2015 Catalog
Volume 4.2.15
Effective Date: April 2, 2015 to December 31, 2015

6601 Shellmound Street
Emeryville, CA 94608
tel: 510.654.2934
Welcome to Ex’pression College

Welcome to Ex’pression College and welcome to your future. If you have a passion for the arts, if you are imaginative and innovative, if you dare to dream big, if you love to create, if you are artistic, and if you are talented, then you will feel right at home here at Ex’pression College, Emeryville campus.

Envision yourself working in an industry that is known for creativity, passion, and the pursuit of artistic perfection; a vibrant industry that challenges you to perfect your craft every moment of every day. Imagine the exhilaration and feeling of accomplishment that you and your team feel when seeing your finished project for the very first time; or the rush of seeing your hours of work, passion, and creative focus brought to life.

Ex’pression College is designed to meet the demand for trained and talented professionals in Animation & Visual Effects, Digital Filmmaking, Game Art & Design, Graphic Design & Motion, Interactive Audio, and Sound Arts. Our programs are intense, emulating the real working environments of the digital art industries. To excel, you will need both focus and commitment. A career in the digital arts offers great rewards for those who put forth the effort, and Ex’pression College can become your “launch pad” into the digital arts and entertainment world. If you can bring your passion, energy and dedication, we will provide professional-grade hardware and software, an experienced and caring staff and faculty, and a network of industry professionals to give you a healthy head start.

As you walk around our beautiful campus, you will come across the works of our alumni who have made it in the digital arts industries and have cleared the path for you to follow. Make Ex’pression College your playground. Welcome to Ex’pression and get ready to turn your passion into your profession!

Frederick Faridian
Campus Director
Ex’pression College
Emeryville, CA

The information contained in this catalog, supplements, and addenda (if applicable) is certified true and correct in content and policy to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective dates.

Certified true and correct in content and policy.

Frederick Faridian
Campus Director
Ex’pression College
Emeryville, CA
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ABOUT EX’PRESSION COLLEGE

Mission Statement
Our mission is to provide an exciting and inspiring education that prepares students for successful careers in digital arts. We achieve this through a dynamic curriculum, experienced faculty, and professional-grade facilities, which are regularly updated to meet industry and market demands. Ex’pression College promotes student growth and development as our primary objective, and strives to ensure that staff and students thrive in a positive and nurturing environment.

Learning Objectives
In support of our mission, Ex’pression College seeks to:
• Prepare students for success in the creative media industries
• Provide training in facilities reflective of the professional workplace
• Maintain curricula that reflects industry standard best practices
• Engage qualified, experienced, professional faculty
• Foster lifelong learning
• Support professional growth through lifetime career services
• Create a supportive, student centered, diverse, and project based learning environment

History Of Ex’pression College
Ex’pression Center for New Media was founded by Gary Platt and Eckart Wintzen in 1998. The school started by offering sound and comprehensive programs in digital visual media and was approved to offer diploma, Associate, and Bachelor’s degrees by the BBPVE (now known as the Bureau for Private Post-secondary Education [BPPE]). In 2004, Ex’pression Center for New Media began doing business as Ex’pression College for Digital Arts, and by 2005, the school had become accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Ex’pression College for Digital Arts expanded into the Silicon Valley of Northern California in 2012 with the opening of an additional campus in San Jose. The campus began by offering Bachelor’s degrees in creative media. A year later, in 2013, Ex’pression College for Digital Arts began doing business as Ex’pression College, a change which reflected a stronger emphasis on Bachelor’s degree-level learning and the broad spectrum of services available to students.

In July 2014, Ex’pression College was purchased by SAE Institute Group, Inc., which is owned by Navitas. Navitas is a leading global education provider that offers an extensive range of educational services through three major Divisions to students and professionals including university programs, creative media education, professional education, English language training, and settlement services.
SAE offers higher education and vocational education opportunities to students, including certificate, diploma, degree and Master’s programs across the following major fields of study; audio production, film production, games design, games programming, animation, web and graphic design, and interactive digital media. SAE is one of the world’s leading media technology training institutes, with 54 colleges in 27 countries. SAE Institute Group, Inc., also operates SAE Institutes located in Miami, New York, Atlanta, Chicago, Nashville, Los Angeles, and Emeryville.

**Authorization And Approvals**

Ex’pression College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC can be reached at:

ACCSC  
2101 Wilson Blvd, Suite 302  
Arlington, VA 22201  
Phone: 703.247.4212  
[www.accsc.org](http://www.accsc.org)  
[webinquiry@accsc.org](mailto:webinquiry@accsc.org)

Ex’pression College’s approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumer Affairs. The Bureau can be reached at:

BPPE  
PO Box 980818  
West Sacramento, CA 95798-0818  
Phone: 916.574.7720  
Toll Free: 888.370.7589  
Fax: 916.263.1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**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 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.
All prospective and enrolled students may consult this catalog for factual information regarding Ex’pression College. All content is subject to change without notice.

**Ownership And Control**
Ex’pression College is owned by SAE Institute Group, Inc., which is owned by Navitas, Ltd, a leading global education provider headquartered in Perth, Australia. All SAE Institutes in the United States, including campuses in Atlanta, Chicago, Los Angeles, Miami, Nashville, New York and Emeryville, are owned by SAE Institute Group, Inc. The school is a wholly owned subsidiary of SAE Institute Group, Inc., a Delaware corporation.

**Navitas Board of Directors are:**
- Harvey Collins  Non-Executive Chairman
- Rod Jones  Group Chief Executive Officer and Managing Director
- Tracey Horton  Non-Executive Director
- James King  Non-Executive Director
- Tony Cipa  Non-Executive Director
- Diana Eilert  Non-Executive Director

**Campus Facilities**
Ex’pression College is located at:
66001 Shellmound Street
Emeryville, CA 94608
Phone: 510-654-2934
Toll Free: 877-833-8800
Web: expression.edu

Once warehouse and industrial districts of the Bay Area, Emeryville has evolved into a city known for artistic expression, biotech research, and software development. Emeryville is located just off Interstate 80, which is easily accessible from San Francisco, Berkeley, Oakland, and surrounding cities.

The campus occupies over 102,000 square feet in two buildings and consists of offices, classrooms and laboratories, and faculty and student lounges. Specialized classrooms include the Meyer Sound Performance Hall, Marshall McLuhan Lab, Sound Stage, Stop Motion Room, Green Screen, Jimi Hendrix Suite, Game Audio Suites, and Avid Pro Tools Workstations.

Ex’pression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology. The school reserves the right to upgrade its facilities, equipment, software, and other educational materials at any time to provide students with current industry-standard practical experience.
All instruction at Ex’pression College is in English. General Education courses are taught in a blended format, with some classroom content online and some classroom instruction taught on-campus. All other courses are taught onsite at 6601 Shellmound Street, Emeryville, CA.

**Supplements And Attachments To Catalog**

Any revisions to the SAE Institute Catalog will be attached.
ADMISSIONS

Admission to Ex’pression College is open to any individual who is seriously interested in creative media industries and meets all necessary entrance requirements. No previous experience is required.

Prospective students may apply in person, by mail, or online at www.expression.edu. Those applying by mail should contact the Ex’pression College campus of intended enrollment regarding available openings and the start date for the program before returning a completed Application for Admission. Those applying in person may make an appointment to visit the Ex’pression College campus of intended enrollment during regular office hours. Out-of-area prospective students must contact the Ex’pression College campus of intended enrollment in order to submit an Application for Admission and the Enrollment Packet by mail.

Requirements For Admission

To be enrolled into a program at Ex’pression College, a prospective student must meet all of the following requirements:

• Complete and submit the Application for Admission
• Pay a one-time $60 ($10 for Veterans) Application Fee
• Complete the Wonderlic Basic Skills Tests (WBST) and score a composite of 255 or higher (see Entrance Evaluation Policy) or a 19 or higher composite score on the ACT or 400 or higher on each of the Math and English sections of the SAT.
• Provide Proof of Graduation from high school or equivalent or postsecondary degree transcript, (see Proof of Graduation Policy)
• Submit a drawing test if applying to the Animation and Visual Effects, Digital Filmmaking, Graphic Design and Motion, or Game Art and Design programs (see Drawing Test policy below)
• Provide proof of U.S. citizenship, eligible non-citizenship, or be eligible for an appropriate student visa
• Be at least 17 years old
• Complete the Wonderlic Distance Learning Assessment
• Demonstrate English language proficiency (see English Language Proficiency Policy)
• Complete, sign, and submit the Enrollment Agreement
• International students must include a statement from a guarantor that he/she is willing to provide applicant with financial support for a minimum of one year along with: a personal bank statement of the guarantor converted to U.S. dollars, the amount of financial support the guarantor is willing to provide for one academic year, the guarantor’s name, address, signature, email address, and relationship with the student.

Ex’pression College accepts applications up to and including the start date of the program, as long as all requirements have been met and there is space available.
*Please see the Refund Policy section of this catalog for a detailed description of refunds and possible return of application fee in the event of cancellation of the application and/or enrollment agreement.

**Entrance Evaluation**
The Wonderlic Basic Skills Tests (WBST’s) are timed exams used to determine college readiness in the areas of English and mathematics and to place the students into courses commensurate with their level of competency.

A score of 295 or above is required on both the English and mathematics tests in order to be placed into college level English and Mathematics courses. The WBST may be taken a maximum of two times within a six-month period. Applicants will have 20 minutes per exam. Calculators are permitted when taking the WBST.

If an applicant requires disability accommodations for the test, accommodations must be requested at least 48 hours prior to testing. The applicant must notify their Admissions Representative who will then direct them to the Disabilities Coordinator. Applicants who do not request special accommodations prior to testing and do not achieve the minimum required score for admission, will not be eligible to have the testing attempt removed from their record and will only be allowed one additional testing attempt within that six month period.

Those who score below a 295 on either the English or Mathematics tests will be required to complete non-college level fundamentals courses prior to being placed in college level English or Mathematics courses. If an applicant fails to achieve a composite score of 255 or higher after the second attempt, he/she will be eligible to retake the exam six months from the date of the previous exam.

Those who have successfully completed college level (non-remedial) mathematics or English courses with a 2.0 or higher at a postsecondary institution accredited by a agency recognized by the U.S. Department of Education will not be required to take the corresponding WBST. Credit for these courses must be reflected on an official college transcript.

Those who achieved a 400 or higher on the critical reading, writing and/or mathematics subsets of the SAT will not be required to take the corresponding WBST. Those who achieved a 22 or above on the English section of the ACT will not be required to take the English WBST. Those who achieved a 20 or higher on the Mathematics section of the ACT will not be required to take the Mathematics WBST.

**Drawing Test**
Applicants to the Animation and Visual Effects, Digital Filmmaking, Graphic Design and Motion, and Game Art and Design programs will be required to complete either an on-site drawing test, or submit three sketches of their own hand holding an object of their choice. If an applicant chooses to submit sample sketches, these must be mailed to the admissions representative.
The drawing test gives Ex’pression College an understanding of the maturity of an applicant’s skills in the areas of mass, proportion, shading, balance, perspective, composition, layout, and contrast. These are all crucial skills needed to be successful in college-level art courses.

Ex’pression College understands that applicants have diverse artistic backgrounds; so drawing tests are evaluated on an individual basis by a member of our faculty, and with program-specific needs in mind. If the faculty determines that the submission does not demonstrate readiness for college level work, applicants will be required to complete a non-college level Drawing Fundamentals course prior to being placed in college-level art courses.

Drawing tests are not required for admission into the Interactive Audio and Sound Arts programs.

**Proof Of Graduation Policy**

Ex’pression College requires a high school diploma or General Educational Development (GED) or other state approved high school equivalency completion certificate or post-secondary degree completion transcript in order to enroll in a program. Students applying to Ex’pression College must provide documentation as Proof of Graduation (POG) prior to acceptance. Copies of POG documentation must be made from the original by campus staff. The copied documentation must be stamped with the date received by an Ex’pression College staff member and placed in the student's file before the enrollment agreement can be signed by a school official and before the start of the program.

Acceptable forms of documentation are:
- Copy of High School Transcript
- Copy of GED certificate of completion
- Copy of High School Diploma
- Copy of Transcript from a postsecondary school whose accreditation is recognized by the U.S. Department of Education demonstrating completion of an Associate, Bachelor’s, Master’s, or higher degree.

Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency with a United States high school diploma. Proof of graduation in languages other than English must be translated into English.

**Wonderlic Distance Learning Assessment**

The Wonderlic Distance Learning Assessment is an online exam used to determine readiness for participating in an online course or program. The Distance Learning assessment focuses on:
- Schedule Management
- Program Commitment
- Motivation
• Academic Confidence
• Communication Skills
• Internet Access
• Technical Knowledge
• Transportation

Fourteen areas of readiness under the above mentioned areas are assessed. A score of five or more areas identifying a concern regarding participation in an online course requires students to attend a mandatory orientation to online learning before the end of their Add/Drop period of their first term. The orientation to online learning is held at Ex’pression College.

**English Language Proficiency Policy**

Ex’pression College campuses in the U.S.A. require all students to be proficient in English, both spoken & written. Applicants to Ex’pression College from the following English-speaking foreign countries do not need to demonstrate English language proficiency:

- Australia
- Bahamas
- Barbados
- Belgium
- Belize
- Canada
- Denmark
- Fiji
- Finland
- Holland
- India
- Ireland
- Jamaica
- New Zealand
- Nigeria
- Norway
- St. Lucia
- Sweden
- United Kingdom
- US Virgin Islands
- South Africa

Applicants from all other countries not listed above must demonstrate English language proficiency by taking the TOEFL exam and scoring a minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper test or the International English Language Testing System (IELTS) with a minimum score of 6.0. All other regulations and requirements regarding International Students still apply. Please contact the Admissions Office for complete information.

**Enrollment Agreement**

After all requirements for admission have been met, each prospective student must sign an Enrollment Agreement. The Enrollment Agreement is a contract between the student and the school intended to protect the student and provide specific disclosure information, such as the total cost of the program, refund information (in the event of withdrawal from the school), and total length of the program of study. The student should retain a copy of the signed Enrollment Agreement for personal use. In the event that a student withdraws then re-enrolls or changes status, a new Enrollment Agreement must be signed.

**Re-Enter Policy**

Former students interested in returning to Ex’pression College to complete a program must contact the Ex’pression College Director of Education at the campus of intended enrollment to determine eligibility.
Transfers Between Ex’pression College Campuses

Transfers are possible between Ex’pression College campuses. An Ex’pression College student desiring a transfer to an Ex’pression College campus in a different location must contact the Ex’pression College Campus Director of the current campus for assistance in coordinating the desired transfer. All transfers between campuses are allowed at the discretion of the Campus Director of the receiving campus and are dependent on program and space availability. Requested transfers may not always be feasible. If a transfer is granted, SAP and any remaining financial liability of the transferring student will be calculated at the time of transfer. As tuition may vary from campus to campus, upon completion of the transfer, any excess tuition prepaid to Ex’pression College will be refunded. Students transferring to other Ex’pression College campuses must abide by local rules and regulations.

Transfer Of Credit To Other Institutions

Ex’pression College does not make any representation or guarantee that coursework completed and/or credit earned at Ex’pression College will transfer to another institution. It is the sole responsibility of the student to determine in advance of enrollment whether a receiving institution will recognize coursework completed and/or credit earned at Ex’pression College.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Ex’pression College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Bachelor’s degree you earn at Ex’pression College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 education goals. This may include contacting an institution to which you may seek to transfer after attending Ex’pression College to determine if your credits or diploma will transfer.

Nondiscrimination Policy

Ex’pression College is a post-secondary educational institution that admits academically qualified students without regard to gender, age, race, national origin, or handicap and affords them all rights, privileges, programs, and other opportunities generally available to students at Ex’pression College. Ex’pression College does not discriminate on the basis of gender, age, race, color, national origin, or handicap in admissions, employment services, or access to its programs and activities.
FINANCIAL INFORMATION

Tuition

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<th>Tuition for students taking 12+ credits</th>
<th>$11,800.00 per semester</th>
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<tr>
<td>Tuition for students taking 7-11 credits</td>
<td>$9,300.00 per semester</td>
</tr>
<tr>
<td>Tuition for students taking 1-6 credits</td>
<td>$6,340.00 per semester</td>
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*A BAS degree is generally 8 semesters for a student attending full-time.
Total tuition costs for the program is $94,400.

Books and Art Kits

Books (as applicable) and Art Kits are included in the cost of tuition. General Education books are the property of Ex’pression College and must be returned at the end of the term for which they were checked out.

Application Fee

The application fee is $60 ($10 for Veterans). The application fee is a one-time fee. It is non-refundable unless a student who has not had a tour of the school makes cancellation within three days of signing the enrollment agreement.

Non-refundable Fees

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<td>Challenge Exam Fee</td>
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<tr>
<td>Diploma Replacement Fee</td>
<td>$10.00 per diploma</td>
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<tr>
<td>Late Payment Fee</td>
<td>$10.00</td>
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<td>Installment Payment Option Fee</td>
<td>$50.00 due first day of each semester</td>
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<td>Parking Permit Fee</td>
<td>$80.00 per semester</td>
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<td>Replacement ID badge Fee</td>
<td>$10.00 first replacement no charge</td>
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<tr>
<td>Library Late Fees</td>
<td>$0.50 per book/per day</td>
</tr>
<tr>
<td>Replacement cost of equipment</td>
<td></td>
</tr>
<tr>
<td>GE Textbook Fees</td>
<td>Price of item + $35 processing fee</td>
</tr>
<tr>
<td>Damaged Equipment Fees</td>
<td>Cost to fix or replace equipment</td>
</tr>
<tr>
<td>Unreturned Equipment Fees</td>
<td>Replacement cost of equipment</td>
</tr>
</tbody>
</table>

Additional Costs

Ex’pression College students bear few additional costs beyond those listed above. Typically, additional items personally supplied by students may include paper, writing utensils, and similar scholastic materials. When planning expenses, students should also consider housing and living expenses.
**Tuition Billing**
All students will be billed each semester based on enrollment status (i.e. full time, ¾ time, half time or less than half time). Tuition is billed by semester. Payment is due in full on the first day of each semester unless alternative payment arrangements are made with the Bursar. Students may prepay for the full program (4 academic years).

**Tuition Assistance**
Ex’pression College students who qualify may apply for several different forms of financial assistance to help pay for tuition, books and materials, and/or living expenses. Students should meet with Financial Services for complete information, requirements, applications, and filing deadlines.

**Applying For Financial Aid**
Students who wish to apply for financial aid are encouraged to begin the application process as soon as possible. Most sources of student financial aid, including Title IV Federal Student Aid programs, require students to complete and file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.

Current information on Federal Student Aid programs can be found online at:
Federal Student Aid Programs – www.studentaid.ed.gov
Free Application for Federal Student Aid – www.fafsa.ed.gov

Private student lending and payment institutions may also be available to assist qualified students in achieving their goals when not covered by federal or state programs.

All loans and grants awarded to students must be verified, approved, and pending disbursement before materials, books, and laptop packages are issued to the student.

Students who are funding a remaining balance not met by Federal Student Aid must pay the entire fee for books and the laptop package prior to the start date of the program.

Should a loan or grant not be approved for any reason, the student must make other payment arrangements or withdraw from the program.

Financial Aid Office Contact Information
Ex’pression College
6601 Shellmound Street
Emeryville, CA 94608
510.594.6993
financialaid@expression.edu
http://www.expression.edu/admissions/tuition-financial-aid/
Title IV Federal Student Aid

Title IV Federal Student Aid programs are available to students who qualify. To receive Title IV Federal Student Aid, a student must:

- Be admitted into an approved program of study
- Demonstrate financial need (Pell Grants and Subsidized Stafford Loans only)
- Be a U.S. citizen or eligible non-citizen (i.e. U.S. Permanent Resident)
- Possess a valid Social Security Number
- Maintain Satisfactory Academic Progress (SAP) according to the SAP Policy
- Certify that the student has never defaulted on a Federal Student Loan
- Certify that the student does not owe money on a Federal Student Grant
- Certify that Federal Student Aid will be used for educational purposes only

The Federal Student Aid Award Year is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year. Students may submit a FAFSA for the next award year beginning on January 1. Students receiving a second disbursement after July 1 must submit an updated FAFSA. Students should be aware that this may change their financial aid eligibility.

Types of Title IV Federal Student Aid available to Ex’pression College students who qualify are:

Federal Pell Grant
The Federal Pell Grant Program provides federal financial assistance to low-income students. Students who have earned a bachelor’s or graduate degree are ineligible for Pell Grants. Pell Grants do not have to be repaid and are awarded based upon eligibility and financial need as determined by the student’s FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG)
The FSEOG is available to undergraduate students with exceptional financial need. The amount of the FSEOG award is dependent on the student’s demonstrated financial need as well as the amount of other aid a student receives and the availability of funds at the institution. Because of limited funds, Ex’pression College has set its own limits dependent upon availability of funds; currently students can be awarded up to $500 per award year. Students who have previously received a degree are ineligible for FSEOG. FSEOG does not have to be repaid unless, for example, the student was awarded funds incorrectly.

The FSEOG program requires that the institution must first select students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year. All students with zero EFC and receiving Pell for the award year are awarded $500 in FSEOG per award year. Once all eligible students with a zero EFC are awarded, the student selection group for FSEOG will expand to students with EFC 1-100. These students will be awarded $500 in FSEOG. If funds still remain, the selection group will expand by 100 until all FSEOG funds are awarded to all Pell recipients.
Subsidized Federal Stafford Loan
The Subsidized Federal Stafford Loan is available to students with financial need. Subsidized Stafford Loans are among the least expensive loan options for students because the federal government pays the interest while the student is attending college on at least a half-time basis and during other periods of authorized deferment. This interest subsidy effectively gives the loan a zero percent interest rate while the student is in school at least half time, for the first six months after graduation, and during a period of deferment. Monthly payments generally begin six months after the student’s Last Date of Attendance (LDA) or when the student drops below half-time.

Unsubsidized Federal Stafford Loan
The Unsubsidized Federal Stafford Loan is not based on financial need. Interest accrues from the time the loan is disbursed by the school and is not paid by the federal government. The student borrower is responsible for the interest from the time the loan is disbursed until it is paid in full. If the student borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). There are no repayment requirements for an Unsubsidized Stafford Loan while a student is in school at least half-time or during grace or deferment periods. Monthly payments generally begin six months after the student’s Last Date of Attendance (LDA) or when the student drops below half-time.

Federal Parent Loan for Undergraduate Students (Parent PLUS Loan)
The Federal Parent PLUS Loan is available for credit-worthy parents with dependent students to help pay for their educational costs. Parents can borrow up to the cost of attendance minus any other financial aid the dependent student is receiving. Parent PLUS Loan borrowers are responsible for all interest accrued and have the option of deferring payments until six months after the student’s Last Date of Attendance (LDA) or when the student drops below half-time.

Alternative Loan Programs
Private student lending and payment institutions are available to assist qualified student sin achieving their goals when not covered by Federal or State programs. Contact the Financial Aid Office for more information.

Federal Work Study (FWS) Program
The FWS Program provides job opportunities for eligible students who must earn part of their educational experiences. The salary is generally the current federal minimum wage and students are paid by the hour. The number of hours a student may work is based upon financial need, the number of hours possible for the student to work, and the availability of funds at the institution. A limited number of jobs are available on campus. Students are responsible for finding qualifying work-study employment. For more information, contact the Financial Aid Office.

Students wishing to participate in the Federal Work Study Program must be awarded financial aid and have FWS eligibility as a part of their award package. To apply for financial aid, students must file a Free Application for Federal Student Aid (FAFSA).
Separate applications for financial aid are required for each academic year that a student wishes to be considered for employment under FWS. Once a student has earned his/her award maximum, the student will be terminated from the work-study program. Additionally, a student will be terminated from the FWS Program if the student drops below the minimum requirements of six (6) credits or at the end of each academic term. Upon termination, students should contact the Financial Aid Office to determine if they have any remaining work-study eligibility. The Financial Aid Office will conduct an evaluation of eligibility. If eligible, the student may request for additional work-study funding through the Financial Aid Office.

Federal Work Study awards are not credited to a student’s account. A paycheck is issued to the student for the time worked.

**Cal Grant**
Funded by the State of California and Administered by the California Student Aid Commission, Cal Grants offer financial aid and grants for any qualifying college, university, or technical school in California including Ex’pression College.

**Verification**
Student recipients of Federal Student Aid may be selected to receive a Notice of Selection and a Verification Worksheet requesting supporting documentation before aid can be awarded and released. Students who are selected for verification must submit the completed Verification Worksheet and all supporting documentation to Financial Services before the start date of the program AND no later than thirty (30) days from the date of the Notice of Selection. Students who are scheduled to graduate before the thirty (30) day deadline must complete verification before taking final exams. If a student who is selected for verification fails to submit verification documents before the start date of the program and within thirty (30) days from the date of the Notice of Selection, the student must make other payment arrangements or withdraw from the program.

**Return Of Title IV Funds Policy**
Title IV Federal Student Aid funds are awarded to students under the assumption that recipients will attend school for the entire period for which assistance is awarded. Students who fail to complete the program for any reason may no longer be eligible for the full amount of Title IV Financial Student Aid funds they were scheduled to receive.

If a student recipient of Federal Student Aid begins but does not complete an eligible program of study, Ex’pression College is required by law to use a statutory schedule to recalculate the amount of Title IV funds that have been earned by the student based on the Last Date of Attendance (LDA), defined by Ex’pression College as the last date of physical attendance. Up through the 60% point in each payment period 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, a student has earned 100% of the Title IV funds. However, Ex’pression College must still complete a Return of Title IV Funds calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.
Title IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Parent Loan for Undergraduate Students (Parent PLUS Loans)
4. Federal Pell Grants

In some cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to Ex’pression College that would otherwise have been paid with Federal Student Aid funds. Students who have received funds for living expenses may also owe a refund of unearned Federal Student Aid.

For more information about the return of Title IV funds or examples of Title IV calculations, please contact Financial Services.

Refund Policy
Ex’pression College refund policies have been established in accordance with current state and federal regulations and applicable accrediting standards. Ex’pression College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Cancellations
Students and applicants have the right to cancel an application or enrollment agreement at any time by submitting a written notice of cancellation to the Registrar in person, by electronic mail, or by standard mail.

Applicants who cancel an application with thirty (30) business days or are denied enrollment by the school for any reason are entitled to a refund of the $60 Application Fee. Applicants who cancel enrollment within thirty (30) business days of signing an enrollment agreement and making an initial payment are entitled to a refund of all tuition paid including the $60 Application Fee.

Applicants who have not visited Ex’pression College prior to enrollment and request cancellation within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided are entitled to a refund of all monies paid including the $60 Application Fee.

Under all other circumstances, the $60 Application Fee is nonrefundable.

Students who request cancellation more than three (3) business days after signing the enrollment agreement but before the seventh (7th) calendar day after the start date of the program are entitled to a refund of all monies paid, excluding the Application Fee.
Impact on Refund for Withdrawals or Terminations
Students who choose to withdraw or are terminated after attendance has begun and prior to completing 60% of a term are entitled to a pro rata refund of tuition based on the Last Date of Attendance (LDA), defined by Ex’pression College as the last date of physical attendance. Tuition is considered fully earned when a student has completed 60% or more of a term.

If the student is a recipient of Federal Student Aid, Title IV funds will be returned based on the Return of Title IV Funds calculation. (Please see the Return of Title IV Funds Policy above for more information.)

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

Refund On Third Party Fees
Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the applicant or student liability in all cases.

Refund Disbursement
Non-Title IV refunds will be made within thirty (30) days after receipt of a written notice of cancellation or withdrawal. Failure to notify the Student Services Coordinator in writing of the intent to cancel or withdraw may delay a refund to an applicant or student.

Refunds will be issued to the enrolled student with the exception of any loan or agency payments, in which case the refund will be issued to the loan company or agency.

Return of Non-Title IV Funds
Non-Title IV student aid is awarded under the assumption that recipients will attend school for the entire period for which assistance is awarded.

If a student recipient of non-Title IV funds begins but does not complete an eligible program of study, Ex’pression College will recalculate the amount of funds that have been earned by the student on a pro rata basis based on the officially determined Last Date of Attendance (LDA), and all unearned funds will be returned to the funding source.

Return of VA Program Funds
To adhere to the VA Principles of Excellence, if the VA program funds are disbursed to a recipient’s account or otherwise retained by the school for payment of school charges and the recipient withdraws during the term for which payment is made, Ex’pression College shall calculate and return the refund of unearned student aid based on the rules applicable to Federal Student Aid (FSA) provided through the Department of Education under Title IV.

Title IV funds are disbursed by semesters whereas VA is disbursed by term, so the result of refund calculation for VA may slightly be different due to the different method of disbursement. If the amount dispersed to the student is less than the amount the student has earned, and for which the student is otherwise eligible, he or she could receive a
disbursement from VA. Ex'pression College will advise the student to follow up with VA regarding the payment.

**Return of Cal Grant Funds**
If Cal Grant program funds are disbursed to a recipient’s account or otherwise retained by the school for payment of school charges and the recipient withdraws during the period for which payment is made, Ex’pression College is required by California Student Aid Commission (CSAC) to use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the commission on behalf of the state.

Cal Grant disburses by season. For students who have overlapping semesters within a season, the school will prorate the disbursement within the two semesters based on the number of days in each semester including the pertaining season.

**Entrance Loan Counseling**
The U.S. Department of Education requires all first-time student borrowers receiving subsidized and/or unsubsidized federal loans to complete entrance counseling. Students are counseled on the federal loan process, managing education expenses, repayment options, and the student’s rights and responsibilities as a borrower.

**Exit Loan Counseling**
Exit counseling is required for all future graduates, withdrawn students, and below half-time enrolled students. Exit counseling is focused on helping students comprehend their financial obligations, debt, and repayment options.

**Repayment of Student Loans**
If a student obtains a loan to pay for a program, it is the student’s responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student recipient of Federal Student Aid withdraws from Ex’pression College, the student is entitled to a refund of moneys not paid from Federal Student Aid program funds.

**Ex’pression Scholarships**
Ex’pression College awards scholarships each year to students enrolled in a full-time program of study. All incoming students are encouraged to apply for Ex’pression College scholarships. Applications, eligibility requirements, and submission deadlines are available from Financial Services or Admissions.

**Ex’pression Need Based Scholarships**
Ex’pression College’s Need Based Scholarships provide financial assistance to students with limited financial means who are accepted full-time into a BAS program and who are both hard-working and passionate about creative media and the entertainment industry. A Need Based Scholarship pays 25% of the total program cost.

A Need Based Scholarship applicant must be:
- 17 years of age or older
- A U.S. citizen
• Accepted full-time into a BAS Program

A Need Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:
  • Completed Need Based Scholarship Application
  • Completed and Filed Federal Application for Student Aid (FAFSA)
  • A Letter of Recommendation sent directly to Ex’pression College to ensure authenticity
  • Original Essay
  • All other requirements as detailed on the Need Based Scholarship Application

Need Based Scholarship in brief:
  • Need-based
  • Pays 25% of program cost
  • Full-time Audio Technology Program students only
  • U.S. citizens only
  • Due Date: Complete Application Package is due no later than 7 business days before the start date of the program

Ex’pression College Merit Based Scholarships
Ex’pression’s Merit Based Scholarships provide financial assistance to domestic and international students who are accepted full-time to a program the institution. Recipients of Merit Based Scholarships must be both hard working and passionate about creative media and the entertainment industry. A Merit Based Scholarship pays 25% of the total program cost.

A Merit Based Scholarship applicant must be:
  • 17 years of age or older
  • A U.S. citizen, eligible non-citizen, or International Student
  • Accepted full-time into a bachelors Program at Ex’pression College

A Merit Based Scholarship applicant must complete and submit required materials and documents by the published deadline including:
  • Completed Merit Based Scholarship Application
  • A Letter of Recommendation sent directly to Ex’pression College to ensure authenticity
  • Creative work demonstrating abilities in the corresponding art field.
  • Original Essay
  • All other requirements as detailed on the Merit Based Scholarship Application

Merit Based Scholarship in brief:
  • Merit based
  • Pays 25% of program cost
  • Open to all full-time BAS Program students
  • Open to both U.S. citizens, eligible non-citizens, and International Students
  • Due Date: Complete Application Package is due no later than seven (7) business days before the start date of the program
One Need and one Merit Based scholarships are awarded for new class start on each Ex’pression College campus in the United States.

**Ex’pression College International Student Scholarship**

The International Student Scholarship is for full-time students attending Ex’pression College who are attending college on an appropriate student visa. The International Student Scholarship pays 10% of the total program costs.

An International Student Scholarship applicant must meet the admissions requirements of Ex’pression College, complete a scholarship application and submit an electronic portfolio with a minimum of three projects to be reviewed by an Ex’pression College faculty member. The college must receive all materials no later than three months prior to the applicant’s expected start date. Applicants will be notified of the results of their scholarship application two months prior to expected start date via email.
2015 - 2016 CALENDAR SCHEDULE

Program Start Dates
Ex’pression College reserves the right to cancel any scheduled class start for reasons of insufficient enrollment, in which case all prepaid charges will be refunded.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Projected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21, 2015</td>
<td>September 15, 2017</td>
</tr>
<tr>
<td>March 23, 2015</td>
<td>November 10, 2017</td>
</tr>
<tr>
<td>May 18, 2015</td>
<td>January 19, 2018</td>
</tr>
<tr>
<td>July 20, 2015</td>
<td>March 16, 2018</td>
</tr>
<tr>
<td>September 15, 2015</td>
<td>May 16, 2018</td>
</tr>
<tr>
<td>November 9, 2015</td>
<td>July 14, 2018</td>
</tr>
<tr>
<td>January 20, 2016</td>
<td>September 14, 2018</td>
</tr>
<tr>
<td>March 21, 2016</td>
<td>November 8, 2018</td>
</tr>
</tbody>
</table>

Holiday Schedule
Ex’pression College is closed for all U.S. national holidays. If a class is scheduled on a holiday, a make-up day will be required.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>Thursday, January 1</td>
<td>Friday, January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 19</td>
<td>Monday, January 18</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday, February 16</td>
<td>Monday, February 15</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 25</td>
<td>Monday, May 30</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Friday, July 3 (observed)</td>
<td>Monday, July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 7</td>
<td>Monday, September 5</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday, October 12</td>
<td>Monday, October 10</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>Wednesday, November 11</td>
<td>Friday, November 11</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday &amp; Friday, November 26 &amp; 27</td>
<td>Thursday &amp; Friday, November 24 &amp; 25</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Thursday, December 24</td>
<td>Friday, December 23 (observed)</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, December 25</td>
<td>Monday, December 26 (observed)</td>
</tr>
<tr>
<td>New Years Eve</td>
<td>Thursday, December 31</td>
<td>Friday, December 30 (observed)</td>
</tr>
</tbody>
</table>
## 2015 - 2017 Academic Calendar

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start of Term</td>
<td>End of Term</td>
<td>Start of Term</td>
</tr>
<tr>
<td></td>
<td>November 9, 2015</td>
<td>January 14, 2016</td>
<td>November 9, 2016</td>
</tr>
</tbody>
</table>

### Inclement Weather Policy

The decision to close the school due to inclement weather will be made by the Campus Director or designee. All reasonable attempts will be made to notify students in advance if the campus is closed due to inclement weather.

### Hours Of Operation

Ex’pression College is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is
subject to the booking process of the Ex’pression Master Scheduler. Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

Most classes occur between the hours of 8:00 am and 11:00 pm. However, labs may periodically be scheduled outside these hours. Distance education courses are asynchronous. The labs and facilities are open for student use 24 hours a day, seven days a week.

Individual schedules are posted on Campus Portal at http://portal.expression.edu prior to the beginning of each new term. Students are responsible for knowing their own schedule. Ex’pression reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that student and institutional goals are met.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building, regardless of whether the student enters with a group. Students and staff must sign in between the hours of 6pm and 8am.

Former students or alumni who are not in good standing with the college are not allowed on campus unless they have a scheduled appointment with an Ex’pression staff or faculty member and are prohibited from signing in as a guest of a current student, staff, or alumnus.
ACADEMIC POLICIES

Definition of an Academic Year
One academic year at Ex’pression College is approximately 33-34 weeks. Each academic year is comprised of 2 semesters. Each semester at Ex’pression College consists of approximately 16 weeks. Classes are approximately 8 weeks in length. To complete a program at Ex’pression College requires 4 academic years or approximately 32.5 months, if enrolled as a full time student.

Grading
Each eight-week course includes a number of assessments including, but not limited to, quizzes, exams, assignments, and projects. Each assessment category within a course is individually weighted and factored in when determining the final grade. The number, type, and weight of assessments vary by course and are included in the course syllabus.

Letter grades are awarded for each course completed. Grades are issued and posted within 48 hours after the completion of each course.

The chart below describes the impact of each grade on Satisfactory Academic Progress (SAP). For the purpose of calculating incremental completion rate (ICR), grades of "F" (failure) and "W" (withdrawn) are counted as credit hours attempted but are not counted as credit hours successfully completed. Students must repeat any required courses in which a grade of "F" or "W" is received. A student who receives an "F" or "W" grade in a course may attempt to successfully complete the same course up to two times. A student desiring a third attempt to successfully complete the same course may petition the Campus Director for approval. The third attempt, if approved, is the final attempt. After the third attempt, if the student fails to successfully complete the course, the student will be withdrawn from the school. If the request to attempt the course for the third time is not approved by the Campus Director, the student will be withdrawn from school.

When a course is repeated, the higher of the grades earned during each attempt are calculated into the Cumulative Grade Point Average (CGPA). Both the original and repeated credit hours will be counted as attempted credit hours in the ICR calculation and both attempts will remain on the student's transcript. Transfer credits are awarded with a grade of "TC" (see Transfer of Credit policy) and test out credits are awarded with a "TO" (see Test Out Credit policy). TC or TO grades are not calculated into the CGPA but are calculated in the ICR calculation.

Any student who disagrees with a grade may contact the instructor of record to request a grade change. If a satisfactory resolution is not achieved with the instructor, the student may submit a written request for a grade change, including the reasons for the grade dispute, to the Director of Education no later than five school days following the end of the course. Within five days of receiving the written request, the Director of Education will investigate and issue a letter to the student either approving or denying the grade change request.
If illness or other circumstances out of the student’s control prevent a student from completing all required coursework within the scheduled module dates, the student may request an incomplete ("I") grade. The incomplete grade is a temporary grade, providing the student an additional two weeks to complete any missing assignments. The incomplete grade will be converted to the earned grade within two weeks after the end of the module. The decision to issue an incomplete grade is at the discretion of the instructor. A grade of incomplete is calculated into the student’s CGPA and the ICR.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
<th>Credit Hours Earned</th>
<th>Credit Hours Attempted</th>
<th>Cumulative Grade Point Average (CGPA)</th>
<th>Incremental Completion Rate (ICR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90% = Excellent</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>89-85% = Very Good</td>
<td>3.5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>84-80% = Good</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>79%-75% = Above Average</td>
<td>2.5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>74-70% = Average</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D+</td>
<td>69%-65% = Below Average</td>
<td>1.5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>64%-60% = Poor</td>
<td>1.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>59% or Below = Failing</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>TO</td>
<td>Test Out</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Clock To Credit Hour Conversion**

One Semester credit hour equals 45 units comprised of the following activities:
- Didactic (classroom) instruction: 2 Units
- Supervised Lab work: 1.5 Units
- Out-of-class and/or preparation for class or lab: .5 Unit

For every 15 contact hours of theory class, students are awarded 1 semester credit. For every 30 contact hours of lab class, students are awarded 1 semester credit. For 45 contact hours of internship, students are awarded 1 semester credit.

**Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress is the measurement of the student’s academic performance within the educational goals. Ex’pression College requires that all students demonstrate that they are making orderly progress toward completion of the program. All students must
maintain SAP in order to remain enrolled at Ex’pression College 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’s coursework. Whereas the CGPA is the standard qualitative component for measuring SAP, the ICR is the quantitative component used by Ex’pression College. In addition, students must complete all coursework within the required 150% maximum timeframe. Ex’pression College monitors academic progress for academic purposes at the end of each semester and for financial aid purposes at the end of the payment period.

**Incremental Completion Rate (ICR)**
Incremental Completion Rate (ICR) measures the number of credit hours successfully completed by the student divided by the total number of credit hours attempted. Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum ICR expectations for each program order to maintain SAP.

**Cumulative Grade Point Average (CGPA)**
Cumulative Grade Point Average (CGPA) is the average of all grades earned based on the 4.0 grading scale (please see Grading Policy). Please see the Satisfactory Academic Progress (SAP) Criteria chart below which illustrates the evaluation periods and minimum CGPA expectations for each program order to maintain SAP.

**Maximum Timeframe**
A student cannot exceed 150% of the published normal completion rate of the program. If at any time it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student will be dismissed from the school. For example, the published normal completion rate for the Bachelor program is 32.5 months and 126 credit hours in length. Therefore, 150% of that normal completion rate is 48 months and 189 attempted credit hours. A student who reaches 48 months or 189 attempted credit hours without completing the program will be not be allowed to continue and will be dismissed from the school.

**Satisfactory Academic Progress (SAP) Criteria**
Ex’pression College has implemented a schedule designating the minimum percentage of ICR that must be completed and the minimum CGPA at the end of each semester to remain in good standing. To meet the minimum SAP requirements, the following criteria must be achieved at the end of each semester:
<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative Grade Point Average (CPGA)</th>
<th>Minimum Incremental Completion Rate (ICR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>1.25</td>
<td>50%</td>
</tr>
<tr>
<td>31-60</td>
<td>1.75</td>
<td>55%</td>
</tr>
<tr>
<td>61-90</td>
<td>2.0</td>
<td>60%</td>
</tr>
<tr>
<td>91+</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Academic Warning**

A student without an existing SAP status who fails to meet any or all of the SAP standards the student will be placed on SAP Warning for one semester. Students on Academic Warning remain eligible for Title IV funds.

During the Academic Warning semester, the student must meet with an assigned advisor to develop an Academic Plan. The student and the assigned advisor will meet regularly throughout the semester to discuss progress towards improvement. If, at the end of the Academic Warning semester, the student has met the minimum SAP requirements, the student will be removed from Academic Warning and will be in good standing and eligible for Title IV funding. If the student does not meet the minimum SAP requirements after the Academic Warning semester, the student will be dismissed from Ex'pression College and become ineligible for Title IV funds. There is no financial aid warning period. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

**SAP Appeal And Reinstatement**

A student who feels Satisfactory Academic Progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the Campus Director within three (3) days of being notified of dismissal. An extraordinary mitigating circumstance is a situation beyond a student’s control (i.e. illness, accident, trauma, etc.) The student must include documentation of the extenuating circumstance as well as provide an explanation as to why minimum SAP requirements were not met and what has changed to allow success upon reinstatement. The Campus Director will forward the appeal to the National Compliance Office for determination of acceptance or denial of the appeal. The Campus Director will notify the student in writing of the appeal decision within five (5) business days of the receipt of the letter. During this time, the student will be able to continue attending classes. The decision of the National Compliance Office is final and cannot be appealed.

Students who are dismissed from school for unsatisfactory academic progress, unsatisfactory attendance, conduct violations, or failure to meet financial obligations may request to be reinstated no earlier than six months from the date of dismissal through the following procedure:
1. Complete a Re-instatement Request Form
2. The Campus Director will review the Re-instatement Request Form and any included documentation.
3. If the request is approved by the Campus Director, the Campus Director will forward to the National Compliance Office for review. The college will notify the student of the decision to approve or deny the re-instatement. The decision of the National Compliance Office is final.
4. If re-instatement is approved, the student must contact the Office of the Registrar to complete all necessary enrollment paperwork and determine the date of return.

All applicable credits/grades from previous enrollments will be transferred to the new enrollment. Those who are dismissed due to failure to maintain satisfactory academic progress will enter under academic probation and have one semester to meet Satisfactory Academic Progress according to the chart above. Failure to do so will result in dismissal from school with no opportunity for appeal.

**Academic/Financial Aid Probation**
If the appeal for reinstatement is approved, the student will be placed on Academic/Financial Aid Probation, at which time the student will regain eligibility for Title IV funding.

The student will have one semester to meet minimum SAP requirements at the appropriate evaluation point. During the Academic/Financial Aid Probation semester, the student must meet with an assigned advisor to create an Academic Plan. The student and assigned advisor will meet regularly to discuss the student’s progress toward their Academic Plan. If the student is unable to meet the minimum SAP requirements after one semester on Academic/Financial Aid Probation, the student will be dismissed from Ex’pression College without the opportunity to appeal. If, at any time, the assigned advisor determines it is academically impossible for the student to meet the minimum SAP requirements by the end of the Academic/Financial Aid Probation semester, the student will be dismissed from Ex’pression College with no opportunity for appeal. The student will be notified in writing of the dismissal and loss of Title IV eligibility.

**Repeating Courses**
All required courses in a program must be successfully completed with a passing grade. If a student does not successfully complete a required course, the course must be repeated. The highest grade earned will be calculated in a student’s CGPA, but the original grade will remain on the student’s official transcript. The credit hours attempted and earned from both the original course and the repeated course will remain in the ICR and the calculation of the maximum timeframe. Please refer to the Grading Policy for additional information regarding the repeating of courses.

**Transfer Of Credit And Test Out Implications To SAP**
When a student transfers credits from another institution of higher learning (see Transfer of Credit policy), the student will receive a grade of "TC" which will not be impacted in the CGPA calculation but will be counted as both attempted and earned credit hours in the ICR and
maximum timeframe. When a student tests out of a course (see Test Out policy), the student will receive a grade of "TO" which will not be impacted in the CGPA calculation. Test out credit hours will count as attempted and earned credit hours in the maximum timeframe.

Withdrawn And Incomplete Grades Implications To SAP
While a “W” or “Withdrawn” grade does not impact a student’s CGPA, it does impact the student’s ICR and maximum timeframe calculation. An “I” or “Incomplete” grade counts as a failed grade in the student’s CGPA and unsuccessful attempted credit hours in the student’s ICR and maximum timeframe.

Auditing a Course
Students and graduates who wish to audit a course must request permission in writing from the Office of the Registrar and the Program Director. Only courses that have previously been passed may be audited, however, the Externship course may not be audited. Auditing is allowed based on available space.

Graduation Requirements
To graduate from Ex’pression College and receive a diploma, students must meet the following requirements:

- successfully complete all required courses with a passing grade
- earn a Cumulative Grade Point Average (CGPA) of 2.0 (C) or higher
- achieve an Incremental Completion Rate (ICR) of 67% or higher
- complete a mandatory exit interview
- meet all financial obligations to the school
- submit a résumé to the Career Services office

Students who have borrowed equipment, books, media, or other materials and have not returned them by the last day of regular class will be charged for the missing items. Failure to return borrowed items will place the student in a situation of financial obligation to the school and will result in the inability to receive an official transcript or diploma until the obligation is met in full.

Students who have successfully completed the graduation requirements will be awarded a Bachelor of Applied Science.

Reasonable Accommodations For Individuals With Disabilities
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. Ex’pression College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with disabilities unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Ex’pression College.
A student who seeks accommodations for a disability at Ex’pression College must provide documentation of the disability from an appropriate licensed professional or provide educational information from a document such as an Individual Education Plan, 504 Plan, or Summary of Progress (SOP). This information should include the diagnosed condition, the treatment being provided (if any) and any disability related recommendations. The documentation cannot be more than three years old. The documentation shall be submitted to the 504 Coordinator (Office of Student Services) who will create an Accommodation Plan. The student will be responsible for sharing the approved Accommodation Plan with instructors.

Accommodations are not retroactive. Therefore, it is the student’s responsibility to submit all required documentation well in advance in order to ensure that accommodations can be arranged before the start date of the program or course.

**Course Numbering System**

Ex’pression College’s degree programs are designed to offer distinct levels of education and training appropriate to each program. All courses are assigned an alpha-numeric course code.

The course numbers indicate the level of the course. The letters generally indicate the program or discipline in which the course is offered. Courses with a “0” prefix indicate non-college level courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Beginner, usually taken in the first or second academic year</td>
</tr>
<tr>
<td>200</td>
<td>Beginner to Intermediate, usually taken in the first or second academic years</td>
</tr>
<tr>
<td>300</td>
<td>Intermediate to Advanced, usually taken in the third or fourth academic years</td>
</tr>
<tr>
<td>400</td>
<td>Advanced, usually taken in the third or fourth academic years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>AVE</td>
<td>Animation and Visual Effects</td>
</tr>
<tr>
<td>CC</td>
<td>Common Core</td>
</tr>
<tr>
<td>DF</td>
<td>Digital Filmmaking</td>
</tr>
<tr>
<td>GAD</td>
<td>Game Art and Design</td>
</tr>
<tr>
<td>GDM</td>
<td>Graphic Design and Motion</td>
</tr>
<tr>
<td>IA</td>
<td>Interactive Audio</td>
</tr>
<tr>
<td>MGD</td>
<td>Motion Graphic Design</td>
</tr>
<tr>
<td>SA</td>
<td>Sound Arts</td>
</tr>
<tr>
<td>ECOMM</td>
<td>Communications</td>
</tr>
<tr>
<td>EHIS</td>
<td>History</td>
</tr>
<tr>
<td>EMAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>EPSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>ESCI</td>
<td>Science</td>
</tr>
<tr>
<td>ESOC</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

**Transfer Of Credit**

Students who formerly attended a post-secondary institution accredited by an agency recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must arrange for official transcripts from
all previous institutions to be forwarded directly to the Registrar's office at Ex'pression College. The official transcript(s) must be received as soon as possible after the student has enrolled so the student can receive a correct schedule. The decision to award transfer credit is at the sole discretion of Ex'pression College. Ex'pression College will determine if courses completed at previous institutions are sufficiently equivalent to courses in the student’s program of intended enrollment. Only courses with passing grades of “C” or better will be taken into consideration for transfer. Other factors used to determine transfer of credit include but are not limited to the number of course credits earned, objectives and descriptions of previous courses, length of time passed since courses were completed, and the academic level of previous courses. Students may be required to provide a course catalog or syllabus from the previous institution in order for Ex'pression College to make a fair assessment. Courses that are approved to be awarded transfer of credit will show on the student's transcript as “TC.”

Students who receive transfer credit will have the tuition charge for the program prorated based upon the remaining number of clock hours the student must earn in order to graduate. Students must complete at least 50% of their coursework at Ex’pression College.

Test Out
Ex'pression College provides opportunities for students to acquire credit for learning that has taken place through work experience. Students with the prerequisite knowledge to effectively test out of a class should contact the Director of Education on or before the end of the third class session. The Director of Education will determine the necessary test out, which could include a written exam as well as a project. A student must score 80% or higher on the test out in order to receive credit. A test out will be designated on the student’s transcript as a “TO.” Students must complete at least 50% of their coursework at Ex'pression College, which does not include test out.

Articulation Agreements
Please see the Ex’pression College website (www.expression.edu) for an updated list of articulation agreements with other institutions of higher learning.

Class Size
Maximum lecture class size does not exceed 60 students. Maximum lab size does not exceed 36 students. Average class sizes are generally lower than the maximum allowable size.

Add/Drop Policy
During the first five (5) business days of each semester, students are allowed to add or drop courses without incurring any academic penalty. Classes added during this period will start the accrual of absences from the first day of the course. Students who withdraw from a course after the first five (5) business days but before the last week of class will receive a grade of “W” or “Withdrawn”. The grade of "W" does not impact the student's CGPA but does
impact the student's ICR (see Satisfactory Academic Progress Policy). Students who wish to add or drop courses must contact the Registrar.

**Withdrawal and Termination from Ex’pression College**

Students wishing to voluntarily withdraw from an Ex’pression College program must submit a written notification of withdrawal to the Registrar. As stated in the Refund Policy, a refund of monies paid will be calculated using the Last Date of Attendance (LDA), defined as student’s last day of physical attendance.

The student will be considered terminated from Ex’pression College when any of the following occur:

- Fails to meet minimum satisfactory academic progress requirements (see Satisfactory Academic Progress policy)
- Violates the Student Code of Conduct
- Fails to maintain satisfactory attendance
- Fails to meet financial obligations
- Fails the same non-college level fundamentals course twice

If a student was initially terminated for failure of a non-college level fundamentals course twice and has re-enrolled, the student will have one opportunity to take and pass the previously failed course. Failure to pass the course will result in termination.

Please see the Refund Policy section and the Add/Drop Policy section of this catalog for information on the impact of withdrawing on refunds and grades. Any requests not made in writing may result in a delay in a refund.

**Attendance Policy**

Regular classroom attendance is an essential ingredient for academic achievement and a fundamental building block for success after graduation. Students are expected to be present and on time for all class meetings. In addition, instructors may have additional expectations for attendance, all of which will be explained on the syllabus that is distributed the first day of the course. All make-up work is at the discretion of the instructor; however, make-up work will not be accepted after the end of the course except in the case of an approved incomplete.

Students who are absent from all courses at Ex’pression College for more than 14 consecutive calendar days (excluding holidays, breaks, and emergency closures due to unforeseen circumstances such as inclement weather) will be dismissed from the school.

All attendance is recorded from the first day of the class. There are no excused absences. Instructors will take attendance during the class and students will be marked as either present or not present.
If a student feels their attendance was inaccurately recorded, he/she must contact their instructor to review the situation and, if necessary, will make a request to the Office of the Registrar to update the attendance record.

**Leave of Absence**
Ex’pression College does not offer a leave of absence. Those wishing to take a leave from school must withdraw from the school and will be subject to the Re-enrollment policy.

**Family Education Rights And Privacy Act Of 1974 (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Ex’pression College receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student’s record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Ex’pression College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Ex’pression College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Ex’pression College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Ex’pression College.
Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by Ex’pression College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from a student’s education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Ex’pression College may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Ex’pression College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena. \((§99.31(a)(9))\)
• To appropriate officials in connection with a health or safety emergency, subject to §99.36. \((§99.31(a)(10))\)
• In connection with information the school has designated as “directory information” under §99.37. \((§99.31(a)(11))\)
• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. \((§99.31(a)(13))\)
• To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. \((§99.31(a)(14))\)
• To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. \((§99.31(a)(15))\)

**Transcript Request**

Students may request an official transcript of grades from the Registrar. All requests for transcripts must be in writing, and include name, social security number (if applicable), and signature. Only students who have cleared all outstanding financial obligations to the school will be eligible to receive an official transcript. Official transcripts can be mailed directly to other institutions or businesses at the student’s written request.
STUDENT INFORMATION AND SERVICES

Smoking Policy
Ex’pression College is a SMOKE FREE facility. Smoking is not allowed anywhere in the building at any time. Students who smoke must do so outside in designated areas and are required to completely extinguish all cigarettes before placing them in the ashtrays provided. The use of e-cigarettes are not allowed on campus.

Security And Crime Statistics
The Ex’pression College Campus Director can discuss any safety concerns with students or parents. Students and employees must report any crime that takes place on campus directly to the Campus Director. The Campus Director or his/her designee will contact law enforcement as needed to address any criminal activity on campus. Victims and witnesses can report criminal activity on a voluntary, confidential basis directly to the Campus Director. Students who are found guilty of criminal activity on campus or off campus during a school sponsored activity will face disciplinary action from the school up to and including expulsion as well as a response from local law enforcement.

Federal law requires that schools administering federal student loans through Title IV provide accurate campus crime statistics. Ex’pression College keeps a record of such campus crime statistics, an updated copy of which can be found on the school website.

To prevent unauthorized entry onto the campus, employees and students must wear their non-transferable school identification badges at all times, clearly visible. All visitors must register at the front desk before proceeding on campus. Students may be asked to leave class or lab if their identification badge is not displayed. If the identification badge is lost or stolen it must be immediately reported to the Front Desk Security Officer.

Security Officers are onsite at Ex’pression at all times. Their focus is to maintain the safety and security of the campus. Students and employees are encouraged to bring any security concerns directly to the Campus Director or Security Officer immediately. In the case of an on campus emergency, students must follow instructions from Ex’pression College employees and/or Security Officers. In the event of an evacuation, students and employees should follow the evacuation maps found in each room on campus. After hour emergencies can be directed to the Security Officer, who can be reached on the emergency telephone in the East End (next to the bathrooms) and the South Wing (next to the Oval Space) and at 510-421-0037.

Ex’pression facilities are under surveillance 24 hours a day for the protection of students, faculty, staff and visitors. All perimeter entrances and exits are never to be propped open without the prior permission of the Operations Department. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard.
Student 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 the reputation of Ex’pression College, will not be tolerated and may be subject to disciplinary action.

Disciplinary Offences
Ex’pression College reserves the right to dismiss, suspend, or place on probation any student whose behavior is in violation of the school’s code of conduct or harassment policies. Reasons for such action include but are not limited to:

- Conduct dangerous to others
- An act of hazing in any form
- Disorderly conduct
- Obstruction of or interference with Ex’pression College activities or facilities
- An unauthorized occupancy of Ex’pression College facilities
- Interference with the right of any faculty, staff, or student to gain access to any Ex’pression College event or facility
- The obstruction or delay of any Ex’pression College official in the performance of his/her duty
- Failure to cooperate with Ex’pression College staff or faculty
- Misuse of or damage to Ex’pression College property
- Any theft, misappropriation, or unauthorized sale of Ex’pression College property
- Alteration or unauthorized use of Ex’pression College documents, forms, records, or identification badges
- Violation of any signed waiver or agreement with Ex’pression College
- Any possession or use of firearms and other dangerous weapons or explosives and flammable materials
- Any use and/or possession of alcoholic beverages on Ex’pression College property
- Any unlawful possession or use of any drug or controlled substance on any Ex’pression College campus or Ex’pression College event
- Any sale or distribution of any such drug or controlled substance on any Ex’pression College campus or Ex’pression College event
- Harassment, including sexual harassment, of any fellow students, faculty, or staff of Ex’pression College
- Plagiarism, cheating, and other forms of academic dishonesty
- Wearing 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 Campus Director to threaten to disrupt the education of other students or Ex’pression College business
- Aiding and abetting others in any of the foregoing offenses
- Possession, copying, or distribution of illegal or unlicensed software
The Campus Director reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well being of any or all students, faculty, and staff. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on Ex’pression College owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any Ex’pression College activity or the missions, processes, and functions of Ex’pression College. 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 Ex’pression College community. Ex’pression College will impose disciplinary sanctions on students and employees consistent with Ex’pression College policy and local, state, and federal laws.

**Harassment**

Verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another’s performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The definition of harassment is not limited to the supervisor-employee or instructor-student relationship; peer harassment should also be reported. Any employee, instructor, or student has a responsibility to maintain a workplace and classroom environment free of any form of harassment and has a responsibility to report any behavior of a supervisor, employee, instructor, or fellow student that he or she believes constitutes harassment. Sexually harassing conduct at Ex’pression College is also prohibited. Such conduct includes but is not limited to sexual flirtations, touching, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; the display of sexually suggestive objects or pictures.

Any person who has a complaint regarding sexual harassment should contact the Campus Director. All complaints of any type of harassment will be promptly investigated in an impartial and confidential manner. Upon receipt of a written complaint of harassment, an in-depth investigation will be conducted. After evaluating the specifics of the investigation, the Campus Director will issue a finding and attempt to resolve the matter. In cases in which a student chooses not to file a formal complaint, Ex’pression College 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 and maintenance of academic integrity in the classroom and studio. 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 Ex’pression College. Extended exclusion (such as through probation or suspension) or permanent exclusion (such as dismissal) from the classroom or school can be affected only through appropriate Ex’pression College procedures.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct, the instructor has the discretional authority to assign a zero (0) for the exercise or examination. If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case to the Campus Director.

**Student Disciplinary Action**

Dismissal is the immediate and involuntary loss of the right to attend classes or be present on school premises. Dismissed 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 Campus Director will determine the length of a suspension or probationary period or if dismissal is warranted. If the student is dismissed from the school, the student may be readmitted after careful review by the Campus 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 Campus Director may reevaluate the school’s decision if new evidence is introduced. If the decision stands, the student may request a hearing with a panel consisting of the Campus Director, a faculty member, and a member of the administrative staff. Additionally, an Ex’pression College Corporate Officer may be consulted. Witnesses may be called to the hearing. If, after the hearing, the outcome remains unchanged, the decision is deemed final.

**Student Complaints And Grievances**

Situations may arise in which a student, faculty or member of the general public believes that he/she has not received fair treatment at Ex’pression College. Below is the process a student should follow when he/she has a grievance:

1. If the grievance is with a faculty member, the student must bring the concern to the faculty member.
2. If after addressing the issue with the faculty member the student’s concern has not been resolved, the student should then take the concern to the Program Director.
3. If after addressing the issue with the Program Director the student’s concern has not been resolved, the student should then take the concern to the Director of Education.
4. If after addressing the issue with the Director of Education the student’s concern has not been resolved, the student should then write to the Campus Director to address the concern.
The Campus Director will make appropriate inquiries and recommend a resolution as soon as possible and within fifteen (15) days of receiving the complaint. The Campus Director will arrange a meeting with the student to discuss the complaint in person. The resulting resolution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below:

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges (ACCSC)
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
703.247.4212
www.accsc.org
webinquiry@accsc.org

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 or by completing a complaint form, which can be obtained on the bureau’s internet web site (www.bppe.ca.gov).

**Appropriate Attire**

Ex’pression College students are expected to be neat, clean, and appropriately attired while on campus or at school functions due to safety and state health standards. Students may be asked to change attire. Please remember that potential employers and guests visit the school, and clothing gives an impression. Students, faculty, and staff are encouraged to represent the school in the best possible light at all times.

**Wintzen Library and Learning Resource Center**

The Learning Resource Center (LRC) functions as the campus library. Students have access to online resources, trade journals, books, equipment manuals, DVDs, media, magazines, and other materials used by SAE Institute. The LRC Manager coordinates and hosts on-campus educational events. Hours of the LRC are posted throughout the building. Students can access the LRC during school hours, and online resources can be accessed via the web 24/7. Students should see the LRC staff to learn how to access online resources. Additional resources are available on a sign-out basis.

**Labs for Online Courses**

Students scheduled in online courses may receive additional in-person assistance in the on-campus GE Lab located in room 101 in the South Wing. The lab is open during posted hours and is staffed by tutors who are available to help students with navigating the Learning Management System, staying on top of course requirements, and providing a place to work on course assignments.
**Drug Free Campus And Workplace**
Ex’pression College forbids the use, possession, distribution, or sale of illegal 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.

**Studio And Lab Policies**
No food or drink is allowed in any classroom or studio. If any food or drink is found in a studio during a session, the session will be immediately terminated. There will be no exceptions to this policy.

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

Commercial use of Ex’pression College studios is not permitted unless approved by the Campus Director.

**Guests**
The number of guests a student can bring into the school at one-time is limited to three. If a student’s project requires more than three guests to be present at one-time, the student must submit a Guest Approval form no later than 24 hours before the meeting time. This form can be obtained from the Registrar.

All guests must sign in upon entry to Ex’pression College and show valid government issued ID. Acceptable government issued IDs includes: Driver’s Licenses, State IDs, and government-issued 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 identification, the guest will not be allowed entry to Ex’pression College facilities. All guests are required to wear a guest badge at all times when on Ex’pression College premises.

Guest must comply with all rules and regulations of Ex’pression College. The student is responsible for making all guests aware of Ex’pression policies and is responsible for all equipment and fixtures used during these visits. In all cases, only Ex’pression College students are allowed to operate Ex’pression College equipment. The student is responsible for the actions of any guests that may result in theft and/or damage to equipment. The student who brings the guests will be held accountable for any irresponsible actions by the guests and will face the consequences determined by Ex’pression College.

Ex’pression College is not liable for the theft of or damage to any student's or guest personal equipment.
Career Services
Ex’pression College does not guarantee employment or salaries. However, Ex’pression College does offer career-planning assistance to students and graduates.

During the admissions interview, prospective students are advised of the career paths that may be available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

Ex’pression College offers students a wide range of support services to assist them in obtaining employment opportunities in their field of study after graduation. Beginning a career in the entertainment industry can often be difficult and competitive. Career assistance not only involves informing students of available opportunities, but also working to prepare them for their job search before graduation. The Career Services staff is dedicated to assisting students in developing a career plan and to supporting them in the process of obtaining employment in their field of study after graduation. Services provided by the Career Services staff include:

- Individual career guidance
- Interview technique training
- Résumé preparation
- Employer search
- Classroom and employer presentations
- Job search assistance

It is a graduation requirement that an approved résumé be on file for each student in the Career Services office.

Ex’pression College sponsors a variety of opportunities for students to learn about and prepare for future employment. These may include periodic field trips, guest presenters, and other activities that bring students into direct contact with employers and work sites.

Ex’pression College does not provide career services for international students who are attending the program on a student visa. International students who want to gain extended training time after graduating from an Ex’pression College program must apply for Optional Practical Training (OPT) with Ex’pression College’s Principal Designated School Official (PDSO). This request must be submitted at least (90) days before the program ends. The extension will allow international students to stay an additional eight weeks for training.

Student Advising
The Registrar and all Ex’pression College faculty and staff are available to assist the students. Instructors are available to assist with academic questions and concerns and for assistance with equipment or technical procedures. The school administration is available to assist students with issues regarding school policies or requirements. Any student not in Good Standing (see SAP Policy) will be required to meet with the appropriate member of the administrative staff. This session may be a result of disciplinary issues, failure to maintain
satisfactory academic progress, excessive tardiness or absences, or failure to keep up with financial obligations to the school. Ex’pression College does not provide personal counseling.

**Tutoring**
Tutoring is available for students who need extra help. Please see the Library and Learning Resource Center for tutoring opportunities.

**Housing Assistance**
Ex’pression College does not own or operate student housing, but works with Collegiate House Services (CHS), which provides off-campus housing services to students at Ex’pression College. They offer a Shared Housing Program designed to simplify the housing search so students can focus on school. For more information, visit Collegiate Housing Services website at [www.housingservices.com](http://www.housingservices.com) or contact the CHS Director of Housing. Any concerns regarding student housing should be directed to the CHS Director of Housing.

**Student Services**
The Office of Student Services provides students with a variety of services to assist students throughout their college career. Services include peer mentoring, disability accommodations, and tutoring. In addition, the Office of Student Services sponsors a variety of clubs and activities on campus, including the Student Alliance, campus clubs, and student events.

**Books and Materials**
A complete and current list of books and materials required for each course and program of study can be found online at [www.expression.edu](http://www.expression.edu).
PROGRAM AND COURSE DESCRIPTIONS

Ex'pression College currently offers six Bachelor of Applied Science (BAS) Degree programs. All programs require approximately 32.5 months for completion. Our programs are comprised of 126 semester credit units that include program specific courses as well as Common Core courses, which are relevant to students in all programs of study. All programs require 36 semester credit units of General Education, which are taken in a blended format. Students are welcome to use the computers on campus for the online component of the general education courses, but can also use their own computer. Minimum specifications for the computer in order to effectively run the software for the online component include:

- Display screen: minimum of 1024x600 of 12” or greater
- Operating Systems: Windows XP SP3 and newer, or Mac OS X 10.6 and newer, or Linux Chrome OS
- Mobile Operating System: Native App Support iOS 7 and newer or Android 2.3 and newer
- Computer Speed and Processor (use a computer 5 years old or newer): 1GB of RAM, 2GHz processor
- Internet Browser: Chrome (40 or higher), Firefox (36 or higher), Safari (7 or higher) Internet Explorer (11)

Animation and Visual Effects
Program Description and Objectives
The Animation and Visual Effects Bachelor’s Degree prepares students for a career in visual effects for film, television, emerging applications in 3D visualization, and 3D animation.

Students should learn to:
1. Conceptualize, execute, and render quality animation and visual effects content that meets entry-level industry standards.
2. Display technical competency using industry appropriate software.
3. Demonstrate competency in an area of specialization within the field of visual effects.
4. Produce a professionally formatted demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects
Graduates of the Animation and Visual Effects Program will learn skills to be prepared for entry-level positions in such careers as: Compositor, Rotoscope Artist, Rotoscope Technician, Matchmove Technician, Lighting Artist, Look Development Artist, Effects Artist, 3D Artists, 3D Modeler, Concept Artist, Character Artist, Hard Surface Modeler, Environment Artist, Render Wrangler/Manager, CG Artist, Character Rigger, Technical Director, Texture Artist, Matte Painter, Shading Artist, Animator, Motion Capture Technician, Level Designer, Quality Assurance, Production Assistant, and Runner.

Graduates of the Animation and Visual Effects Program will learn skills applicable to the
following industries: Live Action Film, Animated Film, Visual Effects, Commercials/Advertising, Games, Architectural/Interior Visualization, Previsualization, Science and Medical Simulation, Prototyping, Virtual Reality, and Forensic Visualization.

<table>
<thead>
<tr>
<th>Course List</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Core Required Courses</td>
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<td>ART101</td>
<td>Drawing Bootcamp</td>
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<td>ART102</td>
<td>Concept Art</td>
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<td>ART103</td>
<td>Design Basics</td>
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<td>AVE104</td>
<td>Concept &amp; Imaging</td>
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<td>AVE201</td>
<td>Compositing 1</td>
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<td>AVE202</td>
<td>3D Modeling 1</td>
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<td>AVE204</td>
<td>Animation 1</td>
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<td>AVE205</td>
<td>Texture &amp; Lighting 1</td>
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<td>AVE207</td>
<td>Current Industry Techniques</td>
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<td>AVE302</td>
<td>Creative Pre-production</td>
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<td>AVE315</td>
<td>Character Rigging</td>
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<td>AVE412</td>
<td>Dynamic Effects</td>
<td>3</td>
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<td>AVE401</td>
<td>Motion Studies</td>
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<td>AVE424</td>
<td>Reel Production 1</td>
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<td>AVE406</td>
<td>Group Project</td>
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<td>AVE425</td>
<td>Reel Production 2</td>
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<td>AVE428</td>
<td>Portfolio</td>
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<td>AVE203</td>
<td>Introduction to Animation</td>
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<tr>
<td>Common Core</td>
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</tr>
<tr>
<td>CC101</td>
<td>Media Sound &amp; Visual 1</td>
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<tr>
<td>CC102</td>
<td>Media Sound &amp; Visual 2</td>
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<tr>
<td>CC123</td>
<td>Living in a Media World 1</td>
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<tr>
<td>CC134</td>
<td>Living in a Media World 2</td>
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<tr>
<td>CC421 or CC432</td>
<td>Professional Life Skills or Externship</td>
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<td>Core Electives</td>
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<tr>
<td>Students must take 4 of the following 8 program specific electives. Ex’pression College does not guarantee all electives will be available every term. Please see the Program Director for specific offerings.</td>
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<tr>
<td>AVE313A</td>
<td>Hard-Surface Modeling</td>
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<tr>
<td>AVE313B</td>
<td>Organic Modeling</td>
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<tr>
<td>AVE314A</td>
<td>Surface Shading</td>
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<tr>
<td>AVE314B</td>
<td>Production Lighting</td>
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<tr>
<td>AVE316A</td>
<td>Animation Body Mechanics</td>
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<tr>
<td>AVE316B</td>
<td>Facial Animation &amp; Lip Sync</td>
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<td>AVE413A</td>
<td>Live Action Compositing</td>
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<tr>
<td>AVE413B</td>
<td>CG Compositing</td>
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General Education

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<tr>
<th>Course Code</th>
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<tr>
<td>ECOMM121</td>
<td>Communications &amp; Critical Thinking</td>
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<tr>
<td>EPSY112</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<tr>
<td>EENG121</td>
<td>Creative Writing</td>
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<tr>
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<td>Critical Studies: Analytical Writing &amp; Literature</td>
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<tr>
<td>ESOC141</td>
<td>Popular Culture</td>
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<tr>
<td>ESCI142</td>
<td>Concepts in Science</td>
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<tr>
<td>EMAT161</td>
<td>Mathematical Concepts</td>
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<tr>
<td>EHIST222</td>
<td>American History</td>
<td>4</td>
</tr>
<tr>
<td>ESCI143</td>
<td>Conceptual Physics</td>
<td>4</td>
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</tbody>
</table>

Total Credits 126

Digital Filmmaking

Program Description and Objectives

The Digital Filmmaking program is designed to prepare students in the fundamental skill sets for a career in media production.

Students should learn to:
1. Conceptualize, film, edit, and produce media content.
2. Display technical competency using industry appropriate software and equipment.
3. Demonstrate competency in an area of specialization within the field of digital animation.
4. Produce a professional portfolio.
5. Demonstrate respectful and professional communication strategies.

Career Prospects

Graduates of the Digital Filmmaking program will learn skills to be prepare for entry-level positions in such careers as: Production Assistant, Production Manager, Producer, Grip, Camera Operator, Videographer, Script Supervisor, Assistant Director, Editor/Assistant Editor, Post-Production Coordinator, Casting Director, Location Manager, Runner, Production Designer, or Art Director.

Graduates of the Digital Filmmaking Program will learn skills applicable to the following industries: Film Production, Television, Commercials/Advertising, Corporate Media, Mobile Media, or Media Post Production.

Course List

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DF106</td>
<td>Still Photography &amp; Digital Manipulation</td>
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<tr>
<td>DF117</td>
<td>Art Direction</td>
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<tr>
<td>DF118</td>
<td>Production Sound</td>
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<tr>
<td>DF211</td>
<td>Project Planning &amp; Management</td>
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<tr>
<td>DF203</td>
<td>Film History &amp; Storytelling Techniques</td>
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<tr>
<td>DF205</td>
<td>Camera, Grip &amp; Lighting</td>
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<td>Course Code</td>
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<td>DF206</td>
<td>Screenwriting</td>
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<td>DF207</td>
<td>Directing</td>
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<td>DF301</td>
<td>Production 1: Narrative</td>
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<td>DF302</td>
<td>Shooting for Visual Effects</td>
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<tr>
<td>DF303</td>
<td>Post-production 1: Narrative Editing</td>
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<td>DF304</td>
<td>Title Design</td>
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<td>DF305</td>
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<td>DF307</td>
<td>Post-production 2: Non-fiction Editing</td>
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<td>Music &amp; Post-production Sound for Film</td>
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<td>Screenwriting for Final Project</td>
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<td>DF402</td>
<td>Commercial Production</td>
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<td>DF403</td>
<td>Production 3: Final Project</td>
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<td>DF405</td>
<td>Post-production 3: Editing</td>
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<td>DF406</td>
<td>Funding &amp; Distribution</td>
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<td>DF407</td>
<td>Current Industry Techniques</td>
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<td>DF414</td>
<td>Mastering</td>
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<td>MGD111</td>
<td>Visual Storytelling</td>
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<td>MGD403</td>
<td>Music &amp; Video: Short Form Cinema</td>
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<td>MGD405</td>
<td>Final Project</td>
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### Common Core

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<tr>
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Game Art and Design
Program Description and Objectives
The Game Art and Design program prepares students for a career in the interactive entertainment industry.

Students should learn to:
1. Develop basic fine art skills and an aesthetic foundation that supports all subsequent work.
2. Learn and practice industry fundamentals in craft and tool application.
3. Build sets in characters, props, and environments using 2D computer graphics, scripting, 3D modeling, animation, texture and lighting.
4. Design and develop a game level through group work that simulates professional pipeline production techniques.
5. Create an individual game highlighting assets personally produced.
6. Demonstrate respectful and professional communication strategies.

Career Prospects
Graduates of the Game Art and Design program will learn skills to be prepared for entry-level positions in such careers as: 3D Artist, 3D Modeler, Concept Artist, Character Artist, HardSurface Modeler, Environmental Artist, Game VFX Artist, Maya Artist, Character Rigger, Technical Director, Texture Artist, Shading Artist, Animator, MoCap Technician, Lighting Artist, Level Designer, or Q&A.

Graduates of the Game Art and Design Program will learn skills applicable to the following industries: Gaming Industry, Architectural/Interior Visualization, Pre-Vis, Science and Medical Simulation, Prototyping, Virtual Reality or Forensic Visualization.

Course List

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**Total Credits** 126
Graphic Design and Motion
Program Description and Objectives
The Graphic Design and Motion program provides students with training in print and web design in addition to learning motion graphic design.

Students should learn to:
1. Understand the fundamentals of graphic design.
2. Demonstrate a focus on process, research, concept and strategy for marketing, advertising and commercial design.
3. Create projects for cross-platform media delivery, including print, broadcast, games, DVDs, the Internet and a variety of interactive screen environments.
4. Develop a portfolio website and motion graphics demo reel.
5. Demonstrate respectful and professional communication strategies.

Career Prospects
Graduates of the Graphic Design and Motion program will learn skills to be prepare for entry-level positions in such careers as: Graphic Designer, Motion Graphic Designer, Designer/Animation, Junior Designer, Animator, 3D Modeler, Title Designer, Associate Art Director, or Compositor.

Graduates of the Graphic Design and Motion Program will learn skills applicable to the following industries: Broadcast Design, Advertising, Mobile Design, Publication Design, or Graphic Design.

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</table>

**Total Credits**: 126
Interactive Audio

Program Description and Objectives
The Interactive Audio program prepares students for entry-level positions in the Interactive Audio industry.

Students should learn to:
1. Demonstrate competency in digital/analog music and post-production environments
2. Understand audio troubleshooting in advanced production environments.
3. Demonstrate competency in interactive audio production environments.
4. Be prepared technically, ethically, and creatively as multimedia specialists.
5. Demonstrate the ability to continue to learn and stay current in the industry.
6. Be able to work in diverse professional situations collaboratively.

Career Prospects
Graduates of the Interactive Audio program will learn skills in preparation for entry-level positions in such careers as: Interactive Installation Developer, Installation Technician, DSP Developer, Composer, Audio Application Developer, Orchestrator, Studio Engineer, Field Recordist, Audio Producer, Audio Engineer, Programmer, Audio Engine Integrator, A/V Tech, Audio Tester, Implementer, Technical Audio Director, Project Manager, Audio Tools Programmer, Audio Engine Programmer, DSP Programmer, Audio Director, Audio Manager, Audio Lead, Audio Production Director, Sound Designer, Game Sound Designer, Audio Designer, Audio Artist, Sound Supervisor, Audio Implementer, Audio Integrator, Technical Sound Designer, Audio Engineer, Foley Artist, ADR Specialist, Field Recordist, Mix Engineer, Audio Programmer, Audio Software Engineer, Music Director, Music Transcriber, Note Tracker, Voice Director, Integration Engineer, Sound Designer, Recording Engineer, Sound Editor, Technical Audio Artist, Dialog Specialist/Director, or Music Specialist.

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| Total Credits | 126 |
Sound Arts

Program Description and Objectives
The Sound Arts program provides students with knowledge and skills to help shape audio design and creation.

Students should learn to:
1. Work collaboratively in diverse professional situations.
2. Demonstrate competency in digital/analog music and post-production environments.
3. Understand audio troubleshooting in advanced production environments.
4. Demonstrate competency in live sound production environments.
5. Be prepared technically, ethically, and creatively as multi-media specialists.
6. Demonstrate the ability to continue to learn and stay current in the industry.

Career Prospects
Graduates of the Sound Arts program will learn skills to be prepared for entry-level positions in such careers as: Assistant Recording Engineer, Assistant Mix Engineer, Assistant Audio Engineer, Junior-Level Specialist, Junior Engineer, A/V Tech, A/V Installer, Technician, Integrator, Maintenance Engineer, Media Systems Tech, Installation Technician, Bench Technician, Stage Technician, Production Technician, Record Producer, Sound Designer, Audio Tool Developer, QA Technician, Applications Tester, Junior-Level Specialist, Audio Programmer, Certification Trainer, Voice Editor, Game and Film Composer, Audio Engineer, and MIDI Programmer.

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<tr>
<td>EHIST222</td>
<td>American History</td>
<td>4</td>
</tr>
<tr>
<td>ESCI143</td>
<td>Conceptual Physics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

**Common Core**

Students are required to take Common Core courses as part of their program requirements; however, the courses may vary by program. These multidisciplinary courses offer students...
the opportunity to work collaboratively with students from other programs as well as their own.

**General Education**

All students are required to earn at least 36 semester credit units of General Education as part of each degree program offered. General Education courses are usually concentrated in the first two academic years of a student’s program of study; however, Ex’pression College reserves the right to place these courses throughout a student’s program.

General Education courses are delivered in a blended format, with some sessions online and some in a traditional classroom setting. Students must log in to their blended class at least twice out of every seven-day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus.

**Fundamental Courses**

Fundamental courses are designed to assist students in developing basic skills necessary to achieve academic success in college level courses. These courses are non-college level, non-credit courses and are required for students who do not meet the required minimum score on the placement examinations (see Enrollment Procedures and Admissions Requirements). Students required to take a fundamentals course must complete and pass the course prior to being placed in a college level course of the same subject.

Fundamental, remedial, or developmental courses taken at other colleges are not accepted for evaluation of placement. Fundamentals courses must be taken at Ex’pression College. Ex’pression College does not permit concurrent enrollment. Fundamentals courses do not meet requirements towards degree completion. Students enrolled in fundamentals courses may only attempt each course twice and must achieve an 80% or higher in the course in order to receive a passing grade (p) and advance to a college level course in that particular subject area. Failure to achieve a passing grade after the second attempt of a fundamentals course will result in termination from the college (see the “Advancing to the Next Course” section of the catalog and the Withdrawal and Termination policy).

Students may only withdraw from a non-college level fundamentals course if withdrawing from the institution (see Course Withdrawal policy).
Course Descriptions

Animation and Visual Effects

AVE104 Concept & Imaging
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: CC124
Introduction to digital painting using a tablet. Focus on painting workflows, composition, lighting and perspective.

AVE201 Compositing 1
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: AVE104

AVE202 3D Modeling 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: CC134
Introduction to 3D modeling techniques, terminology and methods. Explores methods of modifying and deforming geometry for hard surface and organic models.

AVE203 Introduction to Animation
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: ART101
Introduction to 12 principles of animation using traditional tools. Covering the history of animation, application of traditional methods, and relationship to current methods.

AVE204 Animation 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE202 and AVE203
Fundamentals of character animation in a 3D environment. Emphasis on planning a shot, weight, line of action, walk cycles, action studies, and acting.

AVE205 Texture & Lighting 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE202 and AVE203
Introduction to concepts and techniques for shading and lighting 3D objects.

AVE207 Current Industry Techniques
Lecture Hours 30
Semester Credits 2
Prerequisites: AVE204 and AVE205
Overview of the animation and visual effects industry. Examines job roles within the industry, portfolios and demo reels, and current industry production practices.

AVE302 Creative Pre-Production
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: ART103
Survey of story development for animated films. Emphasis on beat boards, color scripts, story boards, animations, and pre-visualization.

AVE315 Character Rigging
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE202
Techniques in character setup and technical direction. Focus on accurate anatomical deformation with easy to animate controls.

AVE401 Motion Studies
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: AVE204
Storytelling through the medium of motion capture animation. Exploration of capture sessions, motion editing, and animation.

AVE406 Group Project
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE424
Production course on a collaborative animation & visual effects pipeline.
AVE412 Dynamic Effects
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: AVE205
Overview of simulations for visual effects. Dynamic engines covered in this class include particles, rigid bodies, cloth, fluids and hair.

AVE424 Reel Production 1
Lecture Hours 8
Supervised Lab Hours 74
Semester Credits 3
Prerequisites: Must have completed four of the required professional studies electives.
Individual project-based production course for developing demo reel materials.

AVE425 Reel Production 2
Lecture Hours 8
Supervised Lab Hours 74
Semester Credits 3
Prerequisites: AVE406
Advanced individual project-based production course for developing demo reel materials.

AVE428 Portfolio
Lecture Hours 30
Semester Credits 2
Prerequisites: AVE406
Development of portfolio materials for the animation & visual effects industry. Focus on demo reels, web presence, and presentation of artistic works.

AVE313A Hard-Surface Modeling
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE202
Advanced creation of hard-surface models for production. Focus on accurate architecture, industrial design, and object construction.

AVE313B Organic Modeling
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE202
Organic character and creature creation within a digital sculpting environment. Focus on anatomy and production ready models.

AVE314A Surface Shading
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE205
Texturing, lighting, shading and rendering of 3D assets with an in-depth focus on 3D texture painting.

AVE314B Production Lighting
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE205
Advanced lighting and construction of surface shaders. Emphasis on lighting composition, storytelling with light, color scripts, rendering strategies, and matching lighting to photographic plates.

AVE316A Animation Body Mechanics
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE204
Advanced animation of body movement and physics. Special attention will be paid to physiology and movement, as well as the constraints of physics in character animation.

AVE316B Facial Animation & Lip Syn
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE204
Techniques for animating facial expressions and lip syncing to dialogue. Methods of acting and performance will be explored for their applications within animation.

AVE413A Live Action Compositing
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE201
Compositing methodologies for live action footage. Focus on color management, rotoscoping, chromakeying, and stereoscopic workflows.
AVE413B CG Compositing
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: AVE201
Advanced compositing techniques for 3D assets. Workflows will be explored utilizing render passes, matchmaking, camera projections, and set extensions.

Common Core

CC101 Media Sound & Visual 1
Lecture Hours 33
Supervised Lab Hours 54
Semester Credits 4
Prerequisites: None
Introduction to digital media preproduction and production. Emphasis on digital video cameras, lighting and sound equipment, screenwriting, storytelling and group collaboration.

CC102 Media Sound & Visual 2
Lecture Hours 33
Supervised Lab Hours 54
Semester Credits 4
Prerequisite: CC101 Media Sound & Visual 1
Introduction to digital media post-production. Emphasis on picture and sound editing, image manipulation and correction, media and computing history.

CC123 Living in Media World 1
Lecture Hours 30
Supervised Lab Hours 30
Semester Credits 3
Prerequisite: CC102 Media Sound & Visual 2
Introduction to design and media. Emphasis on graphic design, web-based media production, content development, typography and sound.

CC134 Living in Media World 2
Lecture Hours 31
Supervised Lab Hours 28
Semester Credits 3
Prerequisite: CC123 Living in Media World 1
Introduction to non-fiction storytelling and related media. Emphasis on non-fiction production and post-production, sound, project management, motion graphics, music.

CC421 Professional Life Skills
Lecture Hours 21
Supervised Lab Hours 18
Semester Credits 2
Prerequisite: None
Preparation for employment and professional interaction. Topics include: interviewing skills, business etiquette, networking and personal marketing techniques.

CC432 Externship
Externship Hours 90
Semester Credits 2
Prerequisite: The externship elective must be initiated at the beginning of a student's first or second semester of his or her senior year. A student must have a 3.0 CGPA or higher to apply and must not be on a conduct or academic probation. Approved by appropriate Program Director.
The externship is conducted in a professional job-related setting. Focus on tasks related to program of study.

Digital Filmmaking

DF106 Still Photography & Digital Manipulation
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: None
Introduction to photography and digital post-processing tools. Exploration of composition, lighting, exposure, color, and formatting.

DF117 Art Direction
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2
Prerequisites: None
Introduction to art direction and production design for cinema. Emphasis on research, architecture, clothing, hair, design, props, and décor.

DF118 Production Sound
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2
Prerequisites: CC101
Production sound techniques for on-set audio recording and production. Basic concepts of sound, microphone usage, and recording techniques are emphasized.
DF203 Film History & Storytelling Techniques
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: None
History of motion pictures. Explores story, editing, aesthetics, production techniques and social context in fiction and non-fiction films.

DF205 Camera, Grip & Lighting
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: CC101
Introduction to cinematography and on-set camera and lighting skills. Emphasis on camera operation, camera movement, composition, lighting techniques, grip, and rigging.

DF206 Screenwriting
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: DF203 & MGD111
Fundamentals of screenwriting for fiction. Focus on proper formatting, dialogue, characters, and story arcs.

DF207 Directing
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: None
Introduction to directing. Topics include the director’s role in preproduction and directing actors and crew on in creative, technical, and administrative roles.

DF211 Project Planning & Management
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2
Prerequisites: None
Planning and management for films, media, and commercials. Techniques of staffing, contracts, scheduling, budgeting, production and postproduction logistics are addressed.

DF301 Production 1: Narrative
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4
Prerequisites: DF106, DF117, DF118, DF211, DF205, DF206, DF207
Production course on directing and shooting short-form fiction films. Emphasis on generating preproduction materials, directing, and performing in crew positions.

DF302 Shooting for Visual Effects
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: DF106, DF205, DF207
Introduction to camera, lighting and postproduction techniques for visual effects. Focus on green screen, rotoscoping, match-moving, stereoscopic, and basic compositing techniques.

DF303 Post-Production 1: Narrative Editing
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: DF301
Introduction to principles and practices of narrative editing. Non-linear editing workflows, narrative clarity, dramatic emphasis, and subtext of motion pictures are addressed.

DF304 Title Design
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2
Prerequisites: DF301
Design and development of title sequences for fiction and non-fiction films using contemporary motion graphic techniques.

DF305 Production 2: Non-fiction
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: DF106, DF117, DF118, DF211, DF205, DF206, DF207
Production course on directing and shooting short-form non-fiction films. Emphasis on generating preproduction materials, directing, visual storytelling, lighting for interviews, and getting good coverage in the field.
DF307 Post-Production 2: Non-fiction Editing  
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: DF305  
Editing techniques for non-fiction filmmaking. Focus on non-fiction storytelling, narrative clarity, and post-production editing tools.

DF308 Music & Post-Production Sound for Film  
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: DF303, DF305  
Post-production workflows for sound design, music, mixing, and bedding, as well as how to refine production sound through noise removal, equalization, and general mixing.

DF401 Screenwriting for Final Project  
Lecture Hours 10  
Supervised Lab Hours 42  
Semester Credits 2  
Prerequisites: DF303, DF307, DF302  
Advanced Screenwriting for cinema. Focus on writing screenplays that are properly formatted, can realistically be produced, and that feature strong storytelling.

DF402 Commercial Production  
Lecture Hours 37  
Supervised Lab Hours 48  
Semester Credits 4  
Prerequisites: DF303, DF307, DF302  
Production course on commercial advertising. Tracks client-oriented projects from concept and preproduction through live video shoots and post production.

DF403 Production 3: Final Project  
Lecture Hours 37  
Supervised Lab Hours 48  
Semester Credits 4  
Prerequisites: DF401  
Collaborative production on a short film. Emphasis on working within crew rolls for preproduction and on set during filming.

DF405 Post-Production 3: Editing  
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: DF403  
Collaborative post-production on a short film. Emphasis on working within crew positions for post-production.

DF406 Funding & Distribution  
Lecture Hours 30  
Semester Credits 2  
Prerequisites: DF303, DF307  
Introduction to business strategies, fundraising, and film distribution. Emphasis on creating project proposals and business plans.

DF407 Current Industry Techniques  
Lecture Hours 30  
Semester Credits 2  
Prerequisites: None  
In-depth exploration of contemporary production techniques in the digital media industry.

DF414 Mastering  
Lecture Hours 15  
Supervised Lab Hours 30  
Semester Credits 2  
Prerequisites: DF303, DF307, DF304, DF402, MGD433  
Overview of the science and techniques of video processing. Focus on color correction, grading, video formats, codecs, and post-production workflows.

Fine Arts  

ART101 Drawing Bootcamp  
Lecture Hours 36  
Supervised Lab Hours 48  
Semester Credits 4  
Prerequisites: None  
Intensive anatomy and proportion exercises with a focus on drawing from observation. Perspective, composition, and lighting of live subjects will be covered each session.

ART102 Concept Art  
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: ART101  
Focus on drawing from the imagination, with the basis in observation. Conceptualizing characters, creatures, props, vehicles, and environments.

ART103 Design Basics  
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: ART101
Survey of history of the design principles used within visual arts. This history will be covered through projects exploring sculpture, color theory, composition, figure study, painting, and charcoal.

Fundamentals Courses

ART010 Drawing Fundamentals
Course Hours 45
Semester Credits 0
Foundational course for all Visual Programs. Focus on drawing principles related to observation and developing skills in perspective, proportion, composition, light, and shadow.

ENG010 English Fundamentals
Course Hours 30
Semester Credits 0
Basic competencies required for enrollment in college-level English courses. Incorporates a review of study techniques including note taking, test preparation, and time management.

MAT010 Math Fundamentals
Course Hours 30
Semester Credits 0
Basic competencies required for enrollment in college-level mathematics courses such as whole numbers operations, fractions, estimation, percentages and basic problem-solving skills. Incorporates a review of study techniques including note taking, test preparation, and time management.

Game Art and Design

GAD201 User Interface Design
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: None
Concepts of User Interface in games and creation of games and the work flow using multiple methods.

GAD301 History of Games
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: None
Ancient games in history, game theory, and how games have played a role in people's lives throughout history to present, through the creation of game projects.

GAD306 Modeling for Games
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: GAD314
Digital sculpting, character creation, anatomy and low poly models through retopologizing methods.

GAD312 Game Production 1
Lecture Hours 20
Supervised Lab Hours 50
Semester Credits 3
Prerequisites: AVE205
Gaming concepts, story, design, game mechanics and 3D modeling of environments are put into a game engine.

GAD313 Game Production 2
Lecture Hours 20
Supervised Lab Hours 50
Semester Credits 3
Prerequisites: GAD312
Continuation of Game Production 1, adding lighting, shading, basic effects and game mechanics to the environment.

GAD314 Advanced Game Production
Lecture Hours 21
Supervised Lab Hours 48
Semester Credits 3
Prerequisites: GAD313
Principles of existing levels, characters, weapons, vehicles, character profiles that utilize three point turns, maps, blueprints of levels, color palettes, final goals, and prop designs.
GAD315 Architectural Design & Modeling
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: GAD313  
Concepts explored are architectural design and history to create game environments. Theories such as optimization, modular design, instancing versus non-instanting and hard surface modeling are explored.

GAD401 Texture & Lighting for Games  
Lecture Hours 36  
Supervised Lab Hours 48  
Semester Credits 4  
Prerequisites: GAD306  
Concepts explored include texture and lighting within a game engine, normal mapping and other high end, real-time effects such as reflections and particle effects.

GAD407 Final Game Project 2  
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: GAD426  
Continuation of creating a completed demo reel.

GAD412 Character Rigging  
Lecture Hours 27  
Supervised Lab Hours 36  
Semester Credits 3  
Prerequisites: AVE204  
Concepts explored include creation of a character rig, rig things such as vehicles or background objects to be brought into the game engine.

GAD414 Animation for Games  
Lecture Hours 36  
Supervised Lab Hours 48  
Semester Credits 4  
Prerequisites: GAD412  
Concepts explored include animation sequences such as walk cycles, run cycle, narrative animation and lip-syncing.

GAD426 Final Game Project 1  
Lecture Hours 6  
Supervised Lab Hours 78  
Semester Credits 3  
Prerequisites: GAD414  
Synthesize skills developed throughout program to create a final game.

GAD428 Final Content  
Lecture Hours 8  
Supervised Lab Hours 74  
Semester Credits 3  
Prerequisites: GAD426  
Final polishing methods and presentation of demo reel content.

General Education – Humanities

ECOMM121 Communications & Critical Thinking  
Lecture Hours 60  
Semester Credits 4  
Prerequisite: Score of 295 or above in the English section of the Wonderlic Basic Skills Tests or successfully pass ENG010  
Introduction to the processes by which we develop, support and communicate our beliefs and evaluate the strength of arguments made by others in real-life situations. Development of critical thinking skills to support and add rigor and contemplation to creative endeavors.

EENG121 Creative Writing  
Lecture Hours 60  
Semester Credits 4  
Prerequisite: Score of 295 or above in the English section of the Wonderlic Basic Skills Tests or successfully pass ENG010  
Principles of writing poetry, fiction, and plays. Emphasis on developing and revising original composition and a personal aesthetic through writing assignments and analysis.

EENG122 Critical Studies: Analytical Writing & Literature  
Lecture Hours 60  
Semester Credits 4  
Prerequisite: Score of 295 or above in the English section of the Wonderlic Basic Skills Tests or successfully pass ENG010  
Survey of American literature and introduction to the practice of writing a variety of essay types. Emphasis on analysis and interpretation of information and texts, critical reasoning, and developing a critical voice.
General Education – Mathematics and Science

EMAT161 Mathematical Concepts
Lecture Hours 60
Semester Credits 4
Prerequisite: Score of 295 or above in the mathematics section of the Wonderlic Basic Skills Tests or successfully pass MAT010
Introduction to formulating mathematical solutions. Emphasis on exponents, polynomials, radical expressions, factoring equations, graphs, logarithms, probability concepts, solid geometry, proofs, and coordinate usage.

ESCI142 Concepts in Science
Lecture Hours 60
Semester Credits 4
Prerequisite: Score of 295 or above in the mathematics section of the Wonderlic Basic Skills Tests or successfully pass MAT010
Essential scientific principles, concepts and research methods including systems and practices in physical, chemical, and biological science such as scale, energy, time, systems of measurement, differences between science and pseudoscience, latest scientific discoveries and research in progress.

ESCI143 Conceptual Physics
Lecture Hours 60
Semester Credits 4
Prerequisite: ESCI142
Survey of the physical laws that govern nature. Emphasis on mechanics, heat, sound, electricity, and magnetism.

General Education – Social Science

EPSY112 Introduction to Psychology
Lecture Hours 60
Semester Credits 4
Prerequisite: None
Survey of current theories in psychology, cognitive science and behavioral economics. Examination of the ideas of perception, cognition, personality and social psychology, and biological aspects of behavior.

ESOC141 Popular Culture
Lecture Hours 60
Semester Credits 4
Prerequisite: None
Survey of the social mechanisms that shape modern popular culture. Includes theories and methods for analyzing cultural expressions in popular music, art, film, television and advertising.

EHIS222 American History
Lecture Hours 60
Semester Credits 4
Prerequisite: None
The experience of the American people from the colonial era to the present, emphasizing themes of immigration, slavery, commerce, personal liberty, culture, warfare and the growth of democratic institutions.

Interactive Audio

IA303 Interactive Design
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA226
Game audio creation and integration within interactive environments. Emphasis on game design, sound design, scoring, dialog, audio implementation, adaptive audio engine develop, audio physics, audio scripting, non-linear music, generative and procedural music forms and interactive mixing.

IA304 Interactive Audio Fundamentals
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA226
Focus on essential building blocks behind interactive audio systems. Course topics range from responsive audio engine design, rapid application prototyping, inter-application communication and alternative music controllers.

IA401 Adaptive Audio Integration
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: IA403
Focuses on strong sound design, native game audio integration, audio scripting, and middleware tools employed within popular game types.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Supervised Lab Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>IA402</td>
<td>Intermediate Composition</td>
<td>24</td>
<td>42</td>
<td>3</td>
<td>IA304</td>
<td>Direction for integrating adaptive music, audio, visual, physical components into a cohesive multimedia experience. Emphasis on audio and visual synthesis, asset creation and composition for live performance.</td>
</tr>
<tr>
<td>IA403</td>
<td>Programming for Sound Artists</td>
<td>36</td>
<td>48</td>
<td>4</td>
<td>IA304</td>
<td>Core elements of text based programming languages as applicable to interactive audio careers. Focus on audio tools, adaptive audio systems, algorithmic music composition, and digital signal processing.</td>
</tr>
<tr>
<td>IA414</td>
<td>Senior Research Project</td>
<td>36</td>
<td>48</td>
<td>4</td>
<td>IA303, IA304, IA401, IA402, IA403</td>
<td>Team experience for the research and development of a comprehensive creative technology project. Emphasis on roles and phases of the system development life cycle.</td>
</tr>
<tr>
<td>MGD102</td>
<td>Graphic Design Basics</td>
<td>27</td>
<td>36</td>
<td>3</td>
<td>None</td>
<td>Survey of history of graphic design principles used within visual arts. This history will be covered through projects exploring prototyping, color theory, composition, framing, illustration, photography, and typography.</td>
</tr>
<tr>
<td>MGD104</td>
<td>Concept &amp; Imaging</td>
<td>27</td>
<td>36</td>
<td>3</td>
<td>CC123</td>
<td>Introduction to conceptual design and digital imaging with the goal of creating compelling visual compositions. Focus on the core design principles and typography.</td>
</tr>
<tr>
<td>MGD111</td>
<td>Visual Storytelling</td>
<td>36</td>
<td>48</td>
<td>4</td>
<td>None</td>
<td>Introduction to storytelling through storyboarding. Emphasis on traditional skills in rapid visualization, framing, composition, screen direction, and camera movements.</td>
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<tr>
<td>MGD201</td>
<td>Color &amp; Type 1</td>
<td>36</td>
<td>48</td>
<td>4</td>
<td>MGD102</td>
<td>Introduction to core visual design principles of color theory and typography. Emphasis on developing a critical eye and furthering design skills through critique and assessment of others’ work.</td>
</tr>
<tr>
<td>MGD202</td>
<td>Color &amp; Type 2</td>
<td>28</td>
<td>36</td>
<td>3</td>
<td>MGD202</td>
<td>Introduction to publication layout and design for printed and mobile media. Focus on the minutiae of typography: special characters, ligatures, dashes, hyphens, and more.</td>
</tr>
<tr>
<td>MGD204</td>
<td>Animation &amp; Motion Theory</td>
<td>28</td>
<td>36</td>
<td>3</td>
<td>MGD104</td>
<td>Covers the 12 core animation principles, character walk cycles and compelling typographical motion-graphic pieces.</td>
</tr>
</tbody>
</table>
MGD301 – Interactive Prototyping
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD202 Color & Type 2
Introduction to design for mobile and alternative screens. Emphasis on design, planning and prototyping.

MGD302 Advertising Concept & Strategy 1
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD202
Introduction to research and strategies used to effectively communicate ideas to target markets in print and Web advertising. Focus on conceptual progression through critique and reiteration of advertising projects.

MGD303 Motion Graphics 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD204
Introduction to motion graphics and time-based topics such as timing, rhythm, and contrast of motion. Emphasis on core animation principles.

MGD304 Advertising Concept & Strategy 2
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD302, MGD303
Continues education in advertising design, focusing on integrated advertising campaigns and broadcast design.

MGD305 Motion Graphics 2
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD303
Continues instruction in motion graphics and principles of animation. Emphasis on various forms of output, including broadcast, online, mobile and more.

MGD306 3D for Designers
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD401
Using 3D for animated motion graphics projects. Focus on cameras and animation.

MGD401 3D Modeling 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD104
Introduction to 3D modeling as it pertains to the motion graphics industry. Focus on hard-surface modeling and creating custom textures.

MGD403 Music & Video: Short Form Cinema
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD412, MGD306
Advanced work for real-world project. Emphasis on video shoots and editing.

MGD404 Creative Direction
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD202, MGD301, MGD304, MGD416
Instruction in managing and directing a real-world motion graphics project. Emphasis on planning, organization and presentation.

MGD405 Final Project
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: MGD404
Creation of website and reel for student portfolio. Focus on design and branding.

MGD416 Music & Video: Advanced Effects
Lecture Hours 27
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD403
Completion of music video for client. Emphasis on color correction and effects.

MGD419 Social Media
Lecture Hours 15
Supervised Lab Hours 30
Semester Credits 2
Prerequisites: MGD306
Instruction in navigating social media landscape. Focus on student branding.
MGD412 Title Design
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD202, MGD305
Advanced instruction in motion graphic design. Focus on creative critical thinking and problem-solving.

MGD407 Elective: Independent Study
Lecture Hours 90
Semester Credits 3
Prerequisites: MGD306. Students must also have a faculty sponsor.
Self-led project directed by student and overseen by faculty advisor.

MGD408 Beyond the Screen: Motion Graphic Installations
Lecture Hours 28
Supervised Lab Hours 36
Semester Credits 3
Prerequisites: MGD306
Taking design and motion graphics beyond the computer screen. Emphasis on design in outside and non-standard environments.

Sound Arts

SA101 Music Theory 1
Lecture Hours 30
Supervised Lab Hours 30
Semester Credits 3
Prerequisites: None
Introduction to basic musical principles including scales, intervals, chords, harmonization and rhythm and meter. Emphasis on song structure, reading scores and applying theory in studio applications.

SA102 Music Theory 2
Lecture Hours 30
Supervised Lab Hours 30
Semester Credits 3
Prerequisites: None
Introduction to composition, analysis and transitional function. Emphasis on creating and reading scores, including original works.

SA201 Basic Recording 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: CC102
Introduction to the essential concepts, principles, and terminology of sound recording. Emphasis on analog audio consoles, analog and digital multi-track recorders, microphones, signal flow, signal processors, professional work ethics, and client/co-worker relation skills.

SA202 Basic Recording 2
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA201
Emphasis on recording and production techniques, signal processing and mixing, patch procedures, and analog tape editing techniques.

SA203 History of Music Production
Lecture Hours 45
Semester Credits 3
Prerequisites: SA202
Introduction to the origins of audio recording, the major technological developments that impacted music production, and historical production trends. Emphasis on influential music producers, labels, and styles as well as the evolution of modern recording techniques.

SA204 Studio Maintenance 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA202
Introduction to the basic principles and concepts of audio electronics, nature and function of active and passive components, cables, and connectors. Emphasis on soldering techniques, basic circuit analysis, and test equipment.

SA205 Studio Maintenance 2
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA204
Introduction to practical wiring techniques, studio installation, circuit board soldering, oscilloscopes, and analog tape machine calibration. Emphasis on troubleshooting, grounding, and electrical safety practices.
SA226 Computer Music Production 1
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA102
Introduction to creative computer-based production environments. Emphasis on music production, electronic music, game audio, sound design, synthesis, sampling, digital signal processing, recording, mixing, MIDI, graphical programming, signal flow and certification.

SA302 Intermediate Recording & Production 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA202
Advanced large-format analog recording console signal flow and integration of outboard signal processing. Emphasis on analog recording gain structure, advanced signal routing, microphone techniques, and studio communication between artists and engineers.

SA304 Digital Audio Workstations 1
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA311 & SA202
Audio workstation hardware and software functionality. Emphasis on sequencing with software synthesizers, and audio editing.

SA306 Live Sound & Lighting 1
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA304 & SA313
Setup and operation of audio and lighting equipment used for major concert production. Emphasis on sound reinforcement technologies, concert lighting systems, live sound mixing, and the roles of touring personnel.

SA308 Digital Audio Workstation 2
Lecture Hours 30
Supervised Lab Hours 60
Semester Credits 4
Prerequisites: SA304
Introduction to advanced techniques for working with audio workstation systems in a professional music production environment. Emphasis on MIDI production, digital tracking, editing, mixing and mastering, and system clocking.

SA311 Computer Music Production 2
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA226
Focused on digital signal processing, synthesis design, sampling instruments, composing and arranging for film, games and multimedia applications.

SA315 Audio Post Production 1
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA308
Digital audio workstation technologies. Emphasis on audio for digital picture integration, premixing stems, final layback, and SFX design techniques.

SA317 Live Sound & Lighting 2
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA306
Requirements for theatre sound, lighting, video, and web-streaming for multimedia concerts. Emphasis on production management, front of house and monitor engineering, moving/computerized lighting, video production, and web-streaming/video switching, and recording and mixing a live concert.

SA321 Intermediate Recording & Production 2
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA302
Mixing techniques, critical listening, analog to digital multi-track transfers, and synchronization. Emphasis on digital signal processors, console recall and automation systems.

SA402 Advanced Recording & Production 1
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA317 & SA313
Advanced digital audio theory, stereo microphone recording techniques, session management, and studio etiquette. Emphasis on digital workstation control surfaces, signal processing, critical listening and project preproduction.
SA403 Advanced Recording & Production 2
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA402
Complete chain of production from session planning to producing a final master for duplication. Emphasis on digital mixing techniques, arranging, analog and digital mastering, and building a music business.

SA404 Studio Etiquette & Psychology
Lecture Hours 30
Supervised Lab Hours 30
Semester Credits 3
Prerequisites: SA403
Sociological and psychological approaches related to handling unique personality types in difficult production situations. Emphasis on session management, preproduction, self-analysis techniques, and professional demo reels.

SA417 Audio Post Production 2
Lecture Hours 24
Supervised Lab Hours 42
Semester Credits 3
Prerequisites: SA308
Methods of post-production audio for TV, radio, film, and animation. Emphasis on sound design, recording and syncing ADR, recording and syncing foley, documentation and file management.

SA426 Multimedia Assembly
Lecture Hours 36
Supervised Lab Hours 48
Semester Credits 4
Prerequisites: SA403
Tools and techniques used to create and edit content for delivery over various mediums. Emphasis on multimedia platforms, multimedia mastering, project planning, file management, interface design and digital compression techniques.
**EX’PRESSION COLLEGE TEAM**

**Ex’pression College National Advisors**
Jeff Baker, National Director of Marketing  
Michael Bottrill, Chief Finance Officer  
Dr. Michele Ernst, Dean  
Deniese Miranda, National Director of Human Resources  
Charlene Purtlebaugh, Interim Vice-President of Operations  
George Shipley, Chief Recruitment Officer

**Ex’pression College Staff & Faculty**

**Campus Administration**
Fred Faridian, Campus Director  
Sheri Stein, Director of Admissions  
Dr. Drew Waters, Director of Education  
Shelly Picinich, Director of Financial Aid

<table>
<thead>
<tr>
<th>Full-Time Faculty</th>
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</thead>
</table>
| Andrews, Brian FT | MFA in Fine Arts, School of the Art Institute of Chicago  
| Bell, David FT | BAS Sound Arts, Ex’pression College  
| Carriere, Tyrone FT | BAS in Digital Visual Media, Ex’pression College  
| Cheney, Patrick FT | BAS Sound Arts, Ex’pression College  
| Colatos, Christopher FT | BAS Sound Arts, Ex’pression College  
| Cox, Michael G FT | MFA Electronic Music, Mills College; BA Music, State University of New York  
| Daughtry, Eliot K FT | MFA in Media Arts, California College of the Arts  
| Dees, Edward FT | MS Recording Arts & Sciences Conservatory of Recording Arts, AZ, BAS Sound Arts, Expression College  
| Dentel, Ann FT | MFA Mills College, BA Interdisciplinary Studies in Creative Arts, San Francisco State University  
| Ernst, David FT | MS in Education Cal State University East Bay, BA Sociology, Univ of San Diego  
| Giachino, Rick D FT | BAS Motion Graphic Design, Ex’pression College  
| Hess, Scott A FT | BAS Motion Graphic Design, Ex’pression College, BA Communication, Sonoma State University  
| Jones, Shanti FT | BA in Interdisciplinary Studies in Creative Arts, San Francisco State University  
| Larson, Erik T FT | BAS Sound Arts, Ex’pression College  
| Lyons, James FT | BA Communications, Univ of Massachusetts  
| Miller, Scott FT | BA Radio/Television, San Francisco State University  
| Murphy, Katherine FT | BA in Communication Studies, University of Iowa  
| Nicoletti, Andrew FT | BAS in Animation & Visual Effects, Ex’pression College  
| Potter, Christopher S FT | MFA in Motion Pictures & Television, Academy of Art University  
| Roth, William FT | BFA in Drawing, Sculpting, Academy of Art  
| Russell, Michael FT | BA in Film, San Francisco State University  
| Smith Jr, Jerry R FT | MFA Painting, Boston University, BFA Painting, Kansas City Art Institute  

Ex’pression College  
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<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Degree and Institution</th>
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</thead>
<tbody>
<tr>
<td>Stackpole, Karen</td>
<td>FT</td>
<td>BA in English Literature, UC Santa Cruz</td>
</tr>
<tr>
<td>Stovell, Jennifer</td>
<td>FT</td>
<td>MFA in Screenwriting, UCLA</td>
</tr>
<tr>
<td>Sylla, Thomas M</td>
<td>FT</td>
<td>MFA in Cinema &amp; Television, USC</td>
</tr>
<tr>
<td>Theakston, Scott</td>
<td>FT</td>
<td>BAS Sound Arts, Ex’pression College</td>
</tr>
<tr>
<td>Thomton, Mike</td>
<td>FT</td>
<td>BAS in Motion Graphic &amp; Design, Ex’pression College</td>
</tr>
<tr>
<td>Whiteside, Peter H</td>
<td>FT</td>
<td>BFA Louisiana State University</td>
</tr>
</tbody>
</table>