students may be asked to take a basic survey as part of an SAE student demographic study.

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 diploma /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 from 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 module 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.

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, SAE then 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.

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.

**WITHDRAWAL PROCEDURE**
Withdrawal from any semester or program must be done through the Student Services 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.

**STUDENT POLICIES**
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;
• Posting of Audio or Video recording of SAE’s curriculum is strictly prohibited and subject to disciplinary action;

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.

All sexually harassing conduct at SAE is prohibited. 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 constitutes 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 and 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. Any student who is caught cheating in any way can and will be terminated from the course.

**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 incident(s) 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 Director may reinstate the student after careful review. 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. 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 Atlanta’s students may direct their complaint to:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place – Suite #220  
Tucker, GA. 30084  
Tel: (770) 414-3300  
Fax: (770) 414-3309  
Web: [http://www.gnpec.org](http://www.gnpec.org)  
SAE Atlanta’s license number is 861.

**ACICS STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Council for Independent Colleges and Schools 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 ACICS. All complaints considered by ACICS must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACICS.

Please direct all inquiries to:

The Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street  
Suite - 980  
Washington D.C. 20002 - 4223  
Tel: (202) 336-6780  
Fax: (202) 842-2593  
Web: [http://acics.org](http://acics.org)  
SAE Atlanta’s ACICS ID code is 00031682
TUITION AND PAYMENT INFORMATION

Audio Technology Program - Associate of Science (A.S.)
Application Fee $50.00
Books and Materials $2650.00
(Includes Apple laptop and required software for classes)
Tuition $20,777.62
TOTAL $23,477.62

Audio Technology Program - Diploma
Application Fee $50.00
Books and Materials $2650.00
(Includes Apple laptop and required software for classes)
Tuition $18,040.00
TOTAL $20,740.00

Monthly Payment Plans
SAE Atlanta offers a monthly payment plan for students. There is no interest or finance charge for monthly payment plans with SAE. All payment plans comply with state and federal requirements.

Associate of Science Full Time
Paid upon Application $50.00
Down payment $4905.00
(Due 2 weeks before class start)

Monthly payments #2-8 $2255.00
Payments 9 (ASC) $1368.81
Payment 10 (ASC) $1368.81
Total Payments $21,588.75

Audio Technology Diploma Full Time
Paid upon Application $50.00
Down payment $4905.00
(Due 2 weeks before class start)

7 monthly payments of $2255.00
Total Payments $20,740.00

Audio Technology Diploma Part Time
Paid upon Application $50.00
Down payment $3675.00
(Due 2 weeks before class start)

16 Monthly Payments of $1127.50
Total Payments $20,740.00

Beat Lap Program Part Time
Paid upon Application $50.00
Due 2 weeks before $1,000.00
2 monthly payments of $700.00
Total Payments $2,450.00

Down payment is due 2 weeks before the class starts in order to secure your seat. All fees are listed in the catalog and enrollment agreement. Non-Credit class tuition is the same as tuition for a Diploma seeking student. All charges (tuition and books) are itemized and disclosed as a total balance in this Catalog and the Enrollment Agreement.

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Tuition may be paid by check, cashier's check, money order, bank transfer, American Express, MasterCard or Visa.

All payments are due by the 1st of each month. After the 7th day of the month, the payment is considered late. A late charge of $5.00 per business day will be assessed for all late payments. All payments will be entered as paid on the day of receipt by SAE Atlanta, not the day sent by the student. If a payment is received after the 7th day of the month, it will be considered late, regardless of the postmark or day sent or transferred. This policy applies to all payment methods, including bank transfers.

Payments are made in the Financial Assistance office during administration hours. Credit card payments can also be made by phone, or payments can be mailed into the office. It is important to list your student number on any checks, money orders, or bank transfers to ensure proper credit.

There will be a $25.00 fee assessed for any checks returned by the bank for insufficient funds. If a tuition account has more than one returned check, another payment method will be required.

Please direct all questions regarding tuition to the Financial Assistance or Director’s office. Do not depend on information from another student or an instructor, as each student’s situation is different. Students whose tuition and/or fees have not been paid in full by completion of the program will not be allowed to take the final exam, graduate, or receive transcripts or Diplomas/Degrees.

TUITION ASSISTANCE
SAE provides students assistance in applying for Sallie Mae educational loans, for those who qualify. Sallie Mae determines loan eligibility. Students are responsible for full repayment of their loan to Sallie Mae. For detailed information, please contact the Student Accounts Office. SAE is approved for VA training. Please see the Student Accounts Representative for further information.

ADDITIONAL COSTS
SAE students bear few additional costs beyond the supplied (within the total cost of the program) necessary books, equipment and recording media required within the program. However, if the student wishes to work on extra or personal projects, additional media (over and above media supplied for in-house school projects) may be purchased at the school. When planning expenses, students should consider housing and living expenses.
CANCELLATION AND REFUND POLICY

CANCELLATION
The student has the right to cancel the enrollment agreement for any of SAE Institute’s courses of instruction. Notice of cancellation or withdrawal must be in writing. Refunds will be made within 30 days after receipt of notice of cancellation. All refunds will be issued to the enrolled student regardless of how tuition was paid (with the exception of any loan or agency payments; in these cases, the 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 THIRD PARTY FEES
Banking fees such as but not limited to returned check fees or wire transfer fees are added to the applicant or student’s liability in all cases.

REFUND FOR TUITION
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. All monies paid by an applicant must be refunded if requested within three (3) business days after signing an enrollment agreement. If no enrollment agreement has been signed and classes have not begun, applicant is entitled to a full refund of all monies paid if applicant notifies institution within three (3) days after making a payment that applicant’s intents to withdraw.

B. A student who cancels more than three (3) business days after signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable application fee.

C. Thereafter, a student will be liable for:
   1. The non-refundable registration fee, plus
   2. The cost of any textbooks or supplies accepted by the student and are considered non-refundable, 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 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.

The following policy applies to students utilizing
The Department of Veterans Affairs/G.I. Bill
SAE Institute of Technology Atlanta will refund the unused portion of prepaid tuition and fees on a pro-rata basis. Any amount in excess of $10.00 for an enrollment or registration fee will also be pro-rated.

In the event that an applicant wishes to defer his or her enrollment, the school must be notified prior to the original class start date and the applicant will be required to pay the appropriate application fee.

A student who transfers to another class session after beginning instruction will be required to pay a $100 transfer fee.

**REFUND FOR TEXTBOOKS, LAPTOP, SOFTWARE AND MATERIALS**

Special order materials such as the computer, software, headphones, and audio interface are considered nonrefundable materials and will only be refunded if not accepted by the student or are returned to SAE in the unopened factory sealed packaging. Students will receive a full refund on any textbooks and/or materials not accepted by the student.

Textbooks are considered refundable only if they are returned to SAE in a condition that does not prevent them from being used by or sold to new students.
STUDIO AND LAB POLICIES

It is very important that students not only attend reserved studio / lab times, but also arrive on time or even a little early for preparation. In the audio business, scheduled studio time truly is a reflection of the old saying “time is money.” Being on time is a reflection of a proper and necessary work ethic. Therefore, failure to show up for reserved time does carry consequences.

NO FOOD OR DRINK IS ALLOWED IN ANY CLASSROOM 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.

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. They are located in designated areas and will be pointed out during orientation and again in the first week of class. Students may sign up for lab time up to 2 weeks in advance. Lab time is equally available to all students. If a student needs to cancel or change a lab time due to extenuating circumstances less than 48 hours before the scheduled booking, the changes must be made by a Lab Assistant. STUDENTS MUST NOT WRITE ON THESE STUDIO SIGN-UP SHEETS.

Requirements for the booking system are as follows:
- 24-hr online access to the system for booking labs through the internet
- Up to 2 weeks in advance - multiple bookings allowed
- 2 advance bookings per week, per lab; unlimited bookings per lab within a 24-hr timeframe
- Log in time for each individual exercise or lab is: 15 minutes before and 15 minutes after the scheduled time (“login” time corresponds to time held by booking computer)
- Missed labs or logging in after 15 minutes have elapsed, will result in being penalized with a 3 day cancellation of all scheduled labs and banning from all lab facilities
- The staff may, at its discretion, give the remaining time to another student waiting for or needing studio time
- Bookings can be deleted up to 48hrs before the scheduled lab by the student
- Labs cannot be deleted or canceled within 24hrs
- Staff, Lab Assistants or other students cannot login for the booked student. Students are responsible for their own login.
- All skills tests must be booked the week before the test

LAB SIGN-IN AND SIGN-OUT
When attending labs, students must sign in and out with the Lab Assistant on duty. It is the responsibility of the student to verify that he/she was signed in AND out. If a student does not verify that the on-duty Lab Assistant signed him/her in and out properly, their studio time will NOT be counted for lab attendance.

LAB HOURS
Students are required to complete a specified number of lab hours while attending SAE
Atlanta.
The breakdown of lab hours per semester is as follows:
- Full Time Students must complete an average of ten (10) hours per week for 36 weeks for a total of 360 lab hours.
- Part Time students must complete an average of five (5) hours per week for 72 weeks for a total of 360 lab hours.

**LAB HOUR REQUIREMENTS PER SEMESTER**
- Semester 1 - 90 hours
- Semester 2 - 180 hours
- Semester 3 - 270 hours
- Semester 4 - 360 hours

**SAE BOOKING SITE**
Students are required to log onto the Internet 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. 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.

**NO PAY FOR SESSIONS**
SAE Atlanta students **ARE NOT** permitted to receive pay at **ANY TIME** for sessions here at the facility. As an educational facility, we do not compete with the local recording industry, as we hope they will employ our graduates upon completion of the program. Any student who is caught advertising services performed in the SAE Atlanta studios, accepts payments for sessions at SAE Atlanta studios, or charges in any way for sessions at SAE is subject to immediate termination.

**STUDIO AND 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 normalizing the console, removing all patch cords, removing all trash, putting away manuals, etc. Students should allow enough time for breakdown and clean up at the conclusion of each session to allow for the prompt start of the next session.

**THE FOUNDATION ROOM – EDIT LAB**
Many of the labs and projects done in the school’s Foundation Area involve critical listening. Please be considerate of fellow classmates and keep conversation to a minimum.
Headphones must be used for private listening.

**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 a Lab Assistant 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 Lab Assistant on duty.

All media required for programs and courses will be provided by SAE in the cost of 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 materials 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 manual(s). If a manual is not in the lab area, ask a Lab Assistant. 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 Lab Assistant 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.

**COMPUTER USE**

It is very important to remember that computers are machines and can and will fail from time to time. Projects may be erased at any time. In addition, file management is extremely important when working on computers. Lab Assistants 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. Pay close attention to file management and proper saving procedures. Students should regularly save work not only to the computer's hard drive, but also to a removable storage medium, such as an external hard drive or CD. Furthermore, students should be aware that all student files are erased after the completion of each project to make room for the next group of students. If a student wishes to save these projects, they must save them to the appropriate media. SAE maintains a supply of CDs, and other media. Check with a Lab Assistant for availability of a specific type of media.

**MICROPHONES**

All microphones at SAE are locked in the school’s microphone closet. The Lab Assistants will sign out all microphones to students. Microphones 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 microphone(s), the student is responsible for the microphone(s), including
the cost of repair or replacement if damaged, until the Lab Assistant on duty signs them back in.

**GUEST MUSICIAN POLICIES**
The number of musicians allowed in any studio at one time is limited to three. If a session requires more than three musicians to be present at one time, students will need approval from a Lab Assistant or Instructor at least 24 hours in advance of the session. Request forms can be obtained from the Lab Assistant’s Office.

Guests must sign in upon entry to SAE Atlanta and show valid ID. Acceptable IDs include only government-issued identification, 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 making all guests aware of SAE policies and is responsible for all equipment and fixtures used 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, including the bringing of food and drinks into the studios. The student will be held accountable for any such actions and consequences. SAE is not liable for the theft of or damage to any student’s or guest musician’s personal equipment.

**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 find submission instructions in the Student Lab Manual for all lab projects.

Lab assignments that are submitted incorrectly or late will incur a 25-point grade reduction (i.e., a 100% would become a 75%). For assignments turned in more than one week late, the student will receive a grade of 0.
STUDENT SERVICES

CAREER DEVELOPMENT ASSISTANCE (Placement)
Beginning a career in the audio industry can often be difficult and competitive. Upon graduation, SAE will do its best to help prepare and guide graduates in their search for suitable employment. We will advise students regarding industry expectations and industry related information, as well as provide assistance with résumé preparation, personalized career advice and information on industry positions that the student may qualify for. SAE will work with students, not for them, to help them attain their goal of securing a position within the Audio Industry. Job Placement Assistance does not only encompass informing students of available opportunities, but also working to prepare them for their job search before graduation.

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. 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, Lab Assistants and administrative staff, which graduates are best qualified for the position. Additional job resources can be found on the SAE USA Alumni Association web site for graduates of SAE’s Degree and Diploma programs.

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

SAE does not provide placement services to any student who does not graduate from SAE regardless of academic standing (i.e., students who do not graduate because of financial or disciplinary reasons) Placement is provided on an individual basis and is dependent on availability.

SAE does not provide placement assistance for international students who are attending the program on an M-1 VISA. If you want to gain extended training time after graduating from the program you must apply for optional practical training (OPT) with your school's PDSO. This request must be submitted at least (90) days before the program ends. The extension will allow you to stay an additional 8 weeks for training.

STUDENT ADVISING AND TUTORING
All SAE faculty and staff are available to assist with student issues. Instructors are required to help with academic questions and problems. Lab Assistants are available at all times for assistance with equipment or technical procedures. Tutoring is made available by appointment with instructors, or can be scheduled for student groups by their class representatives at any time. The school administration is available to assist 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 (SAP),
excessive tardiness or absences, or failure to maintain financial obligations with the school. SAE does not provide personal counseling.

**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.

- Promove ([www.promove.com](http://www.promove.com))
- Craig’s List ([www.craigslist.org](http://www.craigslist.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.

**INTERNSHIPS**
SAE does not require an internship as part of its programs. However, at the discretion of the School Director, credits may be awarded for internships coordinated with the school. Credits can be applied only towards the award of the Associate of Science Degree in Audio Technology. The maximum number of credits that can be awarded through an internship is three (3) semester credit hours. Students enrolled in the Diploma course will not be awarded credits towards their studies. A Diploma student’s participation is voluntary and does not award credit towards their program. Participating in an internship does not change in anyway the student’s obligations to maintain “Good Standing” with the school.

**EXIT INTERVIEWS**
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 Student Services Department 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 for their skill level and knowledge base.
STAFF, FACULTY AND INTERNATIONAL ADVISORS

SAE/NAVITAS ADVISORY BOARD
Rod Jones – CEO Navitas
Bryce Houghton – CFO Navitas
Dr. Tom Misner - CEO & Founder
Romy Hawatt – Senior Executive

SAE SENIOR MANAGEMENT
Dr. Thomas Misner – CEO & Founder
Romy Hawatt - Senior Executive
Peter Brunskill - SAE Group Finance Director
Marco Bettelli - CEO Europe and North America
Prof. Zbys Klich - CEO UK and Global Director of Academic affairs
Joseph Anthonysz - CEO Australia and New Zealand

UNITED STATES OPERATIONS
Marco Bettelli - President (US) - New York, NY
Chris Davie - Vice President Operations (US) - Atlanta, GA
Udo Hoppenworth - Vice President Finance (US) - New York, NY

STAFF

ADMINISTRATION

Steve Dancz
Director
Bachelor of Music, University of Georgia

Steve has composed and conducted orchestral scores for T.V and motion pictures including numerous original scores for National Geographic and a recent film project, “Sacred Sites of the Dalai Lamas.” He has performed and/or recorded with many artists and has performed at the Montreaux Jazz Festival and the World Festival of Sacred Music at the request of His Holiness, the 14th Dalai Lama. After almost three decades of scoring film & television projects, and two decades on the faculty of the University of Georgia where he co-founded the Music Business Program and Directed the Jazz Studies Program, Steve has undertaken the directorship of SAE Institute’s Atlanta Campus.

Brandy Castle
Associate Director

Ms. Castle’s music industry experience developed from both the performance and recording facets. An accomplished vocalist, Ms. Castle spent two years at one of Nashville’s most prestigious recording studios, Ocean Way Recording. She developed and managed the
Student Services and Career Development departments at SAE Miami for four years prior to joining SAE Atlanta. Ms. Castle became the Associate Director of the Atlanta Campus in June of 2010.

**Felicia Chess**  
**Finance Aid Coordinator**

Ms. Chess joins us from Career Education Corporation where she worked in the area of financial aid for more than 7 years. Felicia has a passion for seeing incoming students achieve their dream of furthering their education and works to navigate them through the Financial Aid process. Additionally, Felicia works with Veterans to use their VA benefits to attend school after completing their service.

**Kaamilya Duling**  
**Finance Assistance Coordinator**

Ms. Duling began her career in education in 2004 as an Instructor at Shaw Temple Learning Academy. In addition to 7 years of student finance experience, Kaamilya believes that excellent communication skills and customer service are key to helping students and their families have a pleasant experience with her department.

**Brad McDonald**  
**Student Services Coordinator**

For over 20 years Brad has worked in the music business, with experience in recording, A&R, distribution, marketing and management. He started in wholesale and retail while enrolled in the Music Business program at Georgia State University, then went on to work for several independent labels and distributors including Ichiban Records. Brad started Daycare Management and Consulting in 2001, working primarily with indie acts and labels, including So So Def Sports, Redzone Entertainment and co-managing songwriter/artist Rico Love. In 2003 he helped form indie distributor IMD, charting two singles nationally and working with acclaimed artists and producers TI, Lil’ Jon, Rico Wade and others. In 2007 Brad co-wrote the first edition of the Music Business Toolbox with Bryan Calhoun for Label Management Systems and continues to consult for the company. Before coming to SAE, Brad worked for Milk Money Consulting, managing Milk Money’s stable of engineers, producers, songwriters and studios.

**Duane Copeland**  
**Admissions Representative**  
*Old Dominion University, Norfolk, VA*

Mr. Copeland began his career as an Admissions Representative in 2009. As an Admissions Representative, Mr. Copeland enjoys playing a vital role in helping students realize their potential within the program for which they are applying. As the Co-Owner of a music production company, he also has a sound knowledge of mixing, recording and mastering which will allow him to guide students on their journey in Music Education.

**Dawn Atkins**
Administrative Assistant
Bachelor of Science in Paralegal Studies, Mississippi University for Women
Ms. Atkins earned her B.S. in Paralegal Studies at Mississippi University for Women. She was on the Dean’s List and a member of the paralegal academic club Bench & Gavel. She enjoys spending her free time volunteering for such organizations as The Humane Society and The Georgia Equine Rescue League.

FACULTY

Joshua Grau
Director of Education
Master of Arts in Teaching, Florida Atlantic University
Bachelor of Arts in Music, Florida Atlantic University

Mr. Grau’s experience in the music and educational industry spans 25 years. He is an accomplished guitarist, whose work can be heard on numerous commercially released albums, earning him a certified gold record award. Prior to joining SAE Atlanta, Mr. Grau spearheaded the first Music Technology and Sound Engineering program for Miami-Dade Public Schools and for six years held the post of Academy Leader of Communication and Entertainment Technology. He then joined SAE Miami, where he has served as a top tier instructor. Mr. Grau has since relocated to SAE Atlanta and serves as the Director of Education and National Academic Coordinator.

Scott Kieklak
Audio Technology Course Coordinator
Associate of Science Degree, The Art Institute of Ft. Lauderdale

Mr. Kieklak began his career by earning an Associate of Science Degree from the Art Institute of Ft. Lauderdale. Upon graduation, the Hit Factory/Criteria Studio in Miami, Florida hired him. During his time at the Hit Factory, Mr. Kieklak’s clients included Beyoncé, Usher, Ludacris, Whitney Houston, Jennifer Lopez and Lil’ Kim to list a few. His efforts have earned him multiple certified gold and platinum record awards. He is a Voting Member of The Recording Academy and has served in a managerial role of several entrepreneurial recording studio business ventures.

Matt Hayes
Audio Technology Instructor
Bachelor of Arts in Business Administration, Florida International University
SAE Diploma, Audio Technology, SAE Miami

Mr. Hayes has served as an Audio Technology Instructor and Lab Assistant starting at SAE Miami and later transferring to Atlanta in 2008. He is a graduate of SAE Miami’s Audio Technology Program. His professional career has included sales and merchandising in one of Florida’s largest music stores. He is an accomplished musician fluent in numerous instruments and genres. In addition to teaching for SAE Atlanta, Mr. Hayes also works as a tracking and mixing engineer for many regional and national artists and produces music.

Wyatt Oates
Audio Instructor
Mr. Oates has been involved in music since childhood. He plays guitar and bass and has been a member of several bands while growing up. Wyatt earned an Associate of Science degree in Recording Arts from Full Sail University in 2004. He works at Tree Sound Studios as an engineer/producer and has been with them since graduation.

David Lopez
Audio Technology Instructor
SAE Diploma of Audio Technology, SAE Miami

Mr. Lopez began his career as a Drum Technician for Sol d’ Menta in Puerto Rico in 1995. In 2003, he enrolled in the SAE Miami Audio Technology Program. During his time as a student, he served as the student AES chapter president. After graduation, he was hired at Audio Vision Recording Studios in North Miami Beach as a staff engineer. Mr. Lopez has continuously nurtured his personal production business, which serves numerous facets of the audio industries.

Shawn Collins
Audio Instructor
Bachelor of Fine Arts: Audio Production, Art Institute of Atlanta

Mr. Collins has been a drummer and musician for many years. Just after earning his Bachelor’s degree in Audio Production from The Art Institute of Atlanta, he was hired at Tree Sound Recording Studios as an engineer. He presently continues to work freelance with Tree Sound Studios. Mr. Collins is the front of house engineer at Eddie’s Attic and also freelances at venues and clubs all over the Atlanta area.

Chris Tyler
Head Lab Assistant/Network Administrator
SAE Diploma, Audio Technology, SAE Nashville

Mr. Tyler served as the Head Lab Supervisor at SAE Nashville for five years prior to joining SAE Atlanta. During this time, he has also maintained a very active recording and production business as a freelance engineer. He has recorded and produced numerous local and regional album projects in various genres and formats. Mr. Tyler serves as the schools network specialist supporting all aspects of information technology and infrastructure.

Lamarr Miller
Lab Assistant
Bachelor of Science in Architecture, NY Institute of Technology
Associate of Science, Audio Technology, SAE Atlanta

Mr. Miller, a graduate of SAE Atlanta, made his start in the music industry as a vocalist in New York. After receiving his Architecture degree, he assisted in the design of in-home and commercial music studios. Mr. Miller did his audio engineering internship and worked at Tree Sound Studios assisting and recording Tree Leaf artists.
Lab Assistant

Bachelor of Arts in Film and Video, Georgia State University
SAE Diploma, Audio Technology, SAE Atlanta

After graduating from GSU, Harper worked on various short film and video projects while interning at Soapbox Studios. To get a more in depth technical education he decided to go to SAE, where he spent a whirlwind 18 months learning everything audio. Since then, he’s produced promo videos, wedding videos and short films, edited audio books and composed electronic music.

NOTE: SCHOOL FACULTY AND STAFF ARE SUBJECT TO CHANGE BASED ON THE NEEDS OF THE INSTITUTION.

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