



**Los Angeles**  
**June 1, 2012 - June 1, 2013**

**SAE INSTITUTE OF TECHNOLOGY**  
**COURSE CATALOG**

2012 CATALOG  
VOLUME 06.12-13

## DISCLOSURE STATEMENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

SAE Institute of Technology, Los Angeles, has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that has resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code.

## SAE INSTITUTE OF TECHNOLOGY

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## AUTHORIZATION AND LICENSES

SAE Institute of Technology, Los Angeles, is a private institution licensed in the State of California by the Bureau for Private Postsecondary Education (BPPE).

## ACCREDITATION

SAE Institute of Technology, Los Angeles, is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), ID code 00028284. For more information about accreditation and its impact on an institution, visit [www.asics.org](http://www.asics.org).

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**WELCOME TO SAE!**

**MISSION STATEMENT**

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

**A WELCOME FROM OUR FOUNDER**

“Welcome to SAE Institute of Technology! Today more than ever before, solid training, careful practice, and creative thinking can give you the edge in the competitive audio and music business industries. These qualities are the hallmarks of our program and the main reasons why students across the nation and around the world choose SAE as the place to study.”

“We offer innovative teaching techniques, modern equipment, and a complete package of courses. Above all, our graduates have the large international network of SAE Institutes to support them in finding employment and making contacts in the industry. To this end, SAE’s mission reflects our commitment to the student.” - Dr. Tom Misner

**THE HISTORY OF SAE**

Tom Misner founded SAE 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 locations such 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.

SAE expanded its campuses to the United States in 1999, opening the first two U.S. locations in New York, NY, and Nashville, TN. Since then, four more locations have opened in Miami, FL (2002), Los Angeles, CA (2006), Atlanta, GA (2007) and San Francisco, CA (2009). For a more detailed description of the history of SAE, please visit the SAE global website at [www.sae.edu](http://www.sae.edu).

**CAMPUS FACILITIES AND EQUIPMENT**

SAE Los Angeles is located in the heart of Hollywood. Within walking distance you’ll find the Hollywood and Highland entertainment center, the Grauman’s Chinese Theatre, and the Hollywood Walk of Fame. Parking is on the premises and restaurants surround the school in all directions. Accessible from the 101 and 405 freeway and a 10 minute walk from the Los Angeles Subway.

SAE Los Angeles is a modern, air conditioned facility, which includes student classrooms, and fully equipped studios with industry-standard equipment, including:

**Hardware**

- Avid Icon D-Control Cosole
- SSL AWS900 Console
- Neve V3
- Yamaha 02R
- Otari MX-80 24-track Analog Recorder
- Pro Tools HD Systems
- Toft ATB24
- Apple Macintosh Computer based Workstations
- Focusrite Processors
- Neve DFC Audio Console
- TLA Processors
- Chandler Processors
- Blue Sky 2.1 & 5.1 Monitoring Systems
- Mackie HR824 Loudspeaker Systems
- Genelec 1037A Loudspeaker Systems
- Sennheiser Microphones
- Shure Microphones
- Blue Microphones
- Rode Microphones
- Neumann Microphones
- AKG Microphones Beyerdynamic Microphones
- SE Microphones

**Software**

- Ableton Live
- Apple Logic Pro
- McDSP Plugins
- Native Instruments Komplete Production Bundle
- Wavelab
- Avid ProTools
- Propellerhead Reason
- 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.

**CAMPUS CONTACT INFORMATION**

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**HOURS OF OPERATION**

SAE Los Angeles's normal hours of operation are 10:00 am to 12:00 am, Monday through Saturday, for studios and workstations. Any additional or changed lab hours will be discussed at orientation and/or posted on the student bulletin boards.

**HOLIDAY SCHEDULE FOR 2012-2013**

SAE Los Angeles will be closed for the following holidays:

<b>Independence Day</b>	Monday, July 4, 2012
<b>Labor Day</b>	Monday, September 3, 2012
<b>Columbus Day</b>	Monday, October 8, 2012
<b>Veterans Day</b>	Friday, November 12, 2012
<b>Thanksgiving Recess</b>	Thursday thru Sunday, November 22-25, 2012
<b>Winter Recess</b>	Monday, December 24, 2012 thru Sunday, January 6, 2013
<b>Martin Luther King Day</b>	Monday, January 21, 2013
<b>Presidents' Day</b>	Monday, February 18, 2013
<b>Memorial Day</b>	Monday, May 27, 2013

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 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 Los Angeles Public Schools should prevailing hazardous conditions dictate that the school should be closed for the day, or part of the day. Please monitor television and radio stations for information on Los Angeles Public Schools should these conditions arise. The SAE Los Angeles phone system & website will be updated with closing information as well, so students are advised to confirm the school's status by calling the school or visiting the website. These procedures will also be used if any emergency conditions in Los Angeles and/or the Los Angeles area dictate 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 deemed dangerous for travel, simply contact the school and talk to an Administrator. 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.

**SUPPLEMENTS AND ATTACHMENTS TO CATALOG**

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

**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

**SMOKING POLICY**

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

**CAMPUS DRUG POLICY**

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

**INSTITUTION SECURITY**

Federal law requires that schools administering Federal student loans through Title IV provide accurate campus crime statistics. SAE Institutes which have Title IV loans keep a record of such campus crime statistics. SAE Institutes without Title IV loan programs do not maintain or file such statistical reports; however, the school Director can discuss any safety concerns with students or parents.

**ADMINISTRATION OFFICE HOURS**

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, 10:00 am to 10:00 pm, Monday through Thursday and 10:00 am to 6:00 pm Friday. Students having business with the Administrative staff are encouraged to schedule an appointment, if possible.

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

Student records contain the institutional information of each individual who has applied and/or enrolled at SAE. SAE Institute maintains a permanent copy of student records on site. A 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.

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 financial obligations with the school will be eligible to receive a transcript. Certified transcripts will be mailed directly to other institutions or businesses.

**IDENTIFICATION & PROXIMITY CARDS**

Identification & proximity cards will be issued at the beginning of each program. SAE requires that students have their student ID's on these cards on their person at all times while on the campus. In the event of a lost or damaged ID, a duplicate can be issued. In such a case, the student will be charged a \$10 replacement fee. Lost proximity cards will be assessed a \$20 replacement fee.

Proximity cards are used enter the school through 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.

**STUDENT POLICIES****CONDUCT**

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.

## HARASSMENT POLICY

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

In the case of plagiarism and other forms of academic dishonesty or misconduct, the instructor, at his/her discretion, has the authority to assign a zero (0) for the exercise or examination. Any student who is caught cheating may face immediate expulsion from the program. If a student feels they have been unjustly accused and/or wishes to challenge the instructor, they may file an appeal by following the Grievance Policies and Procedures stated in this Catalog.

## 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, staff or student 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.

## 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. Additionally, 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 the Student Services Coordinator, an 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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## The California Bureau for Private Postsecondary Education.

### Mailing Address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

### Physical Address:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA, 95833

W: [www.bppe.ca.gov](http://www.bppe.ca.gov) E: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) Toll Free: (888) 370-7589

### Accrediting Council for Independent Colleges and Schools:

By E-mail: [complaints@acics.org](mailto:complaints@acics.org)

By Fax: 202-842-2593

By Mail: ACICS

750 First Street NE

Suite 980

Washington, DC 20002

## LOST AND FOUND

Lost items will be kept in the Supervisors 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 recording within the facilities is permitted only with the expressed permission of the Director. Audio taping of class lectures with the approval of the Director may be allowed at the discretion of the Instructor.

## LEARNING DIFFERENCES

Students who have a learning difference that may adversely impact their ability to complete 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.

## BULLETIN BOARDS

The bulletin boards located throughout the SAE LA campus are used for posting 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 as 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.

## 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 lost or not returned within one day after sign-out are subject to a replacement fee.

## ADMISSIONS PROCEDURES

### SCHOOL TOURS

SAE is proud of all of its 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 [losangeles.sae.edu](http://losangeles.sae.edu).

### HOUSING

SAE does not offer residential facilities. For information on types of student housing that may be available in the Los Angeles area, SAE recommends researching different options using the Internet and other resources.

The Student Services Coordinator 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.

SAE Institute, Los Angeles currently offers two types of programs: Diploma & Certificate. The admissions procedures for both is as follows:

### ADMISSIONS FOR DIPLOMA PROGRAMS

Admission to SAE Institute of Technology's Diploma Programs are open to any individual who is seriously interested in the field of creative media 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 our office hours, 10:00am to 6:00pm, Monday through Friday. Individual appointments outside of normal hours can be made with an Admissions Representative.

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. Students applying by mail should contact the school regarding available openings for a desired start date.

## REQUIREMENTS FOR ADMISSION

In order to be admitted into a Diploma Program at SAE Los Angeles, 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 a Diploma Program, the following steps must be completed:

- Complete and submit Application for Admission;
  - Remit payment of the non-refundable \$50 application fee;\*
  - Show proof of successful High School completion by submitting an official copy of High School Transcript, a copy of a High School Diploma, OR evaluated proof of educational achievement that is equivalent to a US High School diploma. All documentation must be in English or officially translated;
  - Successfully complete 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 application fee, books & materials fee, and 50% tuition; this payment must be received before any immigration-related paperwork is issued.

*\*Application fee is set to be raised to \$100 effective January 1, 2013*

## ENROLLMENT PROCEDURE

Upon receipt of the Application for Admission and application fee, 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:

- Meet with the Financial Aid office to determine and confirm individualized payment arrangements;
- Remit payment of tuition deposit, as required
- Submit the complete Enrollment Agreement and related paperwork within specified time frame.

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 requirements have been met and there is availability in the class session.*

**NOTE: If an enrolled student changes his or her start date prior to beginning instruction, he or she may apply the previously paid \$50 application fee to the new enrollment. For transfers to another class session after the class has commenced, the student must pay a \$50 rescheduling 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 IN THE EVENT OF CANCELLATION OF THE APPLICATION AND/OR ENROLLMENT AGREEMENT

## 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 application fee, books & materials fee, and 50% tuition before any immigration-related paperwork is issued. Any remaining tuition balance is due on or before the midway point in the program.

## EDUCATION EVALUATION

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

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

## 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 Los Angeles area and all tuition costs, students must show access to a minimum of \$30,000 US to satisfy this requirement. If this financial support is not in an account under the student's name, written consent of the account holder must also be presented.

## ENGLISH PROFICIENCY

To satisfy the English requirement for admission, we ask that all International Students submit one of the following to demonstrate sufficient English ability:

- TOEFL (Minimum score: 500 on the paper-based version, or 173 on the computerized version, or 61 on the internet-based version)
- Completion of level 5 on the iTEP exam
- A minimum score of 5.5 on the IELTS exam
- Proof of graduation from an English Language High School
- Pearson English Test (PTE) 46
- A phone interview can be requested at the discretion of the campus Director.

## ADMISSION TEST REQUIREMENT FOR INTERNATIONAL STUDENTS

A remote test will be administered for International Students unable to take the entrance exam at an SAE campus. The onsite exam must be

successfully completed once the student is present. Students that cannot pass the exam won't be allowed to enroll in the program.

## ENTRANCE EVALUATION

SAE Los Angeles requires all applicants to successfully complete an Entrance Evaluation to be accepted into a Diploma Program. Applicants who do not meet the minimum score on their first attempt may retake the Evaluation, subject to possible waiting period and/or additional restrictions. There is no additional fee to take the Entrance Evaluation.

SAE Institute of Technology may accept prior credit for experiential learning at the discretion of the Campus Director.

## ADMISSIONS FOR CERTIFICATE PROGRAMS

Admission to SAE Institute of Technology's certificate courses is open to any individual who is interested in the field of audio recording technology and the music industry. Certificate 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, 10:00 am to 6:00 pm, Monday through Friday. Individual appointments should 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 their desired start date.

## REQUIREMENTS FOR ADMISSION

In order to be admitted into a certificate course at SAE Los Angeles, prospective students must be at least 16 years of age.

## APPLICATION PROCEDURE

To apply to for certificate course, prospective students must

- Complete and submit Application for Admission to the desired program
- Remit payment of non-refundable \$50 application fee\*

*\*Application fee is set to raised to \$100 effective January 1, 2013*

## ENROLLMENT PROCEDURE

Upon receipt of the Application for Admission and application fee, the student 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
- Establish a payment plan and make a deposit to be completely enrolled and guaranteed a seat.

**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 is requested to 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.

**DISMISSAL FOR NON-PAYMENT**

Students paying tuition in installments are expected to make all tuition payments on time in accordance with the payment plan established by SAE at the time of enrollment. A student carrying a balance equivalent to two months' tuition will receive notice from the Administration Office. If the student does not pay all outstanding fees before the third month is past due, his/her enrollment will be suspended. Students suspended for non-payment will be permitted to resume coursework (either with the original class session or as a transfer into another class session) once the balance is paid in full. Regardless of enrollment status, the student is liable for all tuition and fees due as of the last day of attendance.

**REFUND POLICY**

SAE Los Angeles has a singular refund policy that applies to all programs it offers. It is as follows:

**INSTITUTIONAL REFUND POLICY**

It is SAE's policy to return all monies paid, including the Application Fee, if any scheduled class start is cancelled for reasons of insufficient enrollment. A student can be dismissed, at the discretion of the director, for insufficient progress, nonpayment of costs, and/or failure to comply with SAE rules and regulations. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the first day of attendance, or the seventh day after enrollment, whichever is later.

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 7 days of signing an enrollment agreement and making an initial payment.
- C. A student requesting cancellation more than 7 days after signing the enrollment agreement and making an initial payment, but before instruction begins is entitled to a refund of all monies paid minus the non-refundable application fee.
- D. Thereafter, a student will be liable for:
  1. the non-refundable application 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 withdrawal or termination occurs during the first 7 calendar days of the program, the student incurs no tuition liability. Thereafter, a prorata refund policy will be used in which the student will only be charged for those hours actually offered to the student. "Hours Offered" refers to the number of hours

offered between the first day of class and the student's last date of physical attendance.

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

If tuition is paid through a loan company or other agency, the refund will be issued to the loan company or agency. In all other cases, refunds will be issued to the enrolled student, regardless of how tuition was paid. 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 or supplies:** Once textbooks or supplies have been accepted by the student, they may not be returned for a refund. Students will receive a refund on any textbooks or supplies not received.

**Return of Title IV Funds**

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the program, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive.

If a recipient of Federal student Aid begins attendance but does not complete the program, SAE will calculate the amount of assistance that has been earned by the student. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds. Title IV funds are returned in the following order:

\*Unsubsidized Stafford Loan

\*Subsidized Stafford Loan

\*Federal PLUS Federal

\*Pell Grant

If a credit balance occurs after all required Title IV funds are returned based on the return of Title IV calculation and the internal refund calculation has been completed, the excess funds will be returned first to any sponsoring agency, then to private loans administered by SAE, and then to the student.

In some cases, the return of Title IV funds calculation will result in the student owing tuition and fees to SAE that would otherwise have been paid with Federal Student Aid. Students that have received funds for living expenses may also owe a refund of unearned Federal Aid to the department of education. If you have questions about the return of Title IV funds, or for examples of Title IV calculations, please contact the Administration office.

**STUDIO AND LAB POLICIES****RESERVING STUDIO AND LAB TIME**

Students are required to log onto the intranet to book studio time. During the first week of class, all students will receive a comprehensive schedule indicating all class, lab, workshop & testing schedules. These schedules are also posted on the class bulletin board. If there is any change to the posted schedules, students will be informed by way of their weekly announcements, also posted to their bulletin boards.

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.

It is absolutely forbidden for students to use our property or studios for financial gain. Anyone found doing so will face disciplinary action up to dismissal from the program.

**FOOD OR DRINK POLICY**

No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated and the student will be penalized by a cancellation of all lab times for the next 3 days for full-time or 6 days for part-time students. 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 zeroing 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.

**FOUNDATION AREA**

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

**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 Maintenance Reports, which are located in all studios and lab areas. In addition, students must not repatch 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. 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. With the exception of a house drum kit, 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 and students files from the school's computers on a nightly basis. SAE provides each student with sufficient space on a student file server to back up their projects. In addition, students may back up their files on their own computers. Not backing up files appropriately can cause projects to be turned in late or lost completely. Local hard drives on SAE computers and workstations are for temporary storage only. All work must be saved to the student file server or an alternate medium at the end of each session. SAE is not responsible for any lost data.

**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 such time as 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. All manuals are also available on our student server for students' use.

### GUEST MUSICIAN POLICIES

The number of guest musicians allowed into the school 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.

### LAB ATTENDANCE

When attending labs, students must perform two actions:

- 1) log in to the booking system and their session (for resource management);
- 2) sign in and out on the appropriate sheets at the Front Desk, and get a staff member to initial the sheet upon sign-out (for purposes of attendance credit).

The Booking System is not used for the purpose of calculating attendance. **If a student does not sign in and out properly, that studio time will not be counted for lab hours.**

If a student does not arrive for their scheduled lab within 30 minutes of the scheduled time, they are considered absent for that lab and will be penalized by a cancellation of all lab times for the next 3 days for full-time or 6 days for part-time students. 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. Lab times may only be cancelled for reasons which would constitute an excused absence.

Please see the Attendance Policies section of this Catalog for more information regarding Lab Attendance Policies. The method for submitting projects will vary from project to project. Students will be provided a student lab handbook, in which the proper way to submit all lab projects is explained.

### LOCATION OF CLASSES

All classes are held at SAE Institute of Technology, Los Angeles  
6565 Sunset Blvd.  
Suite 100  
Los Angeles, CA 90028

NEW YORK CITY

## Diploma Programs AUDIO PRODUCTION

### **AUDIO TECHNOLOGY PROGRAM (900 CLOCK HOURS)**

This program leads to the award of a Diploma in Audio Technology. Intensive practical and theoretical training gives students a solid grounding in 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, television and film post production, broadcast and live sound, and to provide the necessary understanding of the music industry for an entry level position in the entertainment business.

**PROGRAM OUTCOMES:** 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.

#### **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 LA website ([losangeles.sae.edu](http://losangeles.sae.edu)) 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 during the first module. 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 are 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 Director of Education.

#### **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
- Apple Pro Training Series Logic Pro 9, David Nahmani
- Mastering Audio, Bob Katz
- The All New Electronics Self-Teaching Guide, Harry Kybett and Earl Boysan
- Assistant Engineer's Handbook, Tim Crich
- Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
- Home Recording Studio: Build It Like The Pros, Rod Gervais
- All You Need to Know About the Music Business, Donald S. Passman

#### **PROGRAMS, MODULES, AND SUBJECT UNITS**

In order to partition each of the programs into meaningful progressive steps, SAE has divided each program 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.

#### **MODULE DESCRIPTIONS**

##### **INTRODUCTION TO AUDIO TECHNOLOGY**

###### **AT 101**

225 Hrs

*No prerequisite*

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

##### **DIGITAL AUDIO SOFTWARE AND ADVANCED STUDIO EQUIPMENT**

###### **AT 102**

225 Hrs

*Prerequisite: AT 101*

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

##### **ADVANCED SIGNAL FLOW AND PRODUCTION**

###### **AT 103**

225 Hrs

*Prerequisite: AT 101, AT 102*

This module covers the theory and practice of planning, setting up, and operating a recording session, including session planning, synchronization of

equipment, audio console operation, and advanced signal flow. This module also includes an overview of the mixing and mastering process.

### **AUDIO BUSINESS, POST PRODUCTION, AND GAME AUDIO AT 104**

225 Hrs

*Prerequisite:* AT 101, AT 102, AT 103

This final module of the program emphasizes on the role of audio industry professionals, including dealing with record companies, advertising and marketing, studio personnel, service contracts, principles of copy-right, client expectations, common client problems, and gives students skills in the preparation of an effective personal resume and discography. Studio acoustic design, broadcast, audio compression formats, and internet marketing. Foley and location recording techniques, advanced Pro Tools applications, and integrated consoles and control surfaces for multiple digital multitrack platforms are covered, as well as audio for video games.

### **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 AT 101**

101.1	Introduction to Audio	1 week
101.2	Basic Signal Flow	1 week
101.3	Introduction to DAW	1 week
101.4	Music Theory	1 week
101.5	Introduction to MIDI	1 week
101.6	Basic Electronics	1 week
101.7	Signal Processing	1 week
101.8	Microphones	1 week
101.9	Stereo Microphones	1 week

#### **Module 2 Digital Audio Software and Advanced Studio Equipment AT102**

102.1	Pro Tools I	1 week
102.2	Toft ATB24 I	1 week
102.3	Toft ATB24 2	1 week
102.4	Session Procedures	1 week
102.5	Advanced Sequencing	1 week
102.6	Sampling/Synthesis	1 week
102.7	Digital Signal Flow - O2R	1 week
102.8	Digital Signal Flow - Icon	1 week
102.9	Pro Tools II	1 week

#### **Midterm Theory Exam**

### **Module 3 Advanced Signal Flow and Production**

#### **AT103**

103.1	Synchronization	1 week
103.2	Acoustics	1 week
103.3	Advanced Digital Signal Flow - Neve DFC	1 week
103.4	SSL AWS 900	1 week
103.5	Pro Tools III	1 week
103.6	Advanced Analog Signal Flow I (Neve V3)	1 week
103.7	Advanced Analog Signal Flow II (Neve V3)	1 week
103.8	Advanced Mixing	1 week
103.9	Mastering	1 week

#### **Module 4 Audio Business, Post Production, and Game Audio AT 104**

104.1	Sound for Picture I	1 week
104.2	Sound for Picture II	1 week
104.3	Surround Sound	1 week
104.4	Music Production	1 week
104.5	Game Audio	1 week
104.6	Live Sound I	1 week
104.7	Live Sound II	1 week
104.8	Music Business	1 week
104.9	Multimedia & the Internet	1 week

### **FINAL THEORY EXAM, FINAL PRACTICAL EXAM, FINAL PROJECT**

#### **PRACTICAL COMPONENT**

All students in the Audio Technology Program will work through a sequence of studio/lab projects. The project start and due dates are posted on the student bulletin boards, and each project is graded upon completion.

#### **WORKSHOP COMPONENT**

The Audio Technology program includes a minimum of 36 hours of classes in the form of workshops. Workshop classes are normally held on Fridays, and attendance at these workshops, as in all theory classes, is mandatory. Please see the class bulletin boards for dates and times of these workshop classes.

#### **CLOCK HOURS PER MODULE**

##### **Module I Introduction to Audio Technology and Studio Equipment**

Theory/Workshop	135	Practical	90	Total	225
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##### **Module II Digital Audio Software and Advanced Studio Equipment**

Theory/Workshop	135	Practical	90	Total	225
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##### **Module III Advanced Engineering and Digital Audio Applications**

Theory/Workshop	135	Practical	90	Total	225
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##### **Module IV Audio Production and Post Production**

Theory/Workshop	135	Practical	90	Total	225
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**TOTAL 900**

### **SCHEDULE OF CLASSES**

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

#### **Audio Technology Theory Class Schedules (Full Time)**

Monday through Friday

from 10:00 am to 1:30 pm OR 2:00 pm to 5:30 pm

- For full time Audio Technology Program intakes offered as a day time program; morning and afternoon sessions will be assigned by SAE.
- Friday classes are in workshop form; schedules will be posted
- In addition to regularly scheduled theory class, the Full Time Program requires an average of ten (10) individually scheduled hours for lab and studio time per week

#### **START DATES (FULL TIME)**

Class	Start Date	Projected End Date
ATP0612FT	June 4, 2012	March 17, 2013
ATP1012FT	October 1, 2012	July 7, 2013
ATP0113FT	January 14, 2013	September 29, 2013
ATP0413FT	April 1, 2013	December 15, 2013

### **AUDIO TECHNOLOGY PROGRAM 900 HOURS PART TIME SCHEDULE**

18 MONTHS (12.5 hours per week for 72 weeks)

#### **Audio Technology Theory Class Schedules (Part Time)**

Tuesday, Thursday, Friday from 6:00 pm to 9:30 pm (May start date)

or

Monday, Wednesday, Friday from 6:00 pm to 9:30 pm (October start date)

- The part time Audio Technology Program is offered in the evening only
- Friday classes are in workshop form; schedules will be posted; Friday workshops may be scheduled at times other than 6-9:30, dependent on instructor availability.
- In addition to regularly scheduled theory class, the Part Time Program requires an average of five (5) individually scheduled hours for lab and studio time per week

#### **START DATES (PART TIME)**

Class	Start Date	Projected End Date
ATP1012PT	October 22, 2012	April 6, 2014
ATP0513PT	May 7, 2013	October 18, 2014

#### **LATE START POLICY**

Students will begin classes no later than the first day of the second week of instruction. Any late starts must be approved in advance by the Director.

### **SAE INSITUTE ACADEMIC POLICIES**

The global initiative and strategic goals set forth by SAE Institute of Technology requires careful monitoring of student's academic progress. Therefore, SAE has established a clearly defined and detailed policy for all its schools to adhere to in providing exceptional education in the world of creative media. This document provides an explanation of the system put in place to provide for meeting SAE's Global Initiative of Standards for Academic Excellence.

### **CLASSES AND INSTRUCTIONAL HOUR DEFINITION**

Each instructional hour is equal to fifty minutes of classroom instruction. To provide the best possible learning experience, theory classes are limited in size to no more than 35 students. Studio time is scheduled on an individual basis, and is supervised by a qualified staff member.

### **PROGRAM, MODULES AND SUBJECT UNITS**

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

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

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

### **GRADES**

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

Grade	Letter Code	GPA
Excellent	A	4.0
Good	B	3.0-3.9
Satisfactory	C	2.0-2.9
Poor	D	1.0-1.9
Failing	F	0-0.9
Withdrawn	W	
Incomplete	I	

An incomplete grade (I) is given, at the discretion of the instructor, when a student has not been able to complete a module, typically in such cases as documented emergency or when needed make-up work has been prearranged. In the event of an approved Leave of Absence (LOA) the student is given a grade of I and given an opportunity to complete the work.

Unless granted an extended LOA, the student who has received an incomplete grade must complete all necessary work within ten (10) days or a grade of F is given for that module. Students who complete all outstanding work will have the I grade converted to the earned letter grade and SAP will be reevaluated at that time.

Each grade within the semester 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 follows:



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

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

Module	Theory	Practical	Total Clock
AT101	135	90	225
AT102	135	90	225
AT103	135	90	225
AT104	135	90	225
<b>Total Program</b>	<b>540</b>	<b>360</b>	<b>900</b>

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

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

**CALCULATION OF INCREMENTAL COMPLETION RATE (ICR)**

SAE Institute has implemented a schedule designating the minimum percentage of cumulative coursework that must be completed at the end of each two-module payment period. This will ensure that students complete all coursework within the required 150% maximum timeframe. Whereas the CGPA is the standard qualitative component for measuring Satisfactory Academic Progress, the Incremental Completion Rate (ICR) is the quantitative component used by SAE Institute for measuring Satisfactory Academic Progress. This incremental measurement requires a student successfully complete 50% of all attempted clock hours by the midpoint of the program, and 66% by the endpoint of the program.

**STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress is the measurement of the student's academic performance within the educational goals while moving through the program in time with the group of enrollment. SAE requires that all students demonstrate that they are making orderly progress toward the completion of the program. All students must maintain Satisfactory Academic Progress in order to remain enrolled at SAE Institute and be eligible for Title IV funding.

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

Payment Period	CGPA	ICR
Module 1 – AT 101 and Module 2 – AT 102	2.0	67%
Module 3 – AT 103 and Module 4 – AT 104	2.0	67%

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

**QUALITY**

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

**QUANTITY**

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

**MAXIMUM TIME FRAME**

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

**ATTENDANCE**

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

**REVIEWS**

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

**ACADEMIC/FINANCIAL AID PROBATION AND DISMISSAL**

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

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

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

**REINSTATEMENT**

Once dismissed from the program a student may reapply for admission to the program for reinstatement as a new student with a new lockstep group. If the student was dismissed for SAP violations, they must successfully appeal to be eligible for additional Title IV funding. If the student was dismissed after failing to meet the terms of probation, they must also successfully appeal

and agree to the terms of an academic plan. Students wishing to appeal must follow the guidelines in the Appeal section of this policy. Students who are reinstated into the program are subject to take a written and/or practical examination to determine the most appropriate educational placement for resumption of studies. Students will be reinstated on the same Satisfactory Academic Progress status unless it is successfully appealed. The prior enrollment SAP status will not be adjusted or reset solely based on withdrawal and reinstatement.

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

**INCOMPLETE COURSEWORK POLICY**

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

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

Students may be awarded transfer credit earned at other SAE locations. Each transfer is evaluated on a case-by-case basis and a student's eligibility to receive credit for prior learning is determined at the discretion of the receiving campus. All awarded transfer credits will be treated as both earned and attempted hours in the SAP calculation.

**SAP APPEAL**

A student who feels that progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the school Director within one-week of being notified. A mitigating circumstance is a situation beyond your control (i.e., illness, accident, or trauma). The student must also provide details in the appeal on why they failed to meet SAP standards and what has changed in their personal circumstances. Documentation of the situation is not required but should be provided. The school director will make the final decision within a one-week period of receipt of the appeal.

**IMPROPER LAB ASSIGNMENT SUBMISSION**

Students will be given the opportunity to "redo" a lab assignment that has been submitted improperly, in such a way that it is impossible for the project to be graded. Such projects will receive a grade of "redo". Students will have one chance to turn the project in again; however, the project will be graded with a 75 point ceiling.

If a "redo" project is submitted improperly again, the student is given a grade of zero percent for that project. The student will not be allowed to "redo" the project a second time.

## ACADEMIC PLAN

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

## REQUIREMENTS FOR CLASS AND WORK ASSIGNMENTS

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

## RETAKE EXAMS AND PROJECTS

Students who fail written exams will not be allowed to retake the exam unless, in the opinion of the instructor, there is a significant and unusual circumstance beyond the student's control that directly affected the exam grade (i.e., death of an immediate family member or illness the day of the exam). In such a case, support documentation is required. The student must verify the circumstance with the Student Services Coordinator and request a retake from his or her instructor. All new assessments will replace any previously attempted grades and will thus be calculated into the new ongoing SAP requirement. All course attempts will be included as attempted hours in the SAP calculation.

## GOOD STANDING

"Good Standing" is a reference to the on-going status of a student who is making Satisfactory Academic Progress;  
is meeting attendance requirements;  
has no adverse disciplinary action;  
is current with tuition and fee payments;  
has met up-to-date obligations with the school;

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

## GRADUATION REQUIREMENTS

To complete requirements for graduation and receive an SAE Diploma, students must have:

- a Cumulative Grade Point Average (CGPA) of 2.0 (C, 70%) or better;

- an ICR of 67% or better;
- attended at least eighty five percent (85%) of the total hours in the program;
- completed a mandatory exit interview;
- met all financial obligations to the school;

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

Students who have met all the listed graduation requirements will be awarded an SAE Diploma.

## ATTENDANCE POLICIES

### CLASS ATTENDANCE AND TARDY POLICY

Attendance is taken on a daily basis. Regular and punctual attendance is required and expected for all classes, and students are expected to remain for the entire class. Students must attend at least 85% of all class and lab time offered in order to receive a passing grade for each module and for the program. Students not meeting the required hours will be put on advisement for each applicable module and may not meet graduation requirements. Excessive absence, tardiness, and leaving class early may lead to lower grades due to missed information. Students are responsible for making up all work missed during any absences. Any anticipated absence should be cleared with the instructor in advance so that reading assignments and study materials can be given ahead of time.

Students will NOT be allowed to enter the classroom (or studio) after 10 minutes of the designated class start time. Any student arriving after the first 10 minutes of class will be marked "late" and will ONLY be allowed to attend the second half of that class period after the break (the same tardy rule applies to the second half of class following the break). This will result in a -1.5 hour deduction of the daily 3.5 hour classroom attendance requirement. If a student misses both halves of class, they will be considered fully absent, and will receive a -3.5 hour deduction in classroom attendance.

Non-attendance does not release a student from tuition payment obligations or completing course work for that time period. If a student fails to attend scheduled classes for a period of 30 calendar days, that student's enrollment will be terminated. As with any termination or withdrawal, a Refund Calculation will be completed using the student's last day of physical attendance. Please see the Refund Policy section of this Catalog for additional information.

### LAB ATTENDANCE

Students are responsible for booking their own studio and lab sessions during operating hours. It is very important for students to not only attend scheduled labs, but also to be punctual. Failure to show up for reserved lab time or arriving late will incur penalties. Lab attendance is factored in to a student's overall attendance percentage. When attending labs, students must sign in and out (name, time, and location) at the Front Desk/Reception. This sheet is used to calculate a student's lab attendance.

If a student does not sign in or get signed out properly, their studio time will NOT be counted. Any student falsifying the sign-in/out sheet is subject to disciplinary action.

If a student does not arrive for their scheduled lab within 15 minutes of the scheduled time, he/she is considered absent for that lab and will be penalized by a cancellation and suspension of all lab times for the next three days for full time students and six days for part time students. Students are required to sign in and out for all labs to verify attendance. If a student needs to cancel a lab time, a 48-hour notice is required. This 48-hour notice allows other students an opportunity to use the time.

### PRACTICAL TEST ATTENDANCE

Students are required to schedule practical tests with a Lab Assistant five days prior to the first available test date(s). Failure to schedule your test date or to show up for a scheduled practical test may result in a grade of zero (0). Lab hours will be awarded for the time spent taking the test.

### ACADEMIC AND CLASSROOM MISCONDUCT

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

In the case of plagiarism and other forms of academic dishonesty or misconduct, the instructor, at his/her discretion, has the authority to assign a zero (0) for the exercise or examination. Any student who is caught cheating may face immediate expulsion from the program. If a student feels they have been unjustly accused and/or wishes to challenge the instructor, they may file an appeal by following the Grievance Policies and Procedures stated in this Catalog.

### CELL PHONE POLICY

Cellular phones are not allowed in classroom or studio sessions. Any student who violates this policy will be asked to turn off or remove their phone from the premises for the remainder of class or studio time. Additional violations of this policy may result in further disciplinary action including a cancellation and suspension of all lab times for the next three days for full time students and six days for part time students.

### MAKE-UP TIME

For students in good standing, making Satisfactory Academic Progress, but missed 15% of the overall attendance for scheduled program hours (because of an emergency, approved Leave of Absence (LOA) or other excused absences), SAE will provide the opportunity for make-up work to remedy deficient hours. Make-up work is assigned by the instructor and must be completed within 10 days of the end of the module. There is no additional charge for make-up work.

## MAKE-UP TESTS AND EXAMS

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

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

## LEAVE OF ABSENCE (LOA)

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

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

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

Notice for students participating in Title IV Federal Student Aid programs  
A student who is granted an approved LOA is considered to remain in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date.

One possible consequence of not returning from an LOA is that a student's grace period for a Title IV program loan might be exhausted.

SAE will inform a student who is a Title IV loan recipient of the possible consequences a withdrawal may have on the student's loan repayment terms, including the exhaustion of the student's grace period, prior to granting a leave of absence.

#### LEARNING DIFFERENCES

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

#### READMISSION AND TRANSFERS

Students that have interrupted their studies at SAE and are not able to continue with their cohort group, but wish to return to SAE, must apply for readmission. Applicants for readmission must complete all current admissions forms and enrollment contracts and be advised on programs, policies and requirements. Students who are readmitted must continue their studies under the program requirements stated in the Catalog in effect at the time of readmission and pay all associated fees, including but not limited to an additional transfer fee of \$100 for any new enrollment. A new Enrollment Agreement will be signed at the time of readmission.

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

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

#### REPEATED COURSEWORK

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

#### TRANSFERS WITHIN THE SAE SYSTEM

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

#### TRANSFERS OUTSIDE THE SAE SYSTEM - CREDIT FOR PRIOR LEARNING

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

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

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

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at SAE Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Audio Technology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SAE Institute of Technology to determine if your diploma will transfer.

#### STUDENT SERVICES

##### STUDENT ADVISING AND TUTORING

All SAE faculty and staff are available to assist with student issues. Instructors are required to help with academic questions and problems. Lab Assistants are available at all times for assistance with equipment or technical procedures. Tutoring is made available by appointment with instructors, and is arranged through the Director of Education. Study sessions may also be scheduled for student groups by their class representatives at any time. The school administration is available to assist any student with issues regarding school policies or requirements. All students will be required to visit with an assigned SAE administrative staff or instructor during the program. Advising will be primarily a review of a student's progress. Any student not in "Good Standing" will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain Satisfactory Academic Progress (SAP), excessive tardiness or absences, or failure to maintain financial obligations with the school. SAE does not provide personal counseling.

##### INTERNATIONAL STUDENTS

SAE is authorized under federal law to enroll non-immigrant foreign students into the full-time ATP course only. Prior to class start, international students must:

- Provide a 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.) and submit to the appropriate office in a timely and complete manner (forms should be submitted ninety days before due).

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. Starting 90 days prior to graduation, international students are eligible to apply for approval of Optional Practical Training. Please see the Student Services Coordinator for further instruction and appropriate paperwork.

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 Los Angeles is available to assist students with this process, but it is always the responsibility of the student to comply with necessary rules and restrictions and to file any and all necessary paperwork, forms, or payments in a timely and complete manner.**

##### INTERNSHIPS

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

##### 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.

Although SAE offers career development assistance to all Audio Technology Program graduates, the school cannot guarantee placement or employment.

## TUITION

### TUITION AND FEES

Non-Refundable Application Fee*	\$50.00
Books and Materials**	\$2,650.00
Tuition***	\$18,560.00
<b>TOTAL FEES</b>	<b>\$21,260.00</b>

\*Application Fee is scheduled to increase to \$100 on January 1, 2013

\*\*Books and Materials Fee includes Apple laptop and required software for classes

\*\*\*Price does not include the \$52.50 STRF Fee.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## UP FRONT PAYMENT

SAE offers a discount of 3% on tuition paid in full in advance of the first class, with the exception of any loans administered through SAE (i.e., Sallie Mae) or any third-party agency sponsorship (i.e., employer sponsored tuition assistance programs).

## MONTHLY PAYMENT PLANS

SAE Los Angeles 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.

Tuition may be paid by cash, check, money order, bank transfer, American Express, Discover, Mastercard, or Visa. The application fee must be paid upon application and may not be included in any loan disbursements. Any down payment due, as determined by the Financial Aid office, 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, date 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 practical lab privileges until such time as the balance is settled. The student will not be permitted to make up any lab assignments missed due to lost privileges.

**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 the application fee, books & materials fee, and 50% tuition, in addition to completing enrollment before appropriate immigration related documentation can be issued. The remaining tuition balance is due on or before the halfway point of the program. Students who pay the entire amount up front will receive a 3% discount off of the tuition.

## 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.

## TUITION ASSISTANCE

SAE provides students assistance in applying for Sallie Mae educational loans, for those who qualify.

Sallie Mae determines loan eligibility. Students are responsible for full repayment of their loan to Sallie Mae. For detailed information, please contact the Financial Office.

## FEDERAL FINANCIAL AID PROGRAMS

SAE Los Angeles offers Financial Aid to those who qualify. Pell Grants are awarded based on financial need as determined by the FAFSA. The maximum amount of Pell Grant a student may be awarded is \$5,550.00. Students who have completed a Bachelor's degree are automatically ineligible for the Pell Grant.

Stafford loans are federal loans available to both dependent and independent students. Repayment of these loans begins six months after the student graduates or withdraws from school. There are two types of Stafford loans; Subsidized and Unsubsidized. The interest rate for Unsubsidized Stafford loans disbursed 7/2006-6/2012 is fixed at 6.8%. The interest rate for Subsidized Stafford loans is fixed at 4.5% for 2010-2011. The type of loan a student is eligible for is based on the student's financial need which is determined by the FAFSA and the cost of attendance for the program.

The interest on Subsidized loans is paid for the student while attending school and during the six-month post graduation/withdrawal period. A student is responsible for all interest on an Unsubsidized loan. The maximum amount of Stafford loans a dependent student may receive is \$5,500.00. The maximum amount of Stafford loans an independent student may receive is \$9,500.00, with no more than \$3,500.00 in Subsidized Stafford loans. Plus (parent) loans are available to the parents of dependent students. These are federal loans with a fixed interest rate of 8.5% (interest rates may change on July 1 of every year, this rate is current as of 07/01/2009). Parents may borrow up to the cost of attendance less any other financial aid received.

## FINANCIAL AID DEADLINES

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

## RENEWAL FAFSAS

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

## VERIFICATION

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

Students who are selected for verification after beginning classes

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

## ELIGIBILITY FOR FEDERAL AID

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

1. Have an attendance average of at least 85%
2. Have a cumulative grade average of at least 70% (does not apply to the 1st disbursement period)

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

SAE reserves the right to terminate a student from the program at any time if the student is not making Satisfactory Academic Progress. A student placed on financial aid probation has the right to appeal their probation status. Any student wishing to appeal their financial aid probation status must submit the request for an appeal in writing to the Financial Aid Office. The request must include appropriate documentation to substantiate the student's request.

## APPEAL PROCESS FOR FINANCIAL AID PROBATION

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

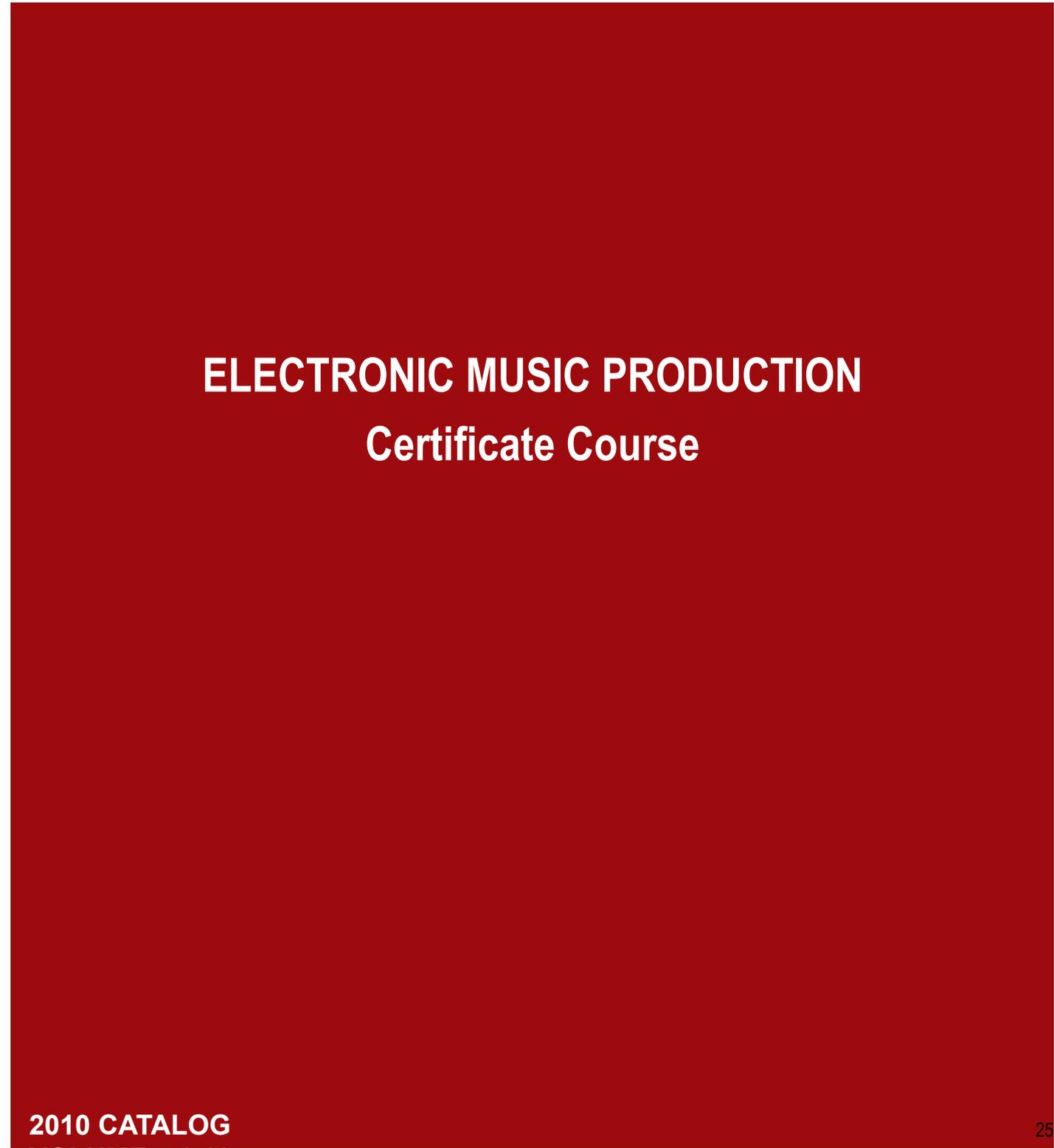
- The student believes that there was a special situation (illness, emergency, death of a loved one, etc.), which caused the student to fail to meet the requirements for Satisfactory Academic Progress as outlined in this catalog.
- The student believes that an error was made in calculating GPA or attendance.

Appeals that merit review will be considered by a committee consisting of the Financial Aid Administrator, the Lead Instructor and the Director. To be considered for a review by the committee the appellant must submit a written request. The request must include documentation substantiating the reason for the appeal. If the student's appeal is chosen for review by committee, the committee will issue the student a decision within 30 days. The decision of the committee is final. The student will be allowed to continue classes and labs during the time of this review.

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

**REPAYMENT OF STUDENT LOANS**

Any student who obtains a loan will be held liable for repayment of that loan plus interest, less the amount of any refund. If a student receives federal financial aid funds, they will be eligible for a refund only of money not paid from federal financial aid funds.



**ELECTRONIC MUSIC PRODUCTION**  
**Certificate Course**

### **ELECTRONIC MUSIC PRODUCTION 72 CLOCK HOUR CERTIFICATE**

The Electronic Music Production (EMP) Program is an avocational self enrichment course that provides an opportunity for music enthusiasts to unleash their passion for sound by training with industry professionals at a world-class facility. The program encourages artistic individualism and combines the fundamentals of electronic music production with exploration of more experimental and advanced techniques. Students will graduate from the 12 week program with the skills and knowledge essential for creating the music they love.

**OBJECTIVE:** This course is 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.

**OUTCOME:** This course is NOT for people who want a career as an audio engineer. Above all, this course is 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.

#### **COURSE INFORMATION**

The Electronic Music Production (EMP) is a 72 hour course being held 6 hours per week for 12 weeks. 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.

#### **EMP AREAS OF STUDY:**

##### **Audio Engineering & Music Fundamentals**

Students learn about critical concepts such the history of electronic music, music theory, digital audio, microphone recording, mixing and signal flow. Students will examine various home studio set-ups and will be offered assistance in purchasing decisions.

##### **Composition, Recording & Production**

After gaining understanding of essential terminology of audio and significant historical innovations, students begin to learn popular programs such as Propellerheads Reason & Ableton Live. In addition, dynamic & time-based signal processing, equalization, MIDI control and basic audio synthesis are covered.

##### **Creating Original Sounds & Advanced Mixing Techniques**

Advanced synthesis, sampling, remixing, and beat chopping are all extensively covered in this section. Utilizing these concepts, students are shown how to craft compelling original sounds for use in their productions.

#### **Putting It Together & Marketing Strategies**

In this final section, students learn how to arrange, mix and master their music to provide optimum impact both in earbuds and on the dance floor. Digital distribution and music business concepts such as copyright, blogging and marketing are also covered.

#### **EMP MATERIALS**

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

#### **EMP CLASS SCHEDULES (PART TIME)**

All students in the EMP Program will work through the following lecture sequence. Part Time classes will be held Tuesdays & Thursdays, from 6:00pm to 9:30pm, with a 30-minute break. Optional studio /lab time is scheduled individually by the student.

#### **SCHEDULE OF CLASSES**

##### **EMP Start Dates**

<b>Class</b>	<b>Start Date</b>	<b>Projected End Date</b>
EMP0712PT	July 24, 2012	October 11, 2012
EMP1012PT	October 16, 2012	January 17, 2013
EMP0213PT	February 5, 2013	April 2, 2013
EMP0413PT	April 30, 2013	July 25, 2013

**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. Start dates are subject to change.

#### **ELECTRONIC MUSIC PROGRAM SEQUENCE**

Week 1	Intro to Electronic Music • Studio Setup
Week 2	Reason I & II
Week 3	Logic I & II
Week 4	Ableton I & II
Week 5	Sampling • Synthesis
Week 6	Microphones • Live Capture & Editing
Week 7	Effects I & II
Week 8	Sound Creation
Week 9	Arrangement
Week 10	Mixing I & II
Week 11	Promotion • Music Business
Week 12	Live Performance • Project Critique

## ACADEMIC POLICIES

### CLASSES AND INSTRUCTIONAL HOUR DEFINITION

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

### 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

#### EMP COURSE ATTENDANCE

Because the Electronic Music Production courses are non-academic, non-occupational courses, no minimum attendance percentage is required for EMP students. However, attendance is taken on a daily basis 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, 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.

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.

#### CERTIFICATION REQUIREMENT

A student must attend 70% of scheduled classes in order to receive the certificate of completion.

#### READMISSION AND TRANSFERS

Students that have interrupted their studies at SAE and are not able to continue with their lockstep group, but wish to return to SAE, must apply for readmission. Applicants for readmission must complete all current admissions forms and enrollment contracts and be advised on programs, policies and requirements. Students who are readmitted must continue their studies under the program requirements stated in the Catalog in effect at the time of readmission and pay all associated fees, including but not limited to an

additional application fee for any new enrollment. A new Enrollment Agreement will be signed at the time of readmission.

Students who have completed a program at SAE and wish to continue their studies in another program within a year of graduation do not need to reapply for admission to the school, but must complete any additional entrance requirements that may be required as well as a new Enrollment Agreement for the program of study in the administration office. Any readmission is contingent upon availability in the requested class session.

### STUDENT SERVICES

#### STUDENT ADVISING

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

### TUITION AND FEES

Non-Refundable Application Fee*	\$50.00
Tuition	<u>\$1,995.00</u>
<b>TOTAL</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF*

### UPFRONT - PAYMENT PLAN

Application Fee: paid upon application*	\$50.00
Due on or before Class Start	<u>\$1,995.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF*

### TWO INSTALLMENT - PAYMENT PLAN

Application Fee: paid upon application*	\$50.00
Down Payment: due on or before Class Start	\$1,000.00
Due by week 6	<u>\$990.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF Fee*

### THREE INSTALLMENT - PAYMENT PLAN

Application Fee: paid upon application*	\$50.00
Down Payment: due on or before Class Start	\$665.00
Due at the 1st of the second month	<u>\$665.00</u>
Due at the 1st of the third month	<u>\$665.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF Fee*

*\*Application fee is scheduled to increase to \$100 on January 1, 2013*

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

The application fee must be paid upon enrollment. 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 application fee, tuition, and any supplies necessary for completion of the course. When planning expenses, students should consider housing and living expenses.

## TUITION ASSISTANCE

There currently are no tuition assistance options for the Electronic Music Production courses.

# BEAT LAB PRODUCTION

## Certificate Course

### BEAT LAB PRODUCTION 72 CLOCK HOUR CERTIFICATE

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

**OBJECTIVE:** This course is for the aspiring Pop and Hip Hop producer and beat maker to learn the basics of electronic music and understand the history of the genre, the basics of composing and recording Pop and Hip Hop 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 Hip Hop music to the club and DJ industry.

**OUTCOME:** This is NOT for people who want a career as an audio engineer. Above all, this course is 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.

#### COURSE INFORMATION

The Beat Lab Production program is a 72 hour course being held 6 hours per week for 12 weeks. 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.

#### BEAT LAB PRODUCTION COURSE DESCRIPTIONS

The Beat Lab Production areas of study are as follows:

##### Standard Pop and Hip Hop Production & Engineering Fundamentals

This area of study helps students get up to speed on the history of Hip Hop and the fundamental elements, terminology, and production basics surrounding the genre. It includes studio layout and setup, audio signals and cabling, common gear and microphones, and engineering basics. An emphasis is also placed on critical listening and critique of the sub-genres of Hip Hop and the business side of the industry.

##### Composition, Arrangement & Programming

These subjects serve as the core elements of the course and require learning industry standard software programs such as Propellerheads Reason, Ableton Live, Logic and ProTools. With these tools students will cover subjects such as sampling, synthesis, sequencing and hardware devices such as Maschine and the Akai MPC sampler/sequencer. Once the tools of the trade are mastered the student can focus on creativity and personal production style.

### Production, Engineering & Mixing

These components begin to look at professional projects and dissect common practices and standards in the recording industry specific to Pop and Hip Hop music. Covered are topics such as working with the artists, practical recording and mixing methods, vocal recording editing, and processing and mastering. Guest lecturers will be introduced for workshops and students will participate in practical hands on recording sessions.

#### BLP MATERIALS

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

#### BLP CLASS SCHEDULES (PART TIME)

All students in the BLP Program will work through the following lecture sequence. Part Time classes will be held Mondays & Wednesdays, from 6:00pm to 9:30pm, with a 30-minute break. Optional studio/lab time is scheduled individually by the student.

#### SCHEDULE OF CLASSES

##### BLP Start Dates

Class	Start Date	Projected End Date
BLP0712PT	July 9, 2012	September 26, 2012
BLP0912PT	September 24, 2012	December 16, 2012
BLP0113PT	January 14, 2013	April 3, 2013
BLP0413PT	April 8, 2013	July 18, 2013

**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. Start dates are subject to change.

#### ELECTRONIC MUSIC PROGRAM SEQUENCE

Week 1	History of Hip Hop • Signal Flow & Studio Setup
Week 2	Reason I & II
Week 3	Ableton Live I & II
Week 4	Logic I & II
Week 5	Logic III & IV
Week 6	Maschine • Sampling
Week 7	Sequencing • Arrangement
Week 8	ProTools I & II
Week 9	Tracking I & II
Week 10	Mixing I & II
Week 11	Music Business I & II
Week 12	Critique and Listening Sessions

## ACADEMIC POLICIES

### CLASSES AND INSTRUCTIONAL HOUR DEFINITION

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

### GRADES AND SATISFACTORY PROGRESS POLICY

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

### ATTENDANCE POLICIES

#### COURSE ATTENDANCE

Because the BLP course is a non-academic, non-occupational courses, no minimum attendance percentage is required for BLP students. However, attendance is taken on a daily basis 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, 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 BLP 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.

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.

#### CERTIFICATION REQUIREMENT

A student must attend 70% of scheduled classes in order to receive the certificate of completion.

#### READMISSION AND TRANSFERS

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

Students who have completed a program at SAE and wish to continue their studies in another program within a year of graduation do not need to reapply for admission to the school, but must complete any additional entrance requirements that may be required as well as a new Enrollment Agreement for the program of study in the administration office. Any readmission is contingent upon availability in the requested class session.

### STUDENT SERVICES

#### STUDENT ADVISING

All SAE faculty and staff are available to assist with student issues. Instructors will be happy to help with academic questions and problems. Supervisors are available at all times for assistance with equipment or technical procedures. The school administration can 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 Beat Lab Production course is for non-occupational purposes only. Therefore, career development assistance is NOT provided to BLP students.

## TUITION

### TUITION AND FEES

Non-Refundable Application Fee*	\$50.00
Tuition	<u>\$1,995.00</u>
<b>TOTAL</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF*

### UPFRONT - PAYMENT PLAN

Application Fee: paid upon application*	\$50.00
Due on or before Class Start	<u>\$1,995.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF*

### TWO INSTALLMENT - PAYMENT PLAN

Application Fee: paid upon application*	\$50.00
Down Payment: due on or before Class Start	\$1,000.00
Due by week 6	<u>\$990.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$2,500.00</b>

*Price does not include the \$5 STRF Fee*

### THREE INSTALLMENT - PAYMENT PLAN

Application Fee: paid upon application*	\$50.00
Down Payment: due on or before Class Start	\$665.00
Due at the 1st of the second month	<u>\$665.00</u>
Due at the 1st of the third month	<u>\$665.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$2,045.00</b>

*Price does not include the \$5 STRF Fee*

*\*Application fee is scheduled to increase to \$100 on January 1, 2013*

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

The application fee must be paid upon enrollment. 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 application fee, tuition, and any supplies necessary for completion of the course. When planning expenses, students should consider housing and living expenses.

## TUITION ASSISTANCE

There currently are no tuition assistance options for the Beat Lab Production courses.

#### **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 California.

Bridget Gardiner  
Director  
Associate Degrees in Accounting & Business, Phoenix College

Brian Markman  
Director of Education and Instructor  
Associate Degree in Recording Arts, Full Sail University

Chris Constable  
Student Services and Career Placement Coordinator

Jessica Ramos  
Evening Student Services Coordinator

Kim Tierney  
Student Accounts Coordinator  
Bachelor of Arts in Music Business Management, Columbia College

Yuri Dubon  
Reception | Administrative Assistant

Ozzie Rodriguez  
Admissions Representative

Brandon Smith  
Admissions Representative

Alex Flores  
Head Supervisor and Instructor  
SAE Diploma in Audio Technology, SAE LA

Jorge Noboa  
Supervisor  
SAE Diploma in Audio Technology, SAE Miami

Rich Ruais  
Supervisor  
Bachelor of Arts in Music Production, SAE Byron Bay

Will Solares  
Supervisor  
Diploma in Master Recording Program, Conservatory of Recording Arts & Sciences

Johnnie Truesdale  
Instructor  
SAE Diploma in Audio Technology, SAE NY & Avionics Systems Specialist School - Electronics - USAF

Mike Whiteside  
Instructor  
SAE Diploma in Audio Technology, SAE Miami

Chris Harbach  
Instructor  
SAE Diploma in Audio Technology, SAE Miami

Lenise Bent  
Instructor  
Diploma in Recording Arts, Sound Masters

Alan Dash  
Instructor  
SAE Diploma in Audio Technology, SAE LA

#### **SAE Advisory Board**

Rod Jones - CEO Navitas

Bryce Houghton - CFO Navitas

Dr. Thomas Misner - CEO & Founder SAE

Romy Hawatt - Senior Executive SAE

#### **International Advisors**

Dr. Thomas Misner: CEO & Founder

Romy Hawatt: Senior Executive

Peter Brunskill: SAE Group Finance Director

Rudi Grieme: Director of Operations Europe

Andreas Grotloh: Director of Administration Europe

Marco Bettelli: Director of Operations North America

Prof. Zbys Klich: Director of Operations Australia

#### **OWNERSHIP AND CONTROL**

SAE Institute of Technology Los Angeles is owned by SAE Institute Group Inc, a Delaware Corporation. All SAE Institutes in the United States, which include campuses in New York, Nashville, Miami, Los Angeles, Atlanta, and San Francisco are owned by SAE Institute Group Inc.

The officers of SAE Institute Group, Inc. include; Marco Bettelli, President; Udo Hoppenworth, Vice President of Finance; Chris Davie, Vice President of Operations. SAE Institute provides a nationwide network to support SAE students in their educational goals, and graduates in their future careers. It further ensures consistent and coordinated high quality audio education using national industry connections.

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



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