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AUTHORIZATION AND LICENSES
SAE Institute of Technology, New York is licensed by the New York State Education Department.

ACCREDITATION
SAE Institute of Technology, New York, is accredited by the Accrediting Commission for Career Schools and Colleges of Technology (ACCSCT).

DISCLOSURE STATEMENT
All prospective and enrolled students should read this Catalog for factual information regarding SAE Institute.
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WELCOME TO SAE!

THE PHILOSOPHY OF SAE

SAE Institute of Technology is a private post-secondary training institution, educating a diverse student population throughout the world. SAE is committed to preparing students for careers in the field of audio technology 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 industry, and includes current industry-standard equipment and technology in order to ensure that students get the proper training and preparation for their chosen field. All of our efforts at SAE are directed towards the fulfillment of the school’s institutional objectives; namely, to provide students with the theoretical and practical skills to work in an entry-level 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 had 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. In 2003, SAE Byron Bay was established in Byron Bay, Australia, serving as a World Headquarters for the more than thirty SAE locations in 20 countries worldwide.


NON-DISCRIMINATION POLICY

SAE Institutes are postsecondary 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.

CAMPUS FACILITIES AND EQUIPMENT

SAE Institute of Technology, New York, is located at:

Herald Center
1293 Broadway, 9th Floor
New York, NY 10001

SAE New York’s contact information is:

tel:  212.944.9121
fax:  212.944.9123
email: saeny@sae.edu
web:  www.sae.edu

SAE New York is a modern, 15,000 square foot, air conditioned facility, which includes student classrooms, and fully equipped studios with industry-standard equipment, including:

• Neve 88R Console
• Solid State Logic 4000G+ Console
• Mackie Analog 24-8-2 Console
• Mackie 1604VLZ Consoles
• Mackie 1202 Consoles
• Yamaha O2R Console
• Yamaha O1V Console
• Otari MX-80 24-track Multitrack Recorder
• Studer A827 24-track Multitrack Recorder
• Mackie SDR2496 Hard Disk Recorders
• Mackie HDR2496 Hard Disk Recorders
• Digidesign Pro Tools HD Systems
• Digidesign Pro Tools Digi003 Systems
• Digidesign Pro Tools LE Systems
• Steinberg Nuendo Hard Disk System
• Apple Macintosh Computers G4/G5
• Focusrite Processors
• Lexicon Processors
• TC Electronics Processors
• Akai MPC2000XL Production System
• Korg Triton Synthesizer
• Turntables
• Genelec Monitor Systems
• Mackie HR824 Loudspeaker Systems
• Blue Sky Monitor 5.1 System
• AKG Microphones
• Beyerdynamic Microphones
• Neumann Microphones
• Rode Microphones
• Sennheiser Microphones
• Shure Microphones
• SE Microphones

Software:
• Ableton Live
• Bias Peak
• Digidesign ProTools
• Apple - EXS24 Software Sampler
• Apple Hearmaster
• Apple Logic Audio
• MOTU Digital Performer
• MOTU Mach 5 Software Sampler
• Propellerhead Reason
• Propellerhead Recycle
• Steinberg Nuendo
• Waves Effects Bundles

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 New York’s normal hours of operation are 10:00 am to 10:00 pm, Monday through Saturday, for studios and workstations. As of this Catalog’s printing, current hours are 10:00 am to 2:00 am on Monday through Thursday, and 8:00 am to 12:00 midnight on Friday and Saturday. Any additional or changed lab hours will be discussed at orientation and posted on the student bulletin boards.

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, maintaining confidential student files, transcripts, grades, and attendance records, student status tracking and verification, issuing student identification cards, processing withdrawal requests and verifying graduation requirements. Students may request assistance from the Administration Office by telephone or on an appointment or walk-in basis during Administrative Office hours, 9:00 am to 5:00 pm, Monday through Friday. Students having business with the Administrative staff are encouraged to schedule an appointment, if possible.

SAE RESOURCE CENTER
The Resource Center functions as the school’s library and learning center. Students have access to on-line resources, trade magazines, audio and multimedia books, equipment manuals, and textbooks used by SAE. The Resource Center is open during school hours of operation. Additional resources are available on a sign-out basis, but must remain on SAE’s premises. Resources not returned on the same day are subject to a fine. Resources lost or not returned within one day after sign-out are subject to a replacement fee.

INSTITUTION SECURITY
Federal law requires that schools administering Federal student loans through Title IV provide accurate campus crime statistics. Currently, SAE NY does not participate in Title IV loan programs and thus does not maintain or file such statistical reports; however, the school Director can discuss any safety concerns with students or parents.

SMOKING POLICY
SAE New York is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time.

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

BULLETIN BOARDS
The bulletin boards located throughout the SAE NY 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 that are designated public or student bulletin boards are intended for students, faculty, and staff use. 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.

LOCKERS
SAE New York has lockers available for student use on a first come, first served basis, subject to availability. A $5.00 lock deposit is required and will be refunded to the student upon return of the deposit receipt. To obtain a locker, please see the Admissions Manager in the Administration Office. Lockers are for use only during the duration of a student’s enrollment and may be emptied by SAE if not vacated by the student. SAE is not responsible for any contents stored in lockers and reserves the right to inspect lockers at any time.
PHOTOCOPIER

SAE New York has a photocopier available for student use with the purchase of a Copier Card. Copier Cards are $10.00 and can be used for 100 copies (at $.10 each). Single copy purchase is not permitted. Please be advised that the copier may not always be available for student use.

LOST AND FOUND

Lost items will be kept in the Administration Office or at the Front Desk for 30 days. After that point these items will be discarded. Any found item should be turned in to the front desk or to an SAE staff member.

PHOTOGRAPHY, VIDEO AND AUDIO TAPING

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

HOLIDAY SCHEDULE FOR 2007 AND 2008

SAE New York will closed for the following holidays:

2008:
New Year’s Day                  Tuesday, January 1, 2008
Martin Luther King Day         Monday, January 21, 2008
Presidents’ Day                Monday, February 18, 2008
Memorial Day                   Monday, May 26, 2008
Independence Day               Friday, July 4, 2008 thru Saturday, July 5, 2008
Labor Day                      Monday, September 1, 2008
Columbus Day                   Monday, October 13, 2008
Veterans Day                   Tuesday, November 11, 2008
Thanksgiving Day               Thursday thru Saturday, November 27-29, 2008
Winter Recess                  Monday, December 22, 2008 thru Thursday January 1, 2009

2009:
New Year’s Day                  Monday, January 1, 2009
Martin Luther King Day         Monday, January 19, 2009
Presidents’ Day                Monday, February 16, 2009
Memorial Day                   Monday, May 25, 2009
Independence Day               Friday, July 3, 2009
Labor Day                      Monday, September 7, 2009
Columbus Day                   Monday, October 12, 2009
Veterans Day                   Wednesday, November 11, 2009
Thanksgiving Day               Thursday thru Saturday, November 26-28, 2009
Winter Recess                  Monday, December 21, 2009 thru Sunday, January 3, 2010

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). Please inform Administration of any absence required for religious holiday observation.

Any changes to the above listed class start schedule or holidays will be clearly printed in a Catalog supplement and posted on the class bulletin boards.

BAD WEATHER POLICY AND EMERGENCY PROCEDURES

SAE will normally remain open as scheduled regardless of weather conditions. However, SAE will follow the status of New York City Public Schools should prevailing hazardous conditions such as snow or ice indicate that the school should be closed for the day, or part of the day. Please monitor television and radio stations for information on New York City Public Schools should these conditions arise. The SAE New York phone system will be updated with closing information as well, so students are advised to confirm the school’s status by calling the school. These procedures will also be used if any emergency conditions in New York City and/or the New York area indicate that the school should be closed for the day, or part of the day.

Keep in mind that relative hazards may vary within our service area and that the decision to be open or closed will relate to general prevailing conditions. Even if during inclement weather or an emergency situation SAE remains “open,” students should not endanger their lives or safety, or that of others, by attempting to reach the campus when their local conditions prohibit safe travel. When such local hazardous conditions exist, individual students may be entitled to an excused absence and the privilege of making up missed work. In a situation where your local area is personally deemed dangerous for travel, simply contact the school and talk to an Administrator or Instructor.

If an emergency of any type occurs while SAE is open and an evacuation of the school is indicated, please stay calm and follow the directions of the faculty and staff, and immediately leave the school premises. Do not stop to collect personal belongings or complete activities. Faculty and staff will monitor the situation to ensure that any such process is handled in a calm and safe manner.

ADMINISTRATION POLICIES

STUDENT RECORDS

Student records contain the institutional information of each individual who has applied and/or enrolled at SAE. Each SAE Institute maintains a permanent copy of student records on site. An official copy of the student’s high school transcript, educational credentials, or GED scores is required for the permanent student file. Also included within student records is information directly related to the student, such as the Application for Admission, Enrollment Agreement, Attendance Records, Placement Data and a current SAE Academic Transcript.

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 Director stating the reason the student wants to amend his/her educational record with supporting documents attached to the request. The Director 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.

In accordance with the Privacy Act, third parties such as SAE administrative staff (Director, Administration, Corporate Officers) or other oversight agency members (state licensing boards, accrediting agency, appropriate federal agencies) will have access to files. Students may have access to their own educational records and are allowed to see original records upon request to the Administration Office. No original records may be removed from the files or the Administration Office.

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.

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

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, US 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.

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 $30.00 as a replacement fee. ID's are valid for the duration of the student’s enrollment at SAE.

Student ID cards are used to book studio time and to enter the school using the Student Entrance. Students who need to use equipment in the classrooms or studios outside of regular class times may be required to show a valid student ID. In addition, all students may be asked to show an SAE ID upon entry into the building.

SAE Student ID cards may also be shown to obtain discounts from certain retailers and manufacturers. Any such agreements currently available to students will be discussed at Orientation and posted on student bulletin boards, and on the School's website.

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:

- 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 on any SAE campus or SAE event;
- Any sale or distribution of any such drug or controlled substance on any SAE campus or SAE event;
- Sexual harassment of any fellow students, faculty, or staff of SAE;
- Plagiarism, cheating, and other forms of academic dishonesty;
• Clothing with pictures or language denoting violence, prejudicial biases, sexual acts or other inappropriate depictions or suggestions;
• Violations of state and/or federal laws;
• Any documented offense or series of offenses deemed by the school Director as serious, that threaten to disrupt the education of other students or SAE business;
• Aiding and abetting others in any of the foregoing offenses.

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

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, depending upon the specific incident(s) and situation(s), will determine if dismissal is warranted, or the length of a suspension or probation. If the student is dismissed from the school, the student may be readmitted after careful review by the Director. Disciplinary action may be appealed through the complaint procedure. 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. Questions about non-academic matters should be discussed with
an appropriate member of the administration. Unresolved concerns should be referred in writing to the school Director. The Director will make appropriate inquiries and recommend a resolution as soon as possible and within 30 days of receiving the complaint. When necessary a meeting may be arranged to discuss the situation. This meeting is not a formal hearing. The solution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below.

GRIEVANCE PROCEDURE

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

SAE New York students may direct their complaint to: New York State Education Department, Bureau of Proprietary School Supervision, Room 974, Education Building Addition, Albany, New York 12234, (518) 474-3969

ACCSCT STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Student Services Manager.

STUDIO AND LAB POLICIES

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

STUDIO AND LAB PROCEDURES

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

OPEN AREA

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

EQUIPMENT AND MATERIALS

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

All media required for programs and courses will be provided by SAE and the cost is included in the tuition. If a student wishes to work on extra projects, additional media (over and above that supplied by the school) may be purchased at the school. Stock supplies are not maintained on campus, so such requests should be made in advance. Students may NOT remove any tapes supplied by SAE from the premises. All projects recorded at SAE may only be used for demonstration or reference and may not be used for commercial purposes. Lab projects are for educational purposes only. SAE may use any recorded project for educational or promotional purposes.

INSTRUMENTS

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

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

MICROPHONES

All microphones at SAE are locked in the school’s microphone closet. The supervisory staff will sign out all microphones to students. Mics are signed out on a first come, first served basis. 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 cables. Students will learn how to solder cables and wires. While working on projects involving soldering, the wearing of safety glasses is required.

MANUALS

Each lab, studio, and workstation has a copy of the appropriate manual(s). If a manual is not available, ask a Supervisor. Manuals may not be removed from their location or the SAE premises at any time.

GUEST MUSICIAN POLICIES

The number of musicians allowed in any studio at one time is limited to 3. If a session requires more than 3 musicians to be present at one time, students will need to fill out a request form and receive prior approval from a Supervisor or Instructor at least 24 hours in advance of the session.

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

Musicians accompanying students to practical sessions must comply with all rules and regulations of SAE. The student is responsible for making all guests aware of SAE policies and is responsible for all equipment and fixtures used during these sessions. In all cases, only SAE students are allowed to operate SAE equipment. The student is responsible for the actions of any guests that may result in theft of or damage to equipment, including the bringing of food and drinks into the studios, and will be held accountable for any such actions and consequences.

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

RESERVING STUDIO AND LAB TIME

SAE’s Booking Computer is used to book most studio time at SAE. This process will be explained in detail during Student Orientation and reviewed during the first week of class.

Sign-up sheets for certain studios are located in designated areas and will be pointed out during Orientation and again in the first week of class. Students may sign up for lab time 2 weeks in advance. Once everyone in all classes has had a chance to book their first session, students may reserve additional time. If a student needs to reserve, cancel or change a lab time, the changes must be made by a Supervisor. STUDENTS MUST NOT WRITE ON THESE STUDIO SIGN-UP SHEETS.

LAB ATTENDANCE

When attending labs, students must sign in and out (name and time) on the appropriate sheets at the Front Desk, and get a staff member to initial the sheet upon sign-out. The Booking Computer is not used for a purposes of attendance. If a student does not sign in and out properly, that studio time will not be counted for lab attendance.

If a student does not arrive for their scheduled lab within 30 minutes of the scheduled time, they are considered absent for that lab and will be penalized by a cancellation of all lab times for the next 14 days. If a student needs to cancel a lab time, a 24-hour notice is required. This 24-hour notice allows other students an opportunity to use the time.

Please see the Attendance Policies section of this Catalog for more information regarding Lab Attendance Policies.

COMPLETED LAB ASSIGNMENTS

Lab assignments are due by school closing on the due date. Projects must be turned in according to the project requirements and a grading slip must be turned in for every project. The method for submitting projects will vary from project to project. Students will be instructed in the proper way to submit all lab projects.
Diploma Programs
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, as well as the basics of audio and music business.

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

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

Structure: The Audio Technology Program (ATP) consists of 4 modules, each being 9 weeks in length for a full time student, and 18 weeks in length for a part time student. The program includes theory, practical, and workshop components. Student grades are posted monthly and reviewed at the end of each module. There are 33 written tests given during the program, including a midterm and final exam.

Module Descriptions

Introduction to Audio Technology and Studio Equipment
AT 101
195 Clock Hours
No prerequisite
This module introduces the student to the fundamental nature of sound, the workings of the ear, and essential electronics and disciplines essential to mastering the recording process. Topics include an introduction to basic equipment and operating procedures, editing, and signal flow. Students study the various types and uses of microphones. Mixers and their functions are covered, and effects classes clarify the many ways audio can be manipulated, including compression, equalization and other more elaborate effects. Basic digital and computer fundamentals, audio programs for computers, and MIDI sequencing are also introduced.

Digital Audio Software and Advanced Studio Equipment
AT 102
215 Clock Hours
Prerequisite: Introduction to Audio Technology
This module emphasizes the role of the computer in audio engineering, including advanced instruction in MIDI sequencing and digital recording using DAW’s and the industries’ most popular audio programs. Students are introduced to sampling techniques and uses as well as analog and digital consoles and stereo miking techniques. The module also includes an overview of designing, rigging, and operating sound systems for live performances.

Advanced Engineering and Digital Audio Applications
AT 103
235 Clock Hours
Prerequisite: Digital Audio Software and Advanced Studio Equipment
The emphasis of this module is on theory and practice of setting up and operating in a studio environment and other topics related to producing audio CDs. Studio procedures, synchronization, Pro Tools, and mastering are among the classes. Students are also introduced to the SSL and Neve large format consoles and their respective automation systems.

Audio Production and Post Production
AT 104
255 Clock Hours
Prerequisite: Advanced Engineering and Digital Audio Applications
In this final module, students continue with more advanced theory and practice in recording procedures, mixing, production techniques, and advanced Pro Tools. This module also focuses on studio acoustics, sound for picture and surround sound. In addition the topics of copyright, record contracts, invoices and other topics specific to the music business and securing a job are covered. Finally, there are classes focusing on broadcast engineering and the impact and practical uses of the Internet and emerging technologies on the audio industry.

Program Sequence

Theory Component

All students in the Audio Technology program will work through the following lecture sequence. Full time classes will be held Monday through Thursday, from 10:00 am to 1:30 pm (morning), or 2:00 pm to 5:30 pm (afternoon), with a 30-minute break. Part time classes will be held 2 evenings a week (Monday/Wednesday or Tuesday/Thursday), from 6:00 pm to 9:30 pm, 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.

Module 1 Introduction to Audio Technology and Studio Equipment
1. Introduction to Audio 1 week(s)
2. Signal Flow 1 1 week(s)
3. Introduction to DAW 1 week(s)
4. Music Theory 1 week(s)
5. Introduction to Sequencing - Logic 1 1 week(s)
6. Basic Audio Electronics 1 week(s)
7. Effects 1.5 week(s)
8. Microphones 1.5 week(s)
Module 2  Digital Audio Software and Advanced Studio Equipment

9. Signal Flow II (A8B)  2 week(s)
10. Stereo Microphone Techniques  1 week(s)
11. Advanced Sequencing I - Logic 2  1 week(s)
12. Advanced Sequencing II - Digital Performer  1 week(s)
13. Sampling  1 week(s)
14. Signal Flow III (O2R)  1 week(s)
15. Loudspeakers and Amplifiers  1 week(s)
16. Session Procedures  1 week(s)

Midterm Theory Exam

Module 3  Advanced Engineering and Digital Audio Applications

17. Hard Disk Recording  1 week(s)
18. Pro Tools I  1 week(s)
19. Mixing Techniques  1 week(s)
20. Synchronization, Formats and Interfaces  1 week(s)
21. Advanced Signal Flow I (Neve)  2 week(s)
22. Mastering  1 week(s)
23. Advanced Signal Flow II (SSL)  2 week(s)

Module 4  Audio Production and Post Production

24. Sound for Picture  1 week(s)
25. Surround Sound  1 week(s)
26. Acoustics  1 week(s)
27. Music Production  1 week(s)
28. Pro Tools II  1 week(s)
29. Audio Business  1 week(s)
30. Live Sound  1 week(s)
31. Broadcast Engineering  1 week(s)
32. Audio for Multimedia and the Internet  1 week(s)

FINAL THEORY EXAM, FINAL PRACTICAL EXAM

CLOCK HOURS PER MODULE

Module I  Introduction to Audio Technology and Studio Equipment  
Theory/Workshop 131  Practical 80  Total 211
Module II  Digital Audio Software and Advanced Studio Equipment  
Theory/Workshop 142  Practical 97  Total 239
Module III  Advanced Engineering and Digital Audio Applications  
Theory/Workshop 133  Practical 89  Total 222
Module IV  Audio Production and Post Production  
Theory/Workshop 134  Practical 94  Total 228

TOTAL 900

SAE LAPTOP PROGRAM

All incoming SAE Audio Technology Program students will receive an Apple Laptop bundled with software necessary for their studies at SAE. Please refer to the SAE NY website (www.saeny.com) for a listing of the hardware and software packages currently being offered.

The cost of this computer is included in the total tuition for SAE and is mandatory for the SAE curriculum. The laptops will be distributed to students during the first four weeks of the program. Students must be up-to-date with all payments including any loan payments before they can take possession of the laptop. Once the student has received the computer, it becomes the property of that student. As such, SAE is not responsible for damage, loss, theft, improper use of hardware or software, or any other computer malfunction. The included Apple Care Protection Plan is provided so that students have three-year access to Apple Tech Support and can resolve any computer-related issues through Apple. Computer specifications subject to change without notice.

Because the Apple laptop is integral to the SAE curriculum, receipt of the computer is not optional. Students must take possession of the SAE-provided laptop, regardless of whether the student has another computer of equal or similar specifications. Students transferring from another class session or SAE location should discuss laptop requirements with the Audio Course Coordinator(s) and Director.

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.)

- Practical Studio Techniques, Tom Misner
- Modern Recording Techniques, David Miles Huber
- MIDI Power, Robert Guérin
- Logic Power, Orren Merton
- Teach Yourself Electricity and Electronics, Stan Gibilisco
- Assistant Engineer’s Handbook, Tim Crich
- Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
ADMISSIONS - AUDIO TECHNOLOGY PROGRAM

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

Prospective students may enroll in person or by mail. Students applying or enrolling in person may visit the school campus of choice during regular office hours, 9:00 am to 5:00 pm, Monday through Friday. Individual appointments may be arranged through the school’s administrative staff.

International and out-of-area students may submit the Application for Admission and the Enrollment Agreement by mail; however, SAE strongly encourages all prospective students to visit the school before enrolling. In addition, the required entrance evaluation must be completed in person at SAE New York or other SAE locations worldwide (with advance notice). Students applying by mail should contact the school regarding available openings for desired start date.

REQUIREMENTS FOR ADMISSION

In order to be admitted into the Audio Technology Program at SAE New York, prospective students must:

• Be a United States Citizen or Permanent Resident OR obtain the appropriate student visa;
• Be a High School Graduate or GED Recipient;
• Be at least 18 years of age;
• Possess English proficiency;
• Pass an Entrance Evaluation

APPLICATION PROCEDURE

To apply to the Audio Technology Program, the following steps must be completed:

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

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

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

ENROLLMENT PROCEDURE

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

• Submit the completed Enrollment Agreement and related paperwork within specified time frame;
• Remit payment of the $100 non-refundable registration fee.

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

NOTE: If an enrolled student changes start date prior to beginning instruction or transfers to another class session after beginning instruction, the student must pay an additional $100.00 registration fee for enrollment in any and all subsequent start dates.

PLEASE SEE THE REFUND POLICY SECTIONS OF THIS CATALOG FOR A DETAILED DESCRIPTION OF REFUNDS AND POSSIBLE RETURN OF REGISTRATION FEE IN THE EVENT OF CANCELLATION OF THE APPLICATION AND/OR ENROLLMENT AGREEMENT.

ADMISSION FOR INTERNATIONAL STUDENTS

SAE 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 into the United States. International students are only eligible to attend full-time programs and are required to pay tuition in full on or before the first day of class.

EDUCATION EVALUATION

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

• Globe Language (www.globelanguage.com)
• World Education Services (www.wes.org)
• AACRAO (www.aacrao.org/credential.index.htm)
**DEMONSTRATION OF FINANCIAL SUPPORT**

International students must demonstrate available financial support and stability for the period of enrollment. This proof may be in the form of a bank or other financial statement. Based on cost of living for the New York area and all tuition costs, students must show access to a minimum of $40,000 US to satisfy this requirement.

**ENGLISH PROFICIENCY**

All international students and students whose first language is not English must provide TOEFL scores showing English proficiency. The TOEFL code number for SAE New York is 8561. More information regarding TOEFL testing can be found at www.ets.org/toefl.

**ENTRANCE EVALUATION**

SAE New York requires all applicants to successfully complete an Entrance Evaluation to be accepted in the Audio Technology Program. This Evaluation must be taken in person at the SAE New York campus. Out-of-area students can take the Evaluation at another SAE location if necessary, with advance notice. All applicants should contact the Admissions Manager to schedule a date for this Evaluation. Applicants may take the Evaluation as many times as necessary to meet the minimum score. There is no fee to take the Entrance Evaluation.

**LEARNING DIFFERENCES**

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

**SCHOOL TOURS**

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

**HOUSING**

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

- Educational Housing Services (www.studenthousing.org)
- Craig’s List (www.craigslist.org)

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

**READMISSION AND TRANSFERS**

Students who have interrupted their studies at SAE and are not able to continue with their lockstep group, but wish to return to SAE, must apply for readmission. Applicants for readmission must complete all current admissions forms and enrollment contracts and be counseled on programs, policies, and requirements. Students who are readmitted must continue their studies under the program requirements stated in the catalog in effect at the time of readmission and pay all associated fees, including but not limited to an additional $100.00 registration fee for any new enrollment. A new Enrollment Agreement will be signed at the time of readmission.

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

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

**TRANSFERS WITHIN THE SAE SYSTEM**

Transfers are possible between any SAE campuses. Students desiring to transfer to a different SAE campus should work with the local school Director for assistance in coordinating the transfer. Please be aware that transfers between programs are allowed at the discretion of the Director and may not always be feasible, depending on a student’s particular situation. Student liability will be calculated at the time of transfer and any excess tuition paid will be 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.

**TRANSFERS OUTSIDE THE SAE SYSTEM**

SAE is a special purpose institution. Its goal is to train students in the field of audio and prepare them for an entry-level job in the audio industry. Because of the practical educational approach and lock-step nature of the program, and because of the need to ensure consistency of learning, SAE does not grant credit for prior learning or advanced standing to students transferring to SAE from outside of the SAE network.
Students transferring out of SAE should be aware that transfer of course credit is always at the discretion of the receiving institution. Any student interested in transferring credit should check with the receiving institution directly to determine to what extent, if any, courses or hours can be transferred.

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

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

SCHEDULE OF CLASSES - AUDIO TECHNOLOGY PROGRAM

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

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 HOURS FULL TIME SCHEDULE

9 MONTHS (25 hours per week for 36 weeks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date</th>
<th>Projected End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATP0108FT</td>
<td>January 14, 2008</td>
<td>October 4, 2008</td>
</tr>
<tr>
<td>ATP0408FT</td>
<td>April 7, 2008</td>
<td>December 20, 2008</td>
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<tr>
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</tr>
<tr>
<td>ATP0908FT</td>
<td>September 29, 2008</td>
<td>July 3, 2009</td>
</tr>
<tr>
<td>ATP0109FT</td>
<td>January 12, 2009</td>
<td>October 3, 2009</td>
</tr>
<tr>
<td>ATP0409FT</td>
<td>April 6, 2009</td>
<td>December 29, 2009</td>
</tr>
<tr>
<td>ATP0709FT</td>
<td>July 6, 2009</td>
<td>April 4, 2010</td>
</tr>
<tr>
<td>ATP0909FT</td>
<td>September 28, 2009</td>
<td>July 4, 2010</td>
</tr>
</tbody>
</table>

The full time Audio Technology Program is offered as a day time program; morning and afternoon sessions will be assigned by SAE.

Audio Technology Theory Class Schedules (full time)

Monday, Tuesday, Wednesday, Thursday, from 10:00 am to 1:30 pm
or
Monday, Tuesday, Wednesday, Thursday, from 2:00 pm to 5:30 pm

• Morning or Afternoon schedules are assigned by SAE
• Friday classes are in workshop form; schedules will be posted

• Full Time Program requires an average of ten (10) individually scheduled hours for lab and studio time per week

AUDIO TECHNOLOGY PROGRAM 900 HOURS PART TIME SCHEDULE

18 MONTHS (12.5 hours per week for 72 weeks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date</th>
<th>Projected End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATP0508PT</td>
<td>May 13, 2008</td>
<td>October 24, 2009</td>
</tr>
<tr>
<td>ATP1008PT</td>
<td>October 27, 2008</td>
<td>April 24, 2010</td>
</tr>
<tr>
<td>ATP0509PT</td>
<td>May 11, 2009</td>
<td>October 23, 2010</td>
</tr>
<tr>
<td>ATP1009PT</td>
<td>October 26, 2009</td>
<td>April 23, 2011</td>
</tr>
</tbody>
</table>

The part time Audio Technology Program is offered in the evening only.

Audio Technology Theory Class Schedules (part time)

Tuesday, Thursday, from 6:00 pm to 9:30 pm (May start date)
or
Monday, Wednesday from 6:00 pm to 9:30 pm (October start date)

• Friday classes are in workshop form; schedules will be posted
• Part Time Program requires an average of five (5) individually scheduled hours for lab and studio time per week

ACADEMIC POLICIES - AUDIO TECHNOLOGY PROGRAM

CLASSES AND INSTRUCTIONAL HOUR DEFINITION

Each instructional hour is equal to 50 minutes of classroom instruction. To provide the best possible learning experience, theory classes are limited to 35 students per class.

PROGRAMS, MODULES, AND SUBJECT UNITS

The Audio Technology Program is divided 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 Audio Technology Program (ATP) is divided into 4 modules. Each module is 9 weeks in length for a full time student or 18 weeks for a part time student. The total length of the program is 36 weeks for a full time student or 72 weeks for a part time student.

GRADES

Grades are posted at least monthly and are reviewed at the end of each module. Grades are tracked using the Grade Average (GA) and Grade Point Average (GPA). In order to provide students with the most accurate grade overview, both the GA and GPA are cumulative and therefore reflect all grades received as of the end of the module. Grades are not awarded for
individual modules. Grades are assigned value using the following grading scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>GPA</th>
</tr>
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<tbody>
<tr>
<td>90 - 100</td>
<td>4.0</td>
</tr>
<tr>
<td>80 - 89</td>
<td>3.0 - 3.9</td>
</tr>
<tr>
<td>70 - 79</td>
<td>2.0 - 2.9</td>
</tr>
<tr>
<td>60 - 69</td>
<td>1.0 - 1.9</td>
</tr>
<tr>
<td>00 - 59</td>
<td>0.0 - 0.9</td>
</tr>
</tbody>
</table>

**CALCULATION OF GRADE POINT AVERAGE (GPA)**

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

For a student attending the Audio Technology Program to remain in good standing, he or she must maintain satisfactory progress according to the following standards:

**QUALITY:**

A student must maintain a 65% or better cumulative GA (1.5 GPA) during the program, and must achieve a 70% or better GA (2.0 GPA) to graduate from the program.

**MAXIMUM TIME FRAME:**

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

**COURSE REPETITIONS AND WITHDRAWALS:**

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

**COMPLETION RATE:**

A student must satisfactorily complete 85% of all clock hours attempted.

**REVIEWS:**

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

**ACADEMIC DISCIPLINARY ACTION - PROBATION AND SUSPENSION:**

If a student has less than the required cumulative GA of 65% (1.5 GPA) after 25% of the program, then the student is placed on Academic Probation. The student will remain on probation through the ensuing 25% of the program. During the period of probation the faculty and administrative staff will monitor the student’s progress and advise as necessary to assist the student. If at the completion of the next 25% of the program, the student’s GA is not 65% or above (1.5 GPA), the student will be dismissed from the program. In addition, a student must achieve a 70% GA (2.0 GPA) at the end of the program in order to graduate. The school reserves the right to terminate a student prior to completion of the program upon its determination that a student is not complying with school rules, is not attending class regularly, is not paying tuition, is not making satisfactory progress, or is not adapted to the field of study.

**REINSTATEMENT:**

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

**SPECIAL GRADING PROCEDURES:**

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

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

**REINSTATEMENT OF SATISFACTORY PROGRESS:**
A student will be judged as making satisfactory progress if an appeal is won or the student meets the above standards.

**RETIking ExAmS AnD PROJECTS**
Students who fail written exams or hands-on tests will not be allowed to retake the exam unless, in the opinion of the instructor, there is a significant and unusual circumstance beyond the student’s control that directly affected the exam grade (i.e., death of an immediate family member or illness the day of the exam). In such a case the student must verify the circumstance and request a retake from his or her instructor.

With the exception of the Final Project, all hands-on projects may be redone if the student receives at least a 50% and believes that he/she can improve on the practical grade. Students will have one week after a project is graded to re-do and resubmit the project. On a resubmitted project, the student is given the better of the two grades.

**LAB ASSIGNMENTS**
All lab assignments/practical projects are due by school closing on the due date. Lab assignments that are turned in late, but within 1 week of the due date will incur a 30-point grade reduction (i.e., a 92 would become a 62). For assignments turned in more than 1 week late, the student will receive a grade of 0.

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

**GOOD STANDING**
“Good Standing” is a reference to the on-going status of a student who
• is making Satisfactory Academic Progress;
• is meeting attendance requirements;
• has no adverse disciplinary action;
• is current with tuition and fee payments and;
• has met all obligations with the school.

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

**GRADUATION REQUIREMENTS**
To complete requirements for graduation and receive an SAE diploma in Audio Technology, students must:
• have a Grade Average of 70% (2.0 GPA) or better;
• have attended at least 85% of the total hours in the program;
• have met all financial obligations to the school;

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

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

**ATTENDANCE POLICIES - AUDIO TECHNOLOGY PROGRAM**

**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 85% of all class and lab time in order to receive a passing grade for each module and for the program. Students missing more than 15% of the total required hours will be put on probation for each applicable module and will not meet graduation requirements.

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

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

If a student fails to attend scheduled classes for a period of 30 calendar days, that student will be contacted and given 12 days to respond or return to class. If the student has not responded after this 12 day period, the student’s enrollment will be terminated and that date, 42 days after the student’s last date of attendance, will be considered the date of notice of cancellation.

LAB ATTENDANCE

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

Lab attendance is factored into a student’s overall attendance percentage. When attending labs, students must sign in and out (name and time), and have a staff member initial at the front desk. This sheet is used to calculate a student’s lab attendance. If a student does not sign in or get signed out properly, their studio time will NOT be counted. Any student falsifying the sign-in/out sheet is subject to disciplinary action.

MAKE-UP TIME

For students in good standing, making satisfactory academic progress, but who missed more than 15% of the overall attendance for scheduled program hours (because of an emergency, approved Leave of Absence (LOA) or other excused absences), SAE will provide the opportunity for make-up work to remedy deficient hours. Make-up work is assigned by the Course Coordinator(s) and must be completed by the due date assigned by the Course Coordinator(s). There is no additional charge for make-up work.

MAKE-UP EXAMS

Students that have missed a theory or practical test due to an excused absence or emergency verified by the SAE staff will be allowed to make up that exam. In the case of illness, a doctor’s note is required before an exam can be made up. However, a student will be allowed two make-up theory tests without a doctor’s note. This “free make-up pass” is provided for situations where the illness is genuine but a doctor cannot be seen. The issuance of the “free make-up passes” will be recorded and its use will be allowed only twice. Students should meet with the instructor immediately upon return to class to schedule these make-up tests. The “free make-up pass” is not valid for practical tests.

Students who arrive late to class and miss a theory test have the option to take that test during that class break. Please see the class instructor to make up the test during that time. Please note, however, that this option is only available three times during the program. After “Three Strikes,” students will lose the opportunity to make up a missed test during the break and will be given a 0 for that grade.

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.

STUDENT SERVICES - AUDIO TECHNOLOGY PROGRAM

INTERNATIONAL STUDENTS

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

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

Before graduation, international students must:

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

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

International graduates of SAE are eligible for Practical Training of up to nine weeks after Program completion. SAE will assist students with this process. However, SAE is not responsible for assisting students with securing work.
sponsorships or other options for staying in the U.S. past the period of study. The M1 Student Visa is provided only for ability to study and receive limited practical training. The Practical Training extension offered to M1 students does not allow for work in the U.S. after the period of training is completed. SAE cannot assist any international student with finding work after the approved period of practical training has expired, and cannot assist any international student with finding options for extended stays in the United States after this period of practical training has expired.

After graduation, international students must:

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

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

**STUDENT ADVISING**

All SAE faculty and staff are available to assist with student issues. Instructors will be happy to help with academic questions and problems. Supervisors are available at all times for assistance with equipment or technical procedures. The school administration will be happy to help any student with issues regarding school policies or requirements. All students will be required to visit with an assigned SAE administrative staff or instructor during the program. Advising will be primarily a review of a student’s progress.

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

SAE does not provide personal counseling.

**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.

**CAREER DEVELOPMENT ASSISTANCE**

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

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

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

Often, companies contact SAE to find qualified graduates for open positions. In this case, the staff collects information about the position, such as job description, job requirements, and salary information and then determines, with the SAE instructors, supervisors, and administrative staff, which graduates are best qualified for the position.

Although SAE does offer Career Development Assistance to all Audio Technology Program graduates, the school cannot guarantee placement or employment.

**TUITION - AUDIO TECHNOLOGY PROGRAM**

**TUITION AND FEES**

- Non-Refundable Registration Fee: 100.00
- Books and Materials*: 2,450.00
- Tuition: 16,400.00
- Total Fees: **$18,950.00**

*Books and Materials Fee includes Apple Laptop and Required Software for classes.

**MONTHLY PAYMENT PLANS**

SAE New York 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.

**FULL TIME PROGRAMS - MONTHLY PLAN**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>100.00</td>
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<tr>
<td>Due on or before Class Start</td>
<td>5,250.00</td>
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<td>8 Monthly Payments</td>
<td>1,700.00</td>
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<tr>
<td><strong>TOTAL PAYMENTS</strong></td>
<td><strong>$18,950.00</strong></td>
</tr>
</tbody>
</table>
**PART TIME PROGRAMS - MONTHLY PLAN**

Paid upon Enrollment  
100.00
Due on or before Class Start  
3,550.00
17 Monthly Payments of  
900.00
TOTAL PAYMENTS  
$18,950.00

Tuition may be paid by cash, check, money order, bank transfer, American Express, Discover, Mastercard, or Visa. The registration fee must be paid upon enrollment and may not be included in any loan disbursements. Tuition payment (or first installment) is due on or before the first class meeting.

All monthly tuition payments are due by the 1st day of the month. After the 7th day of the month, the payment is considered late. Payments are posted the day they are received, regardless of the postmark or day sent or transferred. A late charge of $5.00 per business day will be assessed for all late payments. Additionally, any student with an outstanding balance after the 7th of the month will lose their booking computer privileges. This means that the student will not be permitted to book any new labs, and all previously booked labs will be cancelled. The student will not be allowed to make up any lab assignments missed due to this policy. PLEASE NOTE: SAE does NOT send monthly tuition notices or invoices. It is each student’s responsibility to pay tuition in a timely fashion or applicable late fees will be assessed accordingly and will not be waived for any reason.

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

**INTERNATIONAL STUDENTS**

Please note that all international students must pay in full and complete enrollment before appropriate immigration related documentation can be issued.

**UP-FRONT PAYMENT**

SAE offers a discount of 3% on tuition ($16,400) paid in full in advance of the first class, with the exception of any loans administered through SAE (i.e., SLM) or any third-party agency sponsorship (i.e., VESID).

**ADDITIONAL COSTS**

The program cost at SAE is all-inclusive. Students bear few additional costs beyond the supplied (with the total cost of the program) books and supplies necessary for completion of the program. If the student wishes to work on extra or personal projects, additional media (over and above media supplied for assigned school projects) may be purchased. When planning expenses, students should consider housing and living expenses.

**TUITION ASSISTANCE**

SAE provides qualifying students assistance in applying for Career Training Loans through the SLM Financial Corporation (a SallieMae company). For detailed information, please contact the Administration Office, or visit the SLM Financial website at www.slmfinancial.com.

**REFUND POLICY - AUDIO TECHNOLOGY PROGRAM**

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 on the Enrollment Agreement and in this Catalog and reflect state requirements for the campus of enrollment. In all situations, it is SAE’s policy to return all monies paid, including the Registration Fee, if the student is denied enrollment by the school, or if any scheduled class start is cancelled for reasons of insufficient enrollment.

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

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

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

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

C. A student who cancels more than 3 days after signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

D. Thereafter, a student will be liable for:

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

E. The student refund may be more than that stated above if the accrediting agency and/or Federal refund policy results in a greater refund.

Notice of cancellation or withdrawal is requested in writing. Refunds will be made within 45 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 up to 87 days, pursuant to section 5002(3) of the Education Law.

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

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

**REFUND ON TEXTBOOKS**

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

**REFUND ON LAPTOP**

Once the laptop and related hardware and software has been accepted by the student, it may not be returned for refund.
SAE’s Personal Enrichment courses are not recognized under the institutional accreditation of ACCSCT.
Electronic Music Production courses are specifically designed for the producer and musician who want to master the equipment used in all forms of electronic music production. SAE Institute offers four separate personal enrichment courses that enable working artists to enhance their music by discovering the tricks and production techniques utilized by professionals in the music industry.

**COURSE OBJECTIVES:** These non-occupational ‘hobby’ courses are for people who make their own music and want to master the gear specific to their genre. They are for musicians or music enthusiasts to learn the basics of electronic music and understand the history of the electronic music genre, the basics of composing electronic music and recording electronic music in a home studio/computer based environment, the basics of sound synthesis and sampling to enhance electronic music composition and recording and how to get their electronic music to the club and DJ industry.

They are NOT for people who want a career as an audio engineer. Above all, these courses are for people who want to master their craft within a creative environment, using professional, industry-standard audio equipment, allowing musical ideas to be an audible reality.

**Electronic Music Production Course Information**

The Electronic Music Production (EMP) courses are 4 separate 36 hours classes, each being held 6 hours per week for 6 weeks. The classes may be taken separately or as a group. The courses includes theory and practical components. As this course is a personal enrichment course and is not intended to be academic in nature, there are no grades awarded during this course.

**Electronic Music Production course Descriptions**

**Getting to Know Electronic Music**

36 Clock Hours - SOFTWARE CONCENTRATION IN REASON  
No prerequisite

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

**The Home Studio for Electronic Music**  
EMP 2

36 Clock Hours - SOFTWARE CONCENTRATION IN LOGIC  
No prerequisite

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

**Creating Sounds & Songs**  
EMP 3

36 Clock Hours - SOFTWARE CONCENTRATION IN ABLETON LIVE  
No prerequisite

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

**Bringing It Together and Getting It Out**  
EMP 4

36 Clock Hours - SOFTWARE CONCENTRATION IN PRO TOOLS  
No prerequisite

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

**Electronic Music Producer Sequence**

All students in the Electronic Music Production courses will work through the following lecture sequence. Part time classes will be held 2 evenings a week (Monday/Wednesday or Tuesday/Thursday), from 6:00 pm to 9:00 pm, with a 30-minute break.

EMP 1 Getting to Know Electronic Music

1. Frequency Recognition and Styles of Electronic Music 1 day(s)
2. Computers for Electronic Music 1 day(s)
3. Signal Flow 1 day(s)
4. MIDI 1 day(s)
5. Effects 1 1 day(s)
6. Synthesizers & Samplers 1  1 day(s)
7. REASON  6 day(s)

EMP 2  The Home Studio for Electronic Music
1. LOGIC  6 day(s)
2. Home Studio Setup  1 day(s)
3. Microphones, Preamps, & Monitors  1 day(s)
4. Recording 1  1 day(s)
5. Synthesizers & Samplers 2  1 day(s)
6. Effects 1  1 day(s)
7. Mixing 1  1 day(s)

EMP 3  Creating Sounds and Songs
1. Music Theory  2 day(s)
2. Arranging  2 day(s)
3. Instrumentation & Sound Palette  1 day(s)
4. Songwriting workshop  1 day(s)
5. Ableton LIVE  6 day(s)

EMP 4  Bringing It Together and Getting It Out
1. Pro Tools  6 day(s)
2. Mixing 2  1 day(s)
3. Mastering  1 day(s)
4. Music Business  1 day(s)
5. Digital Distribution  1 day(s)
6. Live Gigs  1 day(s)
7. Guest Lecture  1 day(s)

REQUIREMENTS FOR ADMISSION

In order to be admitted into the Electronic Music Production courses at SAE New York, prospective students must:

- Be a United States Citizen or Permanent Resident;
- Be at least 18 years of age;
- Meet with SAE Admissions Staff for Personal Interview

APPLICATION PROCEDURE

To apply to the Electronic Music Production courses, the following steps must be completed:

- Complete and submit Application for Admission;
- Complete Personal Interview with SAE Admissions Staff

ENROLLMENT PROCEDURE

Upon receipt of the Application for Admission and completion of Personal Interview, the student will be sent confirmation of being accepted into the Electronic Music Production courses and will be provided with the necessary paperwork to complete enrollment. The applicant must then complete the following steps:

- Submit the completed Enrollment Agreement and related paperwork within specified time frame;
- Remit payment of the $100 non-refundable registration fee

Upon signed confirmation by SAE, an exact copy of the Enrollment Agreement will be returned to the student and a class slot will be held for the start date and course of request. SAE accepts registrations up to and including the first day of the course, 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 $100.00 registration fee for enrollment in any and all subsequent start dates.

PLEASE SEE THE REFUND POLICY SECTIONS OF THIS CATALOG FOR A DETAILED DESCRIPTION OF REFUNDS AND POSSIBLE RETURN OF REGISTRATION FEE IN THE EVENT OF CANCELLATION OF THE APPLICATION AND/OR ENROLLMENT AGREEMENT.

ADMISSION FOR INTERNATIONAL STUDENTS

SAE’s Electronic Music Production courses are non-occupational and offered only on a part-time basis. Therefore, we are unable to issue a student visa for this course and cannot accept international students into EMP. If students on a tourist visa wish to enroll into the EMP program and English is not their first language, then a passing grade on the TOEFL test will be required.

ADMISSIONS - ELECTRONIC MUSIC PRODUCTION COURSES

Admission to SAE Institute of Technology’s Electronic Music Production courses are open to any individual who is interested in the field of audio recording technology and the music industry. The Electronic Music Production courses are intended to be non-occupational, “hobby” courses and are for personal enrichment purposes only.

Prospective students may enroll in person or by mail. Students applying or enrolling in person may visit the school campus of choice during regular office hours, 9:00 am to 5:00 pm, Monday through Friday. Individual appointments may be arranged through the school’s administrative staff.

Out-of-area students may submit the Application for Admission and the Enrollment Agreement by mail; however, SAE strongly encourages all prospective students to visit the school before enrolling. Students applying by mail should contact the school regarding available openings for desired start date.
LEARNING DIFFERENCES

Students who have a learning difference that may adversely impact their ability to attend this course 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 Course Coordinator(s) at the beginning of the program to arrange an appropriate plan to facilitate any special needs or requirements.

SCHOOL TOURS

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

HOUSING

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

- Educational Housing Services (www.studenthousing.org)
- Craig’s List (www.craigslist.org)

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

READMISSION AND TRANSFERS

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

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

SCHEDULE OF CLASSES - ELECTRONIC MUSIC PRODUCTION COURSES

Students enter the school and move through the course as a group from start to finish. This is referred to as a “lockstep” program. The only exception to the lockstep approach is for a student who has been readmitted after a previous enrollment, or who has transferred from another SAE location.

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.

GETTING TO KNOW ELECTRONIC MUSIC

36 HOURS PART TIME SCHEDULE

6 WEEKS (6 hours per week for 6 weeks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date</th>
<th>Projected End Date</th>
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<tbody>
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<td>June 19, 2008</td>
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<tr>
<td>EMP1108PT-1</td>
<td>November 4, 2008</td>
<td>December 11, 2008</td>
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COMPOSING AND RECORDING ELECTRONIC MUSIC

36 HOURS PART TIME SCHEDULE

6 WEEKS (6 hours per week for 6 weeks)

<table>
<thead>
<tr>
<th>Class</th>
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<th>Projected End Date</th>
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<td>July 31, 2008</td>
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<td>EMP1108PT-2</td>
<td>December 16, 2008</td>
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CREATING SOUNDS AND SAMPLING

36 HOURS PART TIME SCHEDULE

6 WEEKS (6 hours per week for 6 weeks)

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<td>EMP1108PT-3</td>
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<td>March 19, 2009</td>
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</table>

GETTING IT TOGETHER AND PUTTING IT OUT

36 HOURS PART TIME SCHEDULE

6 WEEKS (6 hours per week for 6 weeks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date</th>
<th>Projected End Date</th>
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<td>September 16, 2008</td>
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</tr>
<tr>
<td>EMP1108PT-4</td>
<td>March 24, 2009</td>
<td>April 30, 2009</td>
</tr>
</tbody>
</table>
ELECTRONIC MUSIC PRODUCTION CLASS SCHEDULES (PART TIME)

Monday/Wednesday, from 6:00 pm to 9:00 pm (January and July classes)

or

Tuesday/Thursday, from 6:00 pm to 9:00 pm (May and November classes)

• Offered as an evening part time class only.
• Optional studio and/or lab time is scheduled individually by the student.
• Schedule and/or start dates subject to change.

ACADEMIC POLICIES - ELECTRONIC MUSIC PRODUCTION COURSES

CLASSES AND INSTRUCTIONAL HOUR DEFINITION

Each instructional hour is equal to 50 minutes of classroom instruction. To provide the best possible learning experience, theory classes are limited to 35 students per class.

GRADES AND SATISFACTORY PROGRESS POLICY

The Electronic Music Production courses are intended for personal enrichment purposes, not academic or career training purposes. For this reason, grades are not given to students in the EMP courses, and satisfactory progress is not tracked for these students.

ATTENDANCE POLICIES - ELECTRONIC MUSIC PRODUCTION COURSES

ATTENDANCE

Because the Electronic Music Production courses are non-academic, non-occupational course, no minimum attendance percentage is required for EMP students. Attendance is taken on a daily basis, however, for tuition liability and refund policy purposes.

If a student fails to attend scheduled classes for a period of 30 calendar days, that student will be contacted and given 12 days to respond or return to class. If the student has not responded after this 12 day period, the student’s enrollment will be terminated and that date, 42 days after the student’s last date of attendance, will be considered the date of notice of cancellation.

When attending labs, students must sign in and out (name and time) at the front desk. Although EMP lab time is not counted, the sign-in/out sheet is utilized for tuition liability purposes and needs to be filled out for accurate attendance records. Any student falsifying the sign-in/out sheet is subject to disciplinary action.

STUDENT SERVICES - ELECTRONIC MUSIC PRODUCTION COURSES

INTERNATIONAL STUDENTS

The Electronic Music Production courses are not available to non-immigrant foreign students due to visa restrictions.

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.

SAE does not provide personal counseling.

INTERNSHIPS

SAE does not include internships as part of the general curriculum; therefore, student participation is voluntary.

CAREER DEVELOPMENT ASSISTANCE

SAE’s Electronic Music Production courses are for non-occupational purposes only. Therefore, Career Development Assistance is NOT provided to EMP students.

TUITION - ELECTRONIC MUSIC PRODUCTION COURSES

ELECTRONIC MUSIC PRODUCER COURSES

Single EMP Course
Non-Refundable Registration Fee 100.00
Tuition for Single EMP Course 950.00
TOTAL FOR SINGLE EMP COURSE 1,050.00

All EMP Courses Consecutively
Non-Refundable Registration Fee 100.00
Tuition for All EMP Courses 2,950.00
TOTAL FOR ALL EMP COURSES* 3,050.00

* Students enrolling in all 4 courses at once and consecutively receive a discount of $1,150

The total tuition payment is due on or before the first class meeting. All fees are listed in this Catalog and Enrollment Agreement. All charges (tuition and fees) are itemized and disclosed as a total balance in this Catalog and the Enrollment Agreement.

Alternately, students interested in taking all EMP courses consecutively may opt for a monthly payment plan:

All EMP Courses Consecutively (Monthly Payment Plan)
Non-Refundable Registration Fee 100.00
Down Payment 400.00
6 Monthly Payments 500.00
TOTAL FOR ALL EMP COURSES 3,500.00
All monthly tuition payments are due by the 1st day of the month. After the 7th day of the month, the payment is considered late. Payments are posted the day they are received, regardless of the postmark or day sent or transferred. A late charge of $5.00 per business day will be assessed for all late payments. Additionally, any student with an outstanding balance after the 7th of the month will lose their booking computer privileges. This means that the student will not be permitted to book any new labs, and all previously booked labs will be cancelled. The student will not be allowed to make up any lab assignments missed due to this policy. **PLEASE NOTE:** SAE does NOT send monthly tuition notices or invoices. It is each student’s responsibility to pay tuition in a timely fashion or applicable late fees will be assessed accordingly and will not be waived for any reason.

The registration fee must be paid upon enrollment and may not be included in any loan disbursements.

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

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 Administration or Director’s office. Do not depend on information from another student or an instructor, as each student’s situation is different. Students whose tuition and/or fees have not been paid in full by the course start date will not be able to begin classes.

**ADDITIONAL COSTS**

The course cost at SAE is all-inclusive. This covers registration fee, tuition, and any supplies necessary for completion of the course. When planning expenses, students should consider housing and living expenses.

**TUITION ASSISTANCE**

SAE provides qualifying students assistance in applying for Career Training Loans through the SLM Financial Corporation (a SallieMae company). For detailed information, please contact the Administration Office, or visit the SLM Financial website at [www.slmfinancial.com](http://www.slmfinancial.com).

**REFUND POLICY - ELECTRONIC MUSIC PRODUCTION COURSES**

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 on the Enrollment Agreement and in this Catalog and reflect state requirements for the campus of enrollment. In all situations, it is SAE’s policy to return all monies paid, including the Registration Fee, if the student is denied enrollment by the school, or if any scheduled class start is cancelled for reasons of insufficient enrollment.

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

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

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

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

C. A student who cancels within 3 days of signing the enrollment agreement but before instruction begins will receive all monies returned with the exception of the non-refundable registration fee.

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

E. The student refund may be more than that stated above if the accrediting agency and/or Federal refund policy results in a greater refund.

Notice of cancellation or withdrawal is requested in writing. Refunds will be made within 45 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 up to 87 days, pursuant to section 5002(3) of the Education Law.

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

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

**Tom Misner**  
President, SAE Institute—Sydney, Australia

**Rudi Grieme**  
Senior Vice President (Europe/USA)—Amsterdam, Netherlands and New York, NY, USA

**Dr. Clive Pascoe**  
SAE Director of Education—Sydney, Australia

**Dr. Michael Bridger**  
Middlesex University—London, England

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**SCHOOL FACULTY AND STAFF**

All SAE instructors will meet the high standards expected at all SAE Institutes as well as established post-secondary standards for the state of New York.

**Udo Hoppenworth**  
*Director of US Operations*  
SAE Diploma in Audio Technology, SAE Munich

**Fred Ditman**  
*Assistant Manager*  
SAE Diploma in Audio Technology, SAE New York

**Stacey Wong**  
*Admissions Manager*  
Bachelor of Music in Theory & Composition, Westminster Choir College  
SAE Diploma in Audio Technology, SAE New York

**Leigh Crain**  
*Student Services Manager*  
Bachelor of Arts in Philosophy & English, Rice University  
SAE Diploma in Audio Technology, SAE New York

**Ryan Schimmenti**  
*Instructor and Student Services Coordinator*  
Associate of Science in Marketing, Nassau Community College  
SAE Diploma in Audio Technology, SAE New York

**Idalja Temmer**  
*Receptionist*  
Bachelor of Arts in English Literature, Language and Criticism, Hunter College

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**John Jansen**  
*Academic Course Coordinator and Instructor*

**Michael Morrell**  
*Administrative Course Coordinator*  
Bachelor of Arts in English, University of Massachusetts, Amherst  
SAE Diploma in Audio Technology, SAE New York
NOTE:
SCHOOL FACULTY AND STAFF ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Any revisions to the SAE Catalog after publication will be attached using supplements reflecting state and 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 catalog.
LOCKERS

SAE New York has lockers available for student use on a first come, first served basis, subject to availability. A $5.00 lock fee is required, and must be paid in cash. To obtain a locker, please see the Admissions Manager in the Administration Office. Lockers are for use only during the duration of a student’s enrollment and may be emptied by SAE if not vacated by the student. SAE is not responsible for any contents stored in lockers and reserves the right to inspect lockers at any time.
GENERAL INFORMATION

HOLIDAY SCHEDULE FOR 2008 AND 2009

SAE New York will be closed for the following holidays:

2008:
- New Year’s Day: Tuesday, January 1, 2008
- Martin Luther King Day: Monday, January 21, 2008
- Presidents’ Day: Monday, February 18, 2008
- Memorial Day: Monday, May 26, 2008
- Independence Day: Friday, July 4, 2008 thru Saturday, July 5, 2008
- Labor Day: Monday, September 1, 2008
- Columbus Day: Monday, October 13, 2008
- Veterans Day: Tuesday, November 11, 2008
- Thanksgiving Day: Thursday thru Saturday, November 27-29, 2008
- Winter Recess: Monday, December 22, 2008 thru Saturday, January 3, 2009

2009:
- New Year’s Day: Monday, January 1, 2009
- Martin Luther King Day: Monday, January 19, 2009
- Presidents’ Day: Monday, February 16, 2009
- Memorial Day: Monday, May 25, 2009
- Independence Day: Friday, July 3, 2009
- Labor Day: Monday, September 7, 2009
- Columbus Day: Monday, October 12, 2009
- Veterans Day: Wednesday, November 11, 2009
- Thanksgiving Day: Thursday thru Saturday, November 26-28, 2009
- Winter Recess: Monday, December 21, 2009 thru Saturday, January 2, 2010

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). Please inform Administration of any absence required for religious holiday observation.

Any changes to the above listed holidays will be clearly printed in a Catalog supplement and posted on the class bulletin boards.
SCHEDULE OF CLASSES - AUDIO TECHNOLOGY PROGRAM

AUDIOTECHNOLOGYPROGRAM 900 HOURS FULL TIME SCHEDULE
9 MONTHS (25 hours per week for 36 weeks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date</th>
<th>Projected End Date</th>
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<tbody>
<tr>
<td>ATP0109FT</td>
<td>January 12, 2009</td>
<td>October 3, 2009</td>
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<tr>
<td>ATP0409FT</td>
<td>April 6, 2009</td>
<td>December 19, 2009</td>
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<td>ATP0709FT</td>
<td>July 6, 2009</td>
<td>April 10, 2010</td>
</tr>
<tr>
<td>ATP0909FT</td>
<td>September, 28, 2009</td>
<td>July 7, 2010</td>
</tr>
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</table>

The full time Audio Technology Program is offered as a day time program; morning and afternoon sessions will be assigned by SAE.

ADDENDUM TO CATALOG VOLUME 1.1.08
ATTENDANCE DISCIPLINARY ACTION - PROBATION AND TERMINATION

If a student has less than 70% of their required attendance hours after 25% of the program, then the student will be placed on Attendance Probation. The student will remain on probation through the ensuing 25% of the program. During the period of probation, the faculty and administrative staff will monitor the student’s progress and advise as necessary to assist the student. If at the completion of the next 25% of the program, the student’s cumulative attendance hours are below 70%, the student will be dismissed from the program. A student must satisfactorily complete 85% of all clock hours attempted.

FREE PASSES

Free Pass Policy
If the student misses a Theory Test due to an unexcused absence, they may make it up. They must arrange to take this test within 3 weeks of the date the test was given, or they forfeit the chance to make it up. The student only has TWO Free Passes available. Once the passes are used, they will not be permitted to take the test.

Three Strike Policy
If the student is late to class on a test day, they are still able to take the test. This must be done on the SAME day, and during the BREAK, not after class. This can only happen 3 times for the entire time the student attends SAE. Once their strikes are used up, they can no longer take the test if they are late.

If their absence is excused, then there is no need to use either of the above items. These policies may NOT be applied to the MidTerm, Final Exam, or Practical Exams.

Skills Test Free Pass
If the student misses a skills test, they have one opportunity to reschedule the test. There is only one free pass and it will apply for only skills tests within the first and second Modules.

This skills test free pass may not be used as a Retake if the student does poorly. This free pass is only to be used if there is some legitimate reason that prevents the student from making their test time.

To reschedule a skills test, the student must contact Mike within one week of their originally-scheduled skills test.

ADDENDUM TO CATALOG VOLUME 1.1.08
TUITION - AUDIO TECHNOLOGY PROGRAM

TUITION AND FEES

for January 12, 2009 start date
Non-Refundable Registration Fee $100.00
Books & Materials* $2,450.00
Tuition $16,400.00
TOTAL FEES $18,950.00

for April 6, 2009 and later start dates
Non-Refundable Registration Fee $100.00
Books & Materials* $2,450.00
Tuition $18,400.00
TOTAL FEES $20,950.00

*Books and Materials Fee includes Apple Laptop and Required Software for classes.

MONTHLY PAYMENT PLANS

SAE New York offers a monthly payment plan for students. There is no interest or finance charge for monthly payment plans with SAE. All such payment plans comply with state and federal requirements.

FULL TIME PROGRAMS - MONTHLY PLAN

for January 12, 2009 start date
Paid Upon Enrollment $100.00
Due on or before Class Start $5,550.00
7 Monthly Payments of $1,900.00
TOTAL PAYMENTS $18,950.00

for April 6, 2009 and later start dates
Paid Upon Enrollment $100.00
Due on or before Class Start $6,850.00
7 Monthly Payments of $2,000.00
TOTAL PAYMENTS $20,950.00

PART TIME PROGRAMS - MONTHLY PLAN

for May 12, 2009 and later start dates
Paid Upon Enrollment $100.00
Due on or before Class Start $4,850.00
16 Monthly Payments of $1,000.00
TOTAL PAYMENTS $20,950.00
TERMINATION FOR NON-PAYMENT

For students on a monthly payment plan, if three consecutive tuition payments are not made, the student will be terminated from the program. At that point, in order to remain in the program, ALL outstanding fees must be paid. Payment arrangements can be made for students unable to pay the entire amount at that time. However, the student will have to suspend their enrollment until full payment is received. Regardless of enrollment status, the student is liable for all tuition and fees due up to the last date of attendance.

GI BILL / VA BENEFITS

SAE Institute will accept GI Bill benefits, as well as VA Veterans involved in the Chapter 31 Program. Those veterans pursuing the Chapter 31 program will be handled on a case by case basis. The student must contact the local VA office to start the process, at which point their counselor will contact SAE Institute to arrange details.
Electronic Music Production (EMP) courses are specifically designed for the producer and musician who want to master the equipment used in all forms of electronic music production. SAE Institute offers two separate personal enrichment courses that enable working artists to enhance their music by discovering the tricks and production techniques utilized by professionals in the music industry.

COURSE INFORMATION

Electronic Music Production courses are 2 separate 36 hour classes, each being held 6 hours per week for 6 weeks. The classes may be taken separately, or as a group. The courses include theory and practical components. As this course is a personal enrichment course and is not intended to be academic in nature, there are no grades awarded during this course.

ELECTRONIC MUSIC PRODUCER SEQUENCE

All students in the Electronic Music Production courses will work through the following lecture sequence. Part time classes will be held 2 evenings a week (Tuesday/Thursday), from 6:00 pm to 9:00 pm, with a 30-minute break.

EMP 1  Getting to Know Electronic Music & the Tools for Creating It

1. Program Intro 1 day
2. Music Theory 1 day
3. Computers 2 days
4. Basic Signal Flow 2 days
5. Reason 2 days
6. Effects 2 days
7. Synthesis 1 day
8. Sampling 1 day

EMP 2  Songwriting, Studio & Production Techniques

1. Ableton Live 6 days
2. Song Arrangement 2 days
3. Basic Mixing 2 days
4. Basic Track Editing & Mastering 1 day
5. Self Promotion 1 day
### ELECTRONIC MUSIC PRODUCTION

#### EMP-1
**GETTING TO KNOW ELECTRONIC MUSIC & THE TOOLS FOR CREATING IT - 36 HOURS**
**PART TIME** SCHEDULE 6 WEEKS (6 hours per week for 6 weeks)

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<th>Start Date</th>
<th>Projected End Date</th>
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<td>December 14, 2009</td>
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<tr>
<td>February 09, 2010</td>
<td>March 22, 2010</td>
</tr>
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#### EMP-2
**SONGWRITING, STUDIO & PRODUCTION TECHNIQUES - 36 HOURS**
**PART TIME** SCHEDULE 6 WEEKS (6 hours per week for 6 weeks)

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<th>Start Date</th>
<th>Projected End Date</th>
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<tbody>
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<td>December 15, 2009</td>
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<tr>
<td>February 02, 2010</td>
<td>March 22, 2010</td>
</tr>
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#### EMP-A
**BOTH ELECTRONIC MUSIC PRODUCTION COURSES**
**TAKEN CONSECUTIVELY**

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<td>February 08, 2010</td>
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<tr>
<td>February 09, 2010</td>
<td>May 03, 2010</td>
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