2010 SCHOOL CATALOG

SAE Miami
16051 West Dixie Highway
Suite 200
North Miami Beach, FL 33160
(305) 944-7494
1-(877) 27-AUDIO
# CATALOG TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>Authorization and Licenses</td>
<td>4</td>
</tr>
<tr>
<td>Disclosure Statement</td>
<td>4</td>
</tr>
<tr>
<td>Ownership and Control</td>
<td>4</td>
</tr>
<tr>
<td>A Welcome from Our President and Founder</td>
<td>4</td>
</tr>
<tr>
<td>The Philosophy of SAE</td>
<td>4</td>
</tr>
<tr>
<td>The History of SAE</td>
<td>5</td>
</tr>
<tr>
<td>NonDiscrimination Policy</td>
<td>5</td>
</tr>
<tr>
<td>Drug Free Workplace and School Material</td>
<td>5</td>
</tr>
<tr>
<td>Supplements and Attachments to Catalog</td>
<td>5</td>
</tr>
<tr>
<td>ADMISSIONS</td>
<td>6</td>
</tr>
<tr>
<td>Admission for International Students</td>
<td>7</td>
</tr>
<tr>
<td>School Tours</td>
<td>7</td>
</tr>
<tr>
<td>Learning Differences</td>
<td>8</td>
</tr>
<tr>
<td>Credit for Prior Learning</td>
<td>8</td>
</tr>
<tr>
<td>Readmission</td>
<td>8</td>
</tr>
<tr>
<td>SAE Transfers</td>
<td>8</td>
</tr>
<tr>
<td>Transfers Outside the SAE System</td>
<td>9</td>
</tr>
<tr>
<td>SCHEDULE OF CLASSES</td>
<td>10</td>
</tr>
<tr>
<td>Holiday Schedule</td>
<td>11</td>
</tr>
<tr>
<td>Bad Weather Policy and Emergency Procedures</td>
<td>11</td>
</tr>
<tr>
<td>CAMPUS FACILITIES AND EQUIPMENT</td>
<td>13</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>13</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>13</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>14</td>
</tr>
<tr>
<td>Cell Phone Policy</td>
<td>14</td>
</tr>
<tr>
<td>Phone Calls</td>
<td>14</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>14</td>
</tr>
<tr>
<td>Appropriate Attire</td>
<td>14</td>
</tr>
<tr>
<td>Institution Security</td>
<td>14</td>
</tr>
<tr>
<td>SAE Resource Center</td>
<td>14</td>
</tr>
<tr>
<td>Photography, Video, and Audio Taping</td>
<td>14</td>
</tr>
<tr>
<td>PROGRAMS AND PROGRAM DESCRIPTIONS</td>
<td>15</td>
</tr>
<tr>
<td>Course Numbering System</td>
<td>15</td>
</tr>
<tr>
<td>Audio Technology Program (900 Clock Hours)</td>
<td>15</td>
</tr>
<tr>
<td>Audio Technology Program Module Descriptions (900 Clock Hours)</td>
<td>15</td>
</tr>
<tr>
<td>Audio Technology Workshop Component</td>
<td>18</td>
</tr>
<tr>
<td>Audio Technology Practical Component</td>
<td>18</td>
</tr>
</tbody>
</table>
ADDITIONAL COSTS .......................................................................................................................... 36

REFUND POLICY ................................................................................................................................. 37
REFUND ON THIRD PARTY FEES ....................................................................................................... 37
REFUND ON TEXTBOOKS AND /OR MATERIALS ............................................................................... 37
REFUND ON TUITION AND REGISTRATION FEE ............................................................................. 37

STUDIO AND LAB POLICIES .............................................................................................................. 38
RESERVING STUDIO AND LAB TIME ............................................................................................... 38
SIGN-IN AND SIGN-OUT SHEETS ...................................................................................................... 38
USE OF EQUIPMENT AND MATERIAL ............................................................................................... 38
STUDENT GUEST POLICIES .............................................................................................................. 39
LAB ATTENDANCE ............................................................................................................................ 39
COMPLETED LAB ASSIGNMENTS .................................................................................................... 39
SKILLS TESTS ...................................................................................................................................... 39
STUDIO AND LAB PROCEDURES ...................................................................................................... 40
PROJECTS AT HOME .......................................................................................................................... 40
COMPUTER USE ............................................................................................................................... 40
MICROPHONE POLICY ..................................................................................................................... 40
SOLDERING .......................................................................................................................................... 40
OPEN AREA – STUDENT LAB .............................................................................................................. 41
MANUALS ............................................................................................................................................. 41

STUDENT SERVICES .......................................................................................................................... 42
STUDENT HOUSING ............................................................................................................................ 42
STUDENT ADVISING ........................................................................................................................... 42
INTERNSHIPS ....................................................................................................................................... 42
EXIT INTERVIEWS ............................................................................................................................... 42
PLACEMENT .......................................................................................................................................... 42
CAREER OPPORTUNITIES .................................................................................................................... 43

FACULTY, STAFF, AND INTERNATIONAL ADVISORS ........................................................................ 44
INTERNATIONAL ADVISORS ............................................................................................................. 44
SCHOOL FACULTY AND STAFF (MIAMI) ............................................................................................ 44
ADMINISTRATION ............................................................................................................................... 44
LAB SUPERVISORS .............................................................................................................................. 45
FACULTY ................................................................................................................................................. 45
GENERAL INFORMATION
AUTHORIZATIONS AND LICENSES

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

DISCLOSURE STATEMENT

All prospective and enrolled students should read this Catalog for factual information regarding SAE Institute.

OWNERSHIP AND CONTROL

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

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

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, state-of-the-art equipment, and a complete package of courses. Above all, our graduates have the large international network of SAE Institutes 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 PHILOSOPHY OF SAE

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

THE HISTORY OF SAE

SAE was founded by Tom Misner in 1976 in Sydney, Australia, as a school that specialized in audio engineering instruction and emphasized a balanced curriculum featuring both a theoretical and practical approach. By 1984, Dr. Misner opened five more schools in Australia, and in 1985 established SAE London, the first overseas institute and first pro-audio school in the United Kingdom.

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

SAE has 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. SAE continues to expand in the US with currently six schools. For a more detailed description of the history of SAE and locations, 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.

SUPPLEMENTATIONS 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 is open to any high school graduate or GED recipient who is seriously interested in the fields of professional audio, digital gaming and digital video industries. No previous experience is required.

Prospective students may enroll in person or by mail. Those enrolling in person may come by the school campus of choice during regular office hours (9 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.

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

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 registration fee in the event of cancellation of the application and/or enrollment agreement.

ADMISSION FOR INTERNATIONAL STUDENTS

SAE Miami 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 will be 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 enjoy 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.sae.edu>.

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

CREDIT FOR PRIOR LEARNING
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.

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 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 $50.00
application fee for any new enrollment. A new contract will be signed at the time of
readmission.

Students who have completed a Diploma at SAE and wish to continue their studies in another
program within a year of graduation do not need to reapply for admission to the school, but
must complete a new enrollment agreement for the additional program of study in the
Administration Office.

Any readmission is contingent upon availability in the requested class session.

SAE TRANSFERS
Transfers are possible between any SAE campuses. Students desiring to transfer to a different
SAE campus should work with the local school’s Student Services Department 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. Fees paid to date will be credited to the student at the new location. 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. Check
with the administrative office of both SAE campuses to assist in transfer arrangements.

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 and all subsequent start dates.
TRANSFERS OUTSIDE THE SAE SYSTEM
SAE is a special purpose institution. Its goal is to train students in the field of audio technology or multimedia production and prepare them for an entry-level job in the audio or multimedia industry. Students should be aware that transfer of course credit is always at the discretion of the receiving institution. Any student interested in transferring credit should check with the receiving institution directly to determine to what extent, if any, courses or hours can be transferred.

Because SAE is a worldwide training institute, students do have other educational opportunities abroad. SAE graduates that are planning to work, travel or study outside of the United States should check SAE’s website at www.sae.edu to look at “educational partners” for additional training and degree opportunities.

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

Students enter the school and move through the entire program as a group from start to finish in the prescribed series of modules. This is referred to as a “lockstep” program. The only exception to the lockstep approach is for a student 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 - 900 CLOCK HOURS (FULL TIME SCHEDULE)
9 MONTHS (25 hours per week for 36 weeks)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2010</td>
<td>October 2, 2010</td>
</tr>
<tr>
<td>April 5, 2010</td>
<td>December 18, 2010</td>
</tr>
<tr>
<td>July 5, 2010</td>
<td>April 9, 2011</td>
</tr>
<tr>
<td>September 27, 2010</td>
<td>July 2, 2011</td>
</tr>
</tbody>
</table>

AUDIO TECHNOLOGY PROGRAM - 900 CLOCK HOURS (PART TIME SCHEDULE)
18 MONTHS (12.5 hours per week for 72 weeks)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11, 2010</td>
<td>October 22, 2011</td>
</tr>
<tr>
<td>October 25, 2010</td>
<td>April 21, 2012</td>
</tr>
</tbody>
</table>

DIGITAL FILM MAKING PROGRAM - 900 CLOCK HOURS (FULL TIME SCHEDULE)
9 MONTHS (25 hours per week for 36 weeks)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected End Date</th>
</tr>
</thead>
</table>
| TBA

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.

Seminars and Workshops
SAE endeavors to expose students to industry professionals, manufacturers of related equipment and other members of the industry who can often only commit at short notice. In addition to regularly scheduled classes SAE therefore offers students Seminars and Workshops outside of the regular class times. Typically such events are held on Fridays and may be announced at relatively short notice.

HOLIDAY SCHEDULE
SAE Miami 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
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 Miami campus.

BAD WEATHER POLICY AND EMERGENCY PROCEDURES
SAE will normally remain open as scheduled regardless of weather conditions. However, should prevailing hazardous conditions such as a hurricane or a severe storm indicate that the school should be closed for the day, or part of the day, radio and television stations will be so notified for broadcast. Please monitor these television and radio stations when weather conditions are severe prior to calling the school. Normally during severe weather conditions radio and television stations carry information on closings or late openings.
As in the case of incidents of bad weather, if any emergency conditions in North Miami Beach and/or the Miami area indicate that the school should be closed for the day, or part of the day, radio and television stations will be so notified, as above.

Keep in mind that relative hazards may vary within our service area and that the decision to be open or closed will relate to general prevailing conditions. Even if during inclement weather or an emergency situation SAE remains “open,” students 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, Miami, is located at:

16051 West Dixie Highway  
2nd Floor  
North Miami Beach, FL 33160

tel: 305.944.7494  
fax: 305.944.6659  
email: saemiami@saedu.edu  
web: miami.sae.edu

The Miami SAE campus is located conveniently between Miami and Ft. Lauderdale in North Miami Beach. The Institute occupies a modern, 13,000 square foot air-conditioned facility, and is convenient to all major bus routes. The facility includes student classrooms, a computer laboratory, and fully equipped studios with industry-standard equipment: including SSL 4048G console, Digidesign Icon D-Control, Yamaha 02R96v2 digital console, ProTools HD and LE hard disk systems, multitrack recorders, audio monitoring by Mackie, KRK and JBL complimented by a large variety of outboard equipment and microphones.

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 Miami’s normal hours of operation are 10:00am to 10:00pm, Monday through Saturday. Any additional or changed lab or class hours will be discussed at orientation and posted on the student bulletin boards.

Administrative offices are open from 9:00am to 5:00pm, 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 MIAMI campus are used for posting of student information and notices. Each class has a designated area on these boards and any updates on due dates, project information, test schedules, and any other important student information will be posted here. Students are responsible for all such information posted and should check the boards regularly.

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

Bulletin boards that are designated public or student bulletin boards are intended for students, faculty, and staff. Informational materials may be posted on these bulletin boards (such as roommate information or items for sale), but must be approved by an SAE staff member. Materials may not be posted on walls, exterior doors, chairs, utility poles, 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 do smoke must do so in designated areas and are required to be sure that all cigarettes are properly extinguished.

**CELL PHONE POLICY**
The use of cell phones or pagers is prohibited during class and lab hours. Please turn off all such items 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 Administration Office or at the Front Desk. Any found item should be turned in to the front desk or to an SAE staff member. If the item is unclaimed, it will be deposed of after 30 days.

**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. Currently, SAE does not participate in Title IV loan programs and thus does not maintain or file such statistical reports; however, the school Director will discuss any safety concerns with students or parents if and when such problems arise.

**SAE RESOURCE CENTER**
The Resource Center functions as the school’s library/learning 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.

**PHOTOGRAPHY, VIDEO, AND AUDIO TAPING**
Photography or video taping within the facilities is permitted only with expressed permission of the Director. Audio taping of class lectures may be allowed with expressed permission of the class’ instructor and/or Director. Posting of Audio or Video recording of SAE’s curriculum is strictly prohibited and subject to disciplinary action.
PROGRAMS AND PROGRAM DESCRIPTIONS

COURSE NUMBERING SYSTEM
SAE's course numbering system uses a 9 digit system using an alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

AUDIO TECHNOLOGY PROGRAM  (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 audio and music business, covering topics such as contracts, session budgeting, financial basics of the audio industry, copyright, and artistic sides of the music business.

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

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

The Audio Technology (AT) program incorporates four (4) modules. Each module 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 module title, while the Practical (Studio/Lab) component provides progressively challenging real world experience.

AUDIO TECHNOLOGY PROGRAM MODULE DESCRIPTIONS  (900 CLOCK HOURS)

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

175 Clock Hours

No prerequisite

This module introduces the student to the recording process, the fundamental nature of sound, the human ear and hearing, and the basic principles of electronics and music theory as they apply to the field of audio engineering. This includes introduction to basic equipment operating procedures, signal flow, computer fundamentals, and MIDI sequencing. As the module continues, more defined basics will be discussed. The nature of effects and effects processors, microphone theory, and microphone techniques will be explored.

Module 1  Introduction to Audio Technology

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

STUDIO EQUIPMENT AND PRACTICAL APPLICATIONS

201 Clock Hours

Prerequisite: Introduction to Audio Technology

This module begins with the theory and practice of operating recording consoles. Mixdown and recording techniques, enhanced signal flow, and stereo microphone techniques will be discussed. Theory and practice with the role of the computer in audio engineering will be introduced to the student through advanced operation of digital audio, sequencing, conversion, MIDI theory, and DAW operation. Theory in designing, rigging, and operating a sound system for a live performance will investigate the concepts behind loudspeakers, cables and connectors, the sound system, and troubleshooting.

Module 2  Studio Equipment and Practical Applications

9  Analog 8 Bus  2 week(s)
10  Stereo Microphone Techniques  1 week(s)
11  Advanced Sequencing  1 week(s)
12  Logic  1 week(s)
13  Sampling  1 week(s)
14  Loud Speakers & Amps  1 week(s)
15  Live Sound  1 week(s)
16  Yamaha O2R  1 week(s)

Midterm Theory Exam
Students will be taking a closer look at a few industry standard digital workstations and how they are used in an audio engineering environment. As well, the role of the assistant engineer in commercial recording and how to create a successful career path will be discussed. Theory of enhanced signal flow through large format consoles will be followed by practical application of recording and mixing techniques, proper microphone techniques, proper documentation, proper planning and setup of recording sessions, audio console operation, and the mastering process. Students will have access to real world studio environments during this module.

Module 3  Advanced Record Engineering and Production I

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Hard Disk Recording</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Pro Tools</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Mastering</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Studio Budgeting/Session Procedures</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Advanced Signal Flow (SSL)</td>
<td>2</td>
</tr>
<tr>
<td>22</td>
<td>Sync</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>Advanced Signal Flow (Digidesign ICON)</td>
<td>2</td>
</tr>
</tbody>
</table>

AT III Advanced Record Engineering and Production I
Lecture hours 126  Workshop 9  Studio/lab 110  Total 245hrs

ADVANCED RECORD ENGINEERING AND PRODUCTION II  AT 104
265 Clock Hours
Prerequisite: Advanced Record Engineering and Production I
Theory and practice continues in recording session procedures, advanced mix down, and production techniques. More specialized topics include the realm of acoustic principles and design, studio building budgets, and creation/understanding of acoustic materials. The business of music shows each student the role of industry professionals in audio through marketing and advertising, contract agreements, copyright and publishing, client expectations, self-promotion, and effective interview and resume strategies. The future of the audio industry is explored through sound for film, surround sound, and multimedia development and distribution.

Module 4  Advanced Record Engineering and Production II

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Sound for Picture</td>
<td>1</td>
</tr>
<tr>
<td>25</td>
<td>Surround Sound</td>
<td>1</td>
</tr>
<tr>
<td>26</td>
<td>Advanced ProTools</td>
<td>1</td>
</tr>
<tr>
<td>27</td>
<td>Multimedia</td>
<td>1</td>
</tr>
<tr>
<td>28</td>
<td>Acoustics</td>
<td>1</td>
</tr>
<tr>
<td>29</td>
<td>Advanced Mixing</td>
<td>1</td>
</tr>
<tr>
<td>30</td>
<td>Music Business</td>
<td>1</td>
</tr>
<tr>
<td>31</td>
<td>Broadcast Engineering</td>
<td>1</td>
</tr>
<tr>
<td>32</td>
<td>Advanced Electronics</td>
<td>1</td>
</tr>
</tbody>
</table>

AT IV Advanced Record Engineering and Production II
Lecture hours 126  Workshop 9  Studio/lab 130  Total 265hrs

Final Theory Exam, Final Practical Exam, Final Pro Tools Exam
AUDIO TECHNOLOGY WORKSHOP COMPONENT
The Audio Technology program includes 36 hours or workshops into the program. This amounts to 9 hours of workshops during each module. 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 PRACTICAL COMPONENT
All students in the Audio Technology Program will work through a sequence of studio/lab projects. The project start and due dates are posted on the student bulletin boards and in the Student Lab Book, and each project is graded upon completion.

AUDIO TECHNOLOGY FINAL PRACTICAL EXAM
All students must have met all academic requirements including the completion of an exit interview and financial obligations before taking the final practical exam, and will be required to fill out an application form prior to taking the final exam. Upon the date of the final exam application, the student’s projected G.P.A. must be at least a 2.0. Any students who will not be able to achieve a final cumulative G.P.A. of the required 2.0 (based on remaining outstanding grades) or who have outstanding tuition or fees will not be able to take the final practical exam.

The final practical exam is a Pass/Fail exam. Students must obtain a 70% grade or higher on the final practical exam in order to pass and meet graduation requirements. Those students who do not meet this minimum requirement and who are in good standing may re-take the final practical exam once. This re-take would be scheduled with the next available final exam group (i.e., the next graduating class). NOTE FOR INTERNATIONAL STUDENTS: Visa restrictions may affect an international student’s ability to retake the final exam. In most cases, international students will need to re-enroll for additional program work if they wish to return at a later date to re-take the final practical exam. Please see the Administration or Director’s Office for additional information regarding final requirements.

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.)

1. Logic Pro 8 Power Orren Merton, Cengage Learning, 2009
2. Modern Recording Techniques Huber and Rubenstein, Focal Press, 2005
5. Midi Power Robert Guin, Thompson, 2006
8. All You Need To Know About The Music Business Jeffrey & Todd Brabec, Focal Press, 2006
DIGITAL FILM MAKING PROGRAM (900 CLOCK HOURS)

This program leads to the award of a Diploma in Digital Film Making. Intensive practical and theoretical training give students a solid grounding in all aspects of film making, editing and the post-production industry in order to provide the skills necessary for today's successful videographers, editors and digital compositors. Students attending this program will learn both the technical and creative sides of the film production process, and will be expected to complete a number of projects throughout the program. In addition, the student will learn fundamentals of non-linear video editing and compositing, development business practices, covering topics such as production pipelines, development budgeting, intellectual property copyright, non-disclosure agreements, and industry development in relation to future technology development.

PROGRAM OBJECTIVES: The program is designed to train students for entry level positions in video production environments in the areas of commercial shoots, production, editing and visual fx creation in the film and entertainment industry.

JOB DESCRIPTION: The graduate will be prepared to enter the video and film industry or wider interactive entertainment business as an effective professional in a number of entry level roles in digital compositing, green screen FX, and non-linear video editing, as well as project asset management and entry level positions at visual FX houses, rotoscoping facilities, non-linear editing position and other related interactive entertainment businesses.

The Digital Film Making (DFM) program incorporates four modules. Each module is nine 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 module title, while the Practical (Lab) component provides progressively challenging real world experience.

DIGITAL FILM MAKING PROGRAM MODULE DESCRIPTIONS (900 CLOCK HOURS)

All students in the Digital Film Making program will work through the following lecture sequence. Full time classes will be held Monday through Thursday, from 10:00am to 1:30pm (morning), or 2:00pm to 5:30pm (afternoon), with a 30-minute break. Part time classes will be held 2 evenings a week (Monday/Wednesday or Tuesday/Thursday), from 6:00pm to 9:30pm, with a 30-minute break. The following schedule represents the module time frame for the full time class; the part time module lengths are doubled.
INTRODUCTION TO SCREEN PLAY, FILM MAKING AND POST PRODUCTION WORKFLOWS (DFM 101)
200 Clock Hours
No prerequisite

Module 1: Introduction to Screen play, Film Making and Post Production Workflows
Students are introduced to the fundamentals of the film making process from existing styles and genres over script analysis and storyboarding to basic camera operation and Adobe Photoshop for graphics manipulation and post production.

1 Industry Overview / Computer Basics 1 week(s)
2 Practical Shoot / Post Overview 1 week(s)
3 Drawing / Storyboarding / Shoot Planning 1 week(s)
4 Adobe Photoshop 3 week(s)
5 Film History & Analysis 2 week(s)
6 Camera Techniques 1 week(s)

DP I INTRODUCTION TO SCREEN PLAY, FILM MAKING AND POST PRODUCTION WORKFLOWS
Lecture hours 126 Workshop 6 lab 68 Total 200 hrs

INTRO TO NON-LINEAR EDITING & PRACTICAL PRODUCTION TECHNIQUES (DFM 102)
225 Clock Hours
Prerequisite: Module Exam 1

Module 2: Non linear Editing and Practical Production Techniques
In addition to new studies, Students are confronted with an intensive in class practical project, which is designed to put into practical implementation many of the topics that they were introduced to in the previous module. Students will work together and individually to shoot an overall promotional advertisement working from a simulated client brief. Students will learn on-set basic lighting techniques working with various lighting systems.
Students are also introduced to key theories, concepts, and methodologies of editing using non-linear video editors such as Final Cut Pro. Post production elements such as titling and sound production considerations are also introduced.

7 Non-Linear Editing with FCP 3 week(s)
8 Advanced NLE Editing w/ Final Cut Pro 2 week(s)
9 Lighting Techniques 1 week(s)
10 Titling with LiveType 1 week(s)
11 Live Sound / Boom / Soundtrack Pro 2 week(s)

DP II INTRO TO NON-LINEAR EDITING AND PRACTICAL PRODUCTION TECHNIQUES
Lecture hours 126 Workshop 6 lab 93 Total 225hrs

Midterm Theory Exam
COMPOSITING AND MOTION GRAPHICS (DFM 103)
225 Clock Hours
Prerequisite: Module Exam 2

Module 3: Compositing and Motion Graphics
Students are introduced to video compositing techniques and advanced aspects of camera work and screen production. The module introduces green screen techniques and lighting as well as an insight into entry-level positions in video post production.

12  Basic Compositing with After FX  3 week(s)
13  Advanced Camera Techniques  1 week(s)
14  Screen Direction  1 week(s)
15  Assistant Editor Week  1 week(s)
16  Chroma Key Lighting / Staging  1 week(s)
17  Camera for Chroma Key  1 week(s)
18  Portable Green Screen  1 week(s)

DP III  COMPOSITING AND MOTION GRAPHICS
Lecture hours 126  Workshop 6  lab 93  Total 225hrs

ADVANCED PRODUCTION AND DISTRIBUTION (DFM 104)
250 Clock Hours
Prerequisite: Module Exam 3

Module 4: Advanced Production and Distribution
This module builds on the green screen techniques introduced previously. Primary and secondary color correction, DVD authoring and additional compositing techniques are covered. Students build their portfolio and learn techniques for successfully managing their careers.

19  Chroma Key / Green Screen  2 week(s)
20  Apple Color  1 week(s)
21  Compositing w/ Apple Shake  2 week(s)
22  DVD Studio Pro  1 week(s)
23  Portfolio (EPK) & Online Delivery  1 week(s)
24  Self Promotion / Budgeting / Permits / Legal  1 week(s)
25  Exit Interviews / Present Projects  1 week(s)

DP IV  ADVANCED PRODUCTION AND DISTRIBUTION
Lecture hours 126  Workshop 6  lab 118  Total 250hrs

Final Theory Exam, Final Practical Project Submission
DIGITAL FILM MAKING WORKSHOP COMPONENT
The Digital Film Making Program includes 36 hours or workshops into the program. This amounts to 9 hours of workshops during each module. 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.

DIGITAL FILM MAKING PRACTICAL COMPONENT
All students in the Digital Film Making Program will work through a sequence of studio/lab projects. The project start and due dates are posted on the student bulletin boards and in the Student Lab Book, and each project is graded upon completion.

DIGITAL FILM MAKING 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.)

1. The Guerrilla Film Makers Movie Blueprint (Chris Jones, Continuum Intern. Publishing Grp, 2003)
2. Screencraft/Screenwriting (Ceclan McGrath, Rotovision, 2002)
3. ProTools for Video, Film, and Multimedia (Ashley Sheperd)
5. After FX 7- Hands on Training (Lynda Weinman, Peachpit press, 2006)
6. After Effects and Photoshop Animation for Production Effects for DV and Film (Jeff Foster, Sybex, 2006)
7. Motion Graphics: Graphic Design For Broadcast and Film (Steve Curran, Rockport Publishers, 2001)
8. Film Futures in the Digital Age (Matt Hanson, Rotovision, 2004)
ACADEMIC POLICIES

CLASSES AND INSTRUCTIONAL HOUR DEFINITION
Each instructional hour is equal to fifty-two minutes of classroom instruction. To provide the best possible learning experience, theory classes are limited in size. Studio time is scheduled on an individual basis, and is supervised by a qualified staff member.

PROGRAMS, MODULES, AND SUBJECT UNITS
In order to partition each of the full continuous programs into meaningful progressive steps, SAE has divided each of the programs into modules. Each module encompasses at least one complete subject area. Each module is comprised of subject units (skill and theory components of the course). Each unit and module progressively builds skills toward the completion of educational and technical skills goals for the program of choice.

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 module is SAE’s “educational term.”

The Audio Technology Program (ATP) and Digital Post-Production Program (DPP) are divided into 4 modules. The total length of the program is 36 weeks for a full time student or 72 weeks for a part time student.

GRADES
Letter grades are awarded for each module completed. Grades are issued/posted within ten days after the completion of each module. The module’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>Percentage</th>
<th>Letter Grade</th>
<th>GPA pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>3.0 – 3.9</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C</td>
<td>2.0 – 2.9</td>
</tr>
<tr>
<td>Poor</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Failing</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Pass (final practical exam)</td>
<td>P</td>
<td>(pass level on comprehensive is 70% or better)</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>Withdraw/Passing</td>
<td>WP</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 module, 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 the student is given a grade of I and given an opportunity to complete the work. A student who has received an incomplete grade must complete all necessary work within ten (10) days or a grade of F is given in that module. Students who complete all outstanding work will have the I grade converted to a letter grade.
CALCULATION OF GRADE POINT AVERAGE (GPA)
Because SAE gives emphasis to hands-on training in its programs, theory grades and practical grades are given different weights in calculating the module grade. Each test and project grade in the module may be individually weighted. In calculating the student’s module grade the theory exams within the module (all course written exams) are weighted at 50% of the total grade and practical studio/lab projects are weighted at 50% of the total grade. The calculation of the theory number grades, weighted at 50% and the practical projects at 50% yields the module’s numeric grade.

Taking the numeric value of the grade awarded for the module and averaging that numeric grade value with ensuing module grades calculates the student’s Cumulative Grade Point Average (CGPA). For purposes of academic satisfactory progress, the GPA is reviewed after each module and then cumulatively.

Each grade within the module is individually weighted. Overall theory and practical grades have an equal weight in the final grade average. At least 25% of the credits or hours required for completion of a program must be earned through instruction taken at the institution awarding the credential. The components of these overall grades are weighted as shown below:
SATISFACTORY PROGRESS POLICY
Satisfactory Progress is the measurement of the student’s satisfactory academic performance within the educational goals while moving through the program in time with the group of enrollment. SAE requires that all students demonstrate that they are making orderly progress toward the completion of their program.

For a student attending SAE Institute of Technology to remain in good standing, a student must maintain satisfactory progress according to the following standards:

Quality:
A student must maintain a 70% or better grade average.

Maximum Time Frame:
A student must satisfactorily complete his/her program within 1 and 1/2 times of the program length. If a student cannot complete the training within the maximum time frame, the student will be terminated from the program.

Completion Rate:
A student must satisfactorily complete 80% of all clock hours offered.

Reviews:
Grades and attendance are reviewed continually at the end of each module.

Academic Disciplinary Action - Probation and Suspension:
If a student has less than the required Cumulative Grade Point Average (CGPA) of 2.0 (70%) average or a Cumulative Attendance (CAA) of 80% or lower, the student is then placed on Probation. The student will remain on probation through the ensuing module. During the period of probation, the administrative staff will monitor the student’s progress and advise as necessary to assist the student. If, at the completion of the next module, the student’s CGPA is not 2.0 or above or CAA is not 80% or above, the student may be dismissed from the program.

The school reserves the right to terminate a student prior to completion of the program upon its determination that a student is not complying with school rules, is not attending class regularly, is not paying tuition, is not making satisfactory progress, or is not adapted to the field of study.

Reinstatement:
Once dismissed from the program a student may reapply for admission to the program for re-entrance as a new student with a new lockstep group. 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. Re-admission and advanced standing (if any) is at the discretion of the Director and Student Services Manager and are handled on a case by case basis. It is contingent upon class availability.

Special Grading Procedures:
A module 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 module. The student must complete and submit the required course work to the instructor within 10 days from the end of the module. If the course requirements are not satisfied within the deadline, the grade of I will be converted to a grade of F. The school does not offer non-credit remedial work.
A student withdrawing from the program during the first week of any given module will not receive any penalty for that withdrawal. A student withdrawing from the program during the first week of any module will be given a W grade. A W grade will be counted toward completion, but will have no impact on satisfactory progress.

**Appeal:**
A student who feels that progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the school Director within two weeks of being notified. A mitigating circumstance is a situation beyond your control (i.e. – illness, accident, or trauma).

Documentation of the situation must be provided. The school director will make the final decision within a two-week period of receipt of the appeal.

**Reinstatement of Satisfactory Progress:**
A student will be judged as making satisfactory progress if an appeal is won or the student meets the above standard.

**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 the instructor. Students who repeat a module or program are required to submit all new work for class work and assignments.

**Retaking Exams and Projects**
In all programs, students who fail written exams will not be allowed to retake the exam unless, in the opinion of the instructor, there is a significant and unusual circumstance beyond the student’s control that directly affected the exam grade (i.e., death of an immediate family member or illness the day of the exam. Support documentation required). In such a case the student must verify the circumstance with the Student Services Coordinator and request a retake from his or her instructor.

**Good Standing**
“Good Standing” is a reference to the on-going status of a student who
- is making Satisfactory Academic Progress;
- is meeting attendance requirements;
- has no adverse disciplinary action;
- is current with tuition and fee payments and;
- has met 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 administrative staff. Appropriate academic disciplinary action may result.

**Graduation Requirements**
To complete requirements for graduation and receive a SAE diploma students must have:
- a Cumulative Grade Point Average (CGPA) of 2.0 (C, 70%) or better;
- attended at least eighty percent (80%) of the total hours in the program;
- completed a mandatory exit interview
- met all financial obligations to the school;
- passed the final comprehensive practical exam (pass/fail exam) with a score of 70% or better.
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 a Diploma in the program of study.

Students that have met all requirements but not passed the final comprehensive practical exam at the end of the program will be given a student transcript and recorded as a “completer” but not issued the SAE Diploma as a graduate of the program.

Students who fail the final comprehensive practical exam will be allowed one re-test. Students who fail the final practical both times may reapply to the program (advanced standing will be determined) in an attempt to successfully complete the program and receive the Diploma.

**ATTENDANCE POLICIES**

**ATTENDANCE**

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

If one must be absent, he/she should notify the instructor or have someone notify the institute with the reason for the absence. The school will determine if the absence is excused or unexcused. An excused absence is an illness, death, act of nature, or an unseen emergency. If possible, the student should bring documentation that will be filed in the student’s record.

Excessive absence, tardiness, and leaving class early may lead to lower grades due to missed information. Students are responsible for making up all work missed during any absences. Any anticipated absence should be cleared with the instructor in advance so that reading assignments and any materials can be given.

**CLASS ATTENDANCE**

Any student arriving late but within the first five minutes of class or leaving during the final five minutes before a class has finished, shall be marked “Late” and lose one full class hour of attendance credit. A student reporting to class more than five minutes after it has begun, or leaving more than five minutes before it has concluded, shall be marked absent for two full hours of class. This system is used for each discrete hour in a multi-hour class. Non-attendance does not release a student from tuition payment obligations or completing course work for that time period.

**LAB ATTENDANCE**

Students are encouraged to gain as much practical experience as possible. Subject to the availability of facilities, a student may schedule as much studio time as possible. However, all students must be given equal opportunity to use facilities to complete projects. Students can book Studio and Foundation Lab sessions each week during operating hours outside of their scheduled class time. Practical assignments must be completed within specified deadlines. Students who have completed their assignments may schedule Studio and Foundation Lab time for their own personal projects provided that the studio time is available.
It is very important for students to not only attend scheduled labs, but also to be punctual. Not using reserved studio/lab time not only affects the student's grades and attendance, but also denies others the opportunity to use our facilities. Therefore, failure to show up for reserved lab time incurs the following penalties:

If a student does not arrive for their scheduled lab within 15 minutes of the scheduled time, they are considered absent for that lab and will be penalized by a cancellation of all lab times for the next 3 days and banning from all practical labs for the same 7 days. If a student needs to cancel a lab time, a 24-hour notice is required. The 24-hour notice allows other students an opportunity to use the time.

When attending labs, students must sign in and out with an on duty member of the Supervisor staff. If a student does not get signed in or out properly, their studio time will not be counted. The responsibility of signing in and out for labs lies with the student and NOT the on duty Supervisor. Each student must verify that this Supervisor has properly signed him/her in and out. Please see the Studio Policies section of this Catalog for additional information.

MAKE-UP TIME
For students in good standing, making satisfactory academic progress, but who missed more than 20% of the overall attendance for scheduled program hours (because of an emergency, approved Leave of Absence (LOA) or other excused absences), SAE will provide the opportunity for make-up work to remedy deficient hours. Make-up work is assigned by the instructor and must be completed by the end of the module. There is no additional charge for make-up work.

MAKE-UP EXAMS
Students that have missed a theory or practical exam due to an excused absence or emergency verified by the SAE staff (specifically the Student Services Coordinator) will be allowed to make up that exam. The student must provide some form of acceptable documentation accompanying the emergency before being allowed to retake any missed exams. Students should meet with the Head Instructor and Head Supervisor immediately upon return to class to schedule any make up exams.

LEAVE OF ABSENCE (LOA)
At SAE's discretion, a Leave of Absence (LOA) may be granted for a maximum of 10 days for personal reasons of health, family, or emergency. A request for a leave of absence must be made in writing and be approved by the Director. Because the program is a lock-step program, it is SAE's position that students missing more than 10 consecutive days usually cannot re-enter the program without it adversely affecting their progress. Therefore, if the leave extends beyond 10 days, the student may resume training with a later class at a point equivalent to the student's last day of original attendance. In situations where the student has been away from the program for a year or longer, he/she will be asked to take a written and/or practical examination to determine the most appropriate educational placement for resumption of studies. In all cases of readmittance, students will be required to sign a new enrollment agreement.
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 withdrawals 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. ID’s are valid for the duration of the student’s enrollment at SAE.

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, 9:00am to 5:00pm, 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. 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 to the Registrar’s Office. No original records may be removed from the files or the Registrar’s 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, then SAE will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment (See Complaint/Grievance Procedure). Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

**ACADEMIC AND CLASSROOM MISCONDUCT**

The instructor has the primary responsibility for control over behavior in the classroom and studio and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the general rules and regulations of SAE. Extended (such as through probation or suspension) or permanent exclusion (dismissal) from the classroom or school can be affected only through appropriate SAE procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor, at his/her discretion, has the authority to assign a zero (0) for the exercise or examination.

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

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

APPEALING DISCIPLINARY ACTION

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

STUDENT COMPLAINTS AND GRIEVANCES

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

GENERAL STUDENT COMPLAINT PROCEDURE

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

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

GREIVANCE 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
The recommendation of the committee is final and shall be stated in writing and placed in the student file.

Students that believe that they have a complaint beyond the procedures outlined above may contact the state-authorizing agency. SAE Miami’s students may direct their complaint to:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400

tel: 1.888.224.6684
web: [http://www.fldoe.org/cie/](http://www.fldoe.org/cie/)
TUITION AND PAYMENT INFORMATION

AUDIO TECHNOLOGY PROGRAM
Non-Refundable Application Fee $50.00
Books and Materials $2450.00
(Includes Apple Laptop and required software for classes)
Tuition $16,400.00
TOTAL $18,900.00

DIGITAL FILM MAKING PROGRAM
Non-Refundable Application Fee $50.00
Books and Materials $2400.00
(Includes Apple Laptop and required software for classes)
Tuition $13,400.00
TOTAL $15,850.00

MONTHLY PAYMENT PLANS
SAE Miami offers a monthly payment plan for students. There is no interest or finance charge for monthly payment plans with the SAE. All such payment plans comply with state and federal requirements. Payment plans can be made flexible depending upon individual circumstances. In such situations the student will come to a special agreement with the administrative staff handling the account. The agreement will be in writing and placed in the student file.

AUDIO TECHNOLOGY PROGRAM - MONTHLY PLAN (Full Time)
Paid upon Enrollment 50.00
Due on or before Class Start 5,550.00
7 Monthly Payments of 1,900.00
TOTAL PAYMENTS $18,900.00

AUDIO TECHNOLOGY PROGRAM - MONTHLY PLAN (Part Time)
Paid upon Enrollment 50.00
Due on or before Class Start 3,490.00
16 Monthly Payments of 960.00
TOTAL PAYMENTS $18,900.00

DIGITAL FILM MAKING - MONTHLY PLAN (Full Time)
Paid upon Enrollment 50.00
Due on or before Class Start 4,000.00
8 Monthly Payments of 1,475.00
TOTAL PAYMENTS $15,850.00

DIGITAL FILM MAKING - MONTHLY PLAN (Part Time)
Paid upon Enrollment 50.00
Due on or before Class Start 3,900.00
17 Monthly Payments of 700.00
TOTAL PAYMENTS $15,850.00

Tuition payment (or first installment) is due on or before the first class meeting. 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.

Tuition may be paid by check, cashiers check, money order, bank transfer, American Express, Mastercard, or Visa.

All payments are due by the 1st day of the 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, not the day sent by 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 Admissions 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 $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 Admissions or Director’s office. Do not depend on information from another student or an instructor, as each student’s situation may be different. Students whose tuition and/or fees have not been paid in full by the completion of the program will not be allowed to take the final exam, graduate or receive transcripts.

TUITION ASSISTANCE
SAE provides students assistance in applying for Sallie Mae educational loans, for those who qualify. Loan eligibility is determined by Sallie Mae. 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.
REFUND POLICY

All refund policies reflect compliance with specific state law and post-secondary authorization and/or licensing rules for students enrolled on SAE campuses. All refund policies will be printed in the SAE Catalog and on this Enrollment Agreement and reflect state requirements for the campus of enrollment. In all situations, it is SAE’s policy to return all monies paid including the Registration Fee, if the student is denied enrollment by the school, or if any scheduled class start is cancelled for reasons of insufficient enrollment. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, and/or failure to comply with SAE rules and regulations. The date of dismissal shall serve as the last day of attendance for Refund Calculation.

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

All refunds will be issued to enrolled student regardless of how tuition was paid (with the exception of any loan or agency payments; in these cases, refund will be issued to loan company or agency).

Any tuition balances remaining on account after withdrawal or termination must be paid in a timely manner or will be subject to collection. Any payment arrangement made to pay such balances may be subject to additional fees and/or interest.

REFUND ON THIRD PARTY FEES
Banking fees such as but not limited to returned check fees or wire transfer fees are added to the applicant’s or student’s liability in all cases.

REFUND ON TEXTBOOKS AND /OR MATERIALS
Once textbooks and/or materials have been accepted by the student they may not be returned for refund.

REFUND ON TUITION AND REGISTRATION FEE

- All monies paid by an applicant are 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, the applicant is entitled to a full refund of all monies paid if the applicant notifies the institution that they intend to withdraw within three (3) days of making a payment.
- A student who cancels more than three (3) business days after signing the enrollment agreement but before instruction begins receives all monies returned with exception of the non-refundable registration fee.
- Thereafter a student will be liable for:
  o The non-refundable application fee, plus
  o The costs of any textbooks or supplies accepted by the student, plus
  o Tuition liability, where liability is calculated daily on a strict pro-rata policy based on actual hours offered to the student between enrollment start date and the student’s last date of actual attendance.
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.

RESERVING STUDIO AND LAB TIME
The Booking Computer is used to book most studio/lab time. This process will be explained in detail during program orientation and during the first introductory week of class.

Requirements for the booking computer are as follows:
- 24-hr online access to the system for booking labs through the internet
- up to 4 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: 30min before and 15min after the scheduled time ("log-in" time corresponds to time held by booking computer)
- students must log-in at the Booking Computer located in the lab to ensure timely arrival for their labs (remember to log out as required)
- missed labs or logging-in after 15 minutes have elapsed, will result in being penalized with a 7 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 24hrs before the scheduled lab by the student.
- labs cannot be deleted or canceled within 24hrs
- staff, supervisors or other students cannot log in for the booked student. Students are responsible for their own log-in.
- All lab tests must be booked the week before the test. The last day to book is the Thursday before test week by 12am. Failure to do so will result in a non-refundable $10.00 rescheduling fee. ALL TEST DATES ARE POSTED IN THE STUDENT’S LAB BOOK.

LAB SIGN-IN AND SIGN-OUT COMPUTER
When attending labs, students must sign in and out with the on duty member of the Supervisor staff. 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 Supervisor signed him/her in and out properly, their studio time will not be counted for lab attendance.** The student ID card is needed to checkout lab room keys. No other ID will be accepted.

USE OF EQUIPMENT AND MATERIAL
All equipment at SAE is monitored and maintained by the SAE staff. Students must not attempt to repair the equipment. Any defects must be reported to the Supervisor immediately. In addition, students must not move, connect, disconnect or rewire any equipment (other than the 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, the Supervisor on duty must do it. Damage found to any gear or studio (including furniture, console, fixtures, etc.) is the responsibility of the student(s) who last used or is currently using the studio. Therefore, all damage discovered by the student(s) must be reported to a Supervisor immediately. **Any damage found by a Supervisor will be invoiced to the student who last used that studio or equipment.** The student will be charged the full cost of repairs, shipping and/or the full cost of replacement, if deemed necessary. Failure to pay for damaged equipment will result in the student(s) not being allowed to graduate.

4/1/10

SAE catalog text version. Volume 09.09.10
All media required for the program will be provided by SAE and the cost is included in the tuition. If the 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 all campuses, so such requests must be made in advance. All media taken from any SAE studio or lab may only be used for demonstration or reference and may not be used for commercial purposes. Otherwise stated, **lab projects are for educational purposes only.**

Depending on the projects, students may bring in their own musical instruments. Any equipment connected to SAE equipment must be done so in the presence of the Supervisor on duty. Food and drinks **ARE NOT ALLOWED** in any of the studios, labs or classrooms at any time and may result in a ban from the lab area. SAE does not supply musical instruments for sessions nor does the school provide musicians for studio projects.

**STUDENT GUEST POLICIES**
The number of guests (musicians or guest) allowed in any studio at one time is limited to 2. If a session requires more than 2 guest to be present at one time, students will need approval from a supervisor at least 24 hours in advance of the session. All guests must sign in with the receptionist or supervisor upon entry to SAE and have valid ID. Acceptable IDs are government-issued identification such as Driver’s Licenses, State ID’s, or Passport. A Social Security Card will be accepted along with another picture ID. Any other IDs will not be accepted and 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.

Guest accompanying students must comply with all rules and regulations of SAE. The student is responsible for all equipment and fixtures during practical sessions. In all cases only SAE students are allowed to operate equipment. The student is also responsible for the actions of their guest that may include but not limited to theft of or damage to equipment. SAE is not liable for the theft of or damage to any student’s or guest musician’s personal equipment.

**LAB ATTENDANCE**
If a student does not arrive for their scheduled lab within 15 minutes of the scheduled time, they are considered absent for that lab and will be penalized by a cancellation of all lab times and banning from any practical lab area for the next 7 days. If a student needs to cancel a lab time, a 24-hour notice is required. The 24-hour notice allows other students an opportunity to use the time. Please see the Attendance Policies section of this Catalog for more information.

**COMPLETED LAB ASSIGNMENTS**
Lab assignments are due at the beginning of class on the due date, regardless of how late the school may be open. Lab projects will be accepted by the instructor at Roll Call ONLY (ie. not at break, end of class, etc.) 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 Book for the proper way to submit all lab projects. Lab projects will not be accepted by a supervisor at any time.

Lab assignments that are turned in late, but 1 week after the due date, will incur a 30-point grade reduction (i.e., a 92 would become a 62). For assignments turned in more than one week late, the student will receive a grade of 0.

**SKILLS TESTS**
Passing the skills tests with a 70% is required to gain access to the recording studios. Students will not be allowed to move forward with their projects until they have passed the associated skills test. The student must continue to take the skills test until a passing score is received.
The first two attempts will be averaged for a final test grade regardless of how many times the test is taken. If a skills test is not passed, no grade will be given involving the projects for that studio and the student will be prohibited to move forward to subsequent studios.

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

**NO FOOD OR DRINK IS ALLOWED IN ANY CLASS ROOM OR STUDIO.** If any food or drink is found in a studio during a session, the session will be immediately terminated and the student(s) will be banned from the lab areas for a period to be determined by the Head Supervisor.

**PROJECTS AT HOME**

If a student has access to the same equipment as that provided by SAE, working off campus will be considered on a case-by-case basis, but must be pre-approved by an Instructor. By gaining permission to complete projects at home, students are acknowledging that they do not need direct contact supervision or instruction in that particular project. Projects completed off-campus will be graded per usual grading procedures. However, the time taken to complete projects will not count toward the student's lab attendance and total contact hours.

**COMPUTER USE**

It is very important to remember that computers are machines and can and do fail from time to time. Projects may be erased at any time. In addition, file management is extremely important when working on computers. Supervisors will remove all projects from the school's computers that are not properly saved. This may cause projects to be turned in late or lost completely. 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 a 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 Supervisor for availability of a specific type of media.

**MICROPHONE POLICY**

All microphones at SAE are locked in the school’s microphone closet. The supervisory staff will sign out all microphones to students. Mics are signed out on a first come, first served basis. However, the policy is that advanced students completing scheduled projects have first preference, followed by students with scheduled studio time. Once accepting and signing for the microphone(s), the student is responsible for the microphone(s) until the supervisor on duty signs them back in.

**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. Students who have their own cables and equipment needing repair are welcome to bring them in and use the soldering lab. Whether working on school or personal projects, the wearing of safety glasses is required.
THE FOUNDATION ROOM – STUDENT LAB
Many of the early labs and projects done in the school’s Foundation Room involve critical listening. Please be considerate of fellow classmates and keep conversation to a minimum and wear headphones for private listening.

MANUALS
Each lab has a copy of the appropriate manual(s). Manuals are available for check out at the Supervisor’s office. Manuals may be taken to the Resource Center or classrooms for study purposes, but may not be removed from the building.
STUDENT SERVICES

STUDENT HOUSING
SAE does not offer residential facilities, however, each SAE campus does provide current information and listings of local agencies that can offer assistance to students in locating off-campus housing. That information is provided in the catalog supplement, which contains updated items and information specific to the local campus.

A more complete listing of housing agencies and additional housing information is available in the school’s administrative office. There are brochures, maps and other information about the Miami area available for your reference. Please contact Fiona Troope, the Student Services Coordinator, at Fionat@saedu.edu.

Fiona Troope
Student Services Coordinator
305.944.7494 or 1.877.AUDIO
Email: Fionat@saedu.edu

STUDENT ADVISING
All SAE faculty and staff are available to assist with student issues. Instructors will be happy to help with academic questions and problems. Supervisors are available at all times for assistance with equipment or technical procedures. The school administration will be happy to help any student with issues regarding school policies or requirements.

All students will be required to visit with an assigned SAE administrative staff or instructor during the program. Advising will be primarily a review of a student’s progress.

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

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

EXIT INTERVIEWS
All students must complete a mandatory exit interview and exit questionnaire to define the student’s career design and discuss their academic standing and financial obligations before graduation. If a student does not complete or sign up for an exit interview they will not be allowed to take their final practical exam.

Although the Placement Representative assists all graduates with job placement, the student should be as actively involved in this process. SAE encourages students to research what type of job, position or company interests them so that the Placement Representative and student can work together to find the most suitable employment.

PLACEMENT
Beginning a career in the audio and creative media industries can often be difficult and competitive. Upon graduation, SAE will assist graduates in finding suitable employment. We will advise students regarding industry expectations, salaries, and other work-related
information. Although the school cannot guarantee placement or employment, SAE does have local and international placement assistance available to all of our graduates. SAE provides assistance with résumé preparation, personalized career advice and industry contacts. SAE 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.

**CAREER OPPORTUNITIES**

SAE works closely with audio companies and the music and entertainment industry to provide qualified graduates with employment.

In many cases, graduates are interested in working with particular companies. SAE may have established relationships with these companies and can easily gather information regarding relevant job opportunities and provide the graduate with contact information. If SAE does not have a relationship with the requested company, the staff will contact the company on behalf of the graduate to find out what is required for employment. Often, companies contact SAE to find qualified graduates for open positions. In this case, the staff collects information about the position, such as job description, job requirements, and salary information and then determines, with the SAE instructors, supervisors, and administrative staff, which graduates are best qualified for the position. For additional information on SAE’s placement procedures, please contact the Administration Office.
FACULTY, STAFF, AND INTERNATIONAL ADVISORS

INTERNATIONAL ADVISORS
Dr Tom Misner
President, SAE Institute – Byron Bay, Australia

Rudi Grieme
Managing Director – Amsterdam, Netherlands

UNITED STATES OPERATIONS BOARD
Marco Bettelli
President (US)

Anthony Frantzis
Vice President Marketing

Udo Hoppenworth
Vice President Finance

Chris Davie
Vice President Operations

SCHOOL FACULTY AND STAFF (MIAMI)
All SAE instructors will meet the high standards expected at all SAE Institutes as well as established postsecondary standards for the state of Florida.

ADMINISTRATION

Anthony Curling – t.curling@sae.edu
Assistant Director
SAE Diploma – Audio Technology, SAE Miami
Bachelor of Arts- Philosophy/Computing, Guelph University

Mr. Curling has been involved in music his whole life. DJ’ing since he was 13, spinning at clubs, as well as on college radio for several years; mixtapes and indie production followed close behind. Eventually he found his way behind the scenes in the audio industry. After graduating the ATP program in 2003, pro-audio retail, freelance recording and mixing, band management and studio consulting came naturally. After several years at one of the nation’s foremost sample library companies, editing sounds, and project development, Anthony returned to SAE to share his breadth of knowledge and experiences with our students.

Marie Bontemps – marieb@saedu.edu
Student Accounts Coordinator
Associate of Arts Degree – Business Administration, Miami Dade College

Fiona Troope – fionat@saedu.edu
Student Services Coordinator
Bachelor of Arts Degree – Communications, Rutgers University

Ebette Neugent
Admissions Representative
Bachelor of Arts Degree – Communication Studies, Rowen University

Suzette Alfonso
Administrative Assistant

4/1/10
SAE catalog text version. Volume 09.09.10
LAB SUPERVISORS

Emilio Agudo – e.agudo@sae.edu
Supervisor
SAE Diploma – Audio Technology, SAE Miami

Chris Romero – c.romero@sae.edu
Supervisor
SAE Diploma – Audio Technology, SAE Miami

FACULTY

Paul D'Errico – paulde@sae.edu
Head Instructor
SAE Diploma – Audio Technology, SAE Miami
After graduating from SAE Institute of Miami, Mr. D'Errico has produced/engineered a number of local Miami projects. He has a background in the organic and inorganic aspects of the audio industry. From electronic music to acoustic guitar, DAWs to live sound, and turntablism to keys, Paul finds excitement in all things that make sound. His passion for recording and mixing led to the opening of Stall 3 Studios. As a studio owner/operator, he's seen much exposure to the business side of the audio world. Mr. D'Errico, as an employee of SAE Miami, wears many hats, has helped to graduate and place hundreds of students in some of the most prominent audio engineering positions in the world.

Franklin Rodriguez – frankr@sae.edu
Instructor
SAE Diploma – Audio Technology, SAE Miami
Franklin Rodriguez, a.k.a. El Medico, graduated from the Miami Campus of the world-renowned SAE Institute in late 2002. He became a supervisor at the school post-graduation and was promoted to an instructor a year later where he currently works full-time. He is the official ProTools Certified Instructor at SAE Miami and also teaches Surround Sound, Sound-To-Picture, SSL 4048G and ICON D-Control large format consoles.

Aside from his full time position, Frank works freelance in sound design, live sound, and as a mixing and recording engineer and producer. In 2004 Frank developed sound design for the movie Bloodline, an Urban Drama filmed in Miami. Through 2007, he established himself as an engineer in the genre of Reggaeton/Urban Latin Music working alongside his former student, Jose “Hyde” Cotto, with the biggest names in the genre. Frank has since earned several Grammy® and Latin Grammy® nominations including one as an engineer on the Daddy Yankee album, El Cartel: The Big Boss. He also worked on Calle13’s Grammy® winning album, Residente o Visitante. Frank has also worked with artists such as Tego Calderón, Valtio, Notch, Jimmy Flavour, and Gocho. He was personally selected by producer Toy Hernandez to fly to Mexico and record/mix a musical collaboration between Vicentico and Calle13 for a television show that aired in Central/South America and the Caribbean. Frank has also provided mixing services for the band Locos Por Juana’s on their album, “Tributo Urbano a Héctor Lavoe” and subsequently their latest album release, “La Verdad”. He’s done freelance work for the company Elastic People, which includes sound design Daddy Yankee’s concert, music videos, and multi-media work. His most recent credits include the latest releases from Arcangel, Angely Khiriz, Caribbean Connection and Locos Por Juana. The latter was recently nominated for a Grammy® as well. In 2009, Frank was honored to receive a triple-Platinum plaque for his work on Daddy Yankee’s album “El Cartel – The Big Boss”.

4/1/10
SAE catalog text version. Volume 09.09.10
Andres Sanchez – andres@sae.edu
Instructor / Supervisor
SAE Diploma – Audio Technology, SAE Miami

Since graduating from SAE in 2003, Andres has pursued many aspects of the recording industry. An early attraction to the more technological aspects of music, fueled his desire to delve into electricity, electronics and how they pertain to audio production. Years of freelance technical consulting for studios, musicians and producers in South Florida prepared him well to work with local specialists in repairing audio consoles, outboard gear and trouble shooting computer issues for music professionals throughout the area. He has served as a Supervisor and as the resident tech on site in Miami for many years. A natural ability to interact well with students and to demystify concepts of electronics has led Andres to the classroom where he can impart his experience to future techs.
– ADDENDUM –
To the SAE Miami Catalog 2009-2010
Volume 09.09.10

. The Digital Film Making Program (DFM) has been dropped from the present SAE Institute Miami course catalog. This course will be reintroduced in the future.

. These additional Faculty Members should be added to the Faculty listing on page 46 of the Catalog:

Mike Cupino – m.cupino@sae.edu
Adjunct Instructor
SAE Diploma – Audio Technology, SAE Miami
AS Degree – Multimedia, ITT Tech

In 2003 Michael graduated from SAE and immediately started a prominent freelance career as an engineer and producer in South Florida. In 2008 he received an AS degree in Multimedia allowing him to expand his specialties into the broader digital creative field. In addition, in late 2009 Michael became an Ableton Live Certified trainer, once again expanding his area of expertise. Today Michael splits his time between teaching students the fundamentals of audio and sound design and producing various artists and projects in the South Florida area.

Bill Gordon – www.billgordonmusic.com
Adjunct Instructor
Bachelors – Music Arranging/ Composition

Pianist, composer and teacher Bill Gordon started playing professionally at the age of fourteen, as drummer and leader of his rhythm & blues show band in Baltimore. He later studied piano and composition at the Wiesbaden Conservatory in Germany, and graduated from Berklee College of Music. He is a composer, performer, and producer of a wide range of musical stylings for film and TV. Bill has recorded extensively and appeared as soloist, accompanist and band leader throughout the United States and Europe. He has taught music privately and at colleges in Boston, New York City, Los Angeles and Miami. Bill Gordon is known as a composer with a wide pen, a fun-loving accompanist, an energetic rhythm section player, an impassioned performer, and a nurturing teacher.