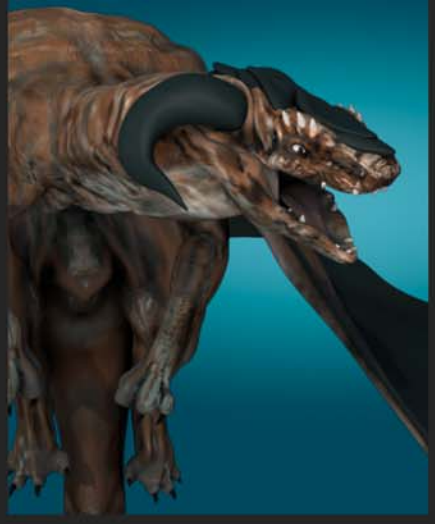

Cogswell
Polytechnical College

createsomething extraordinary

COLLEGE CATALOG | 2015 - 2016

DISCLAIMERS & DISCLOSURES

Catalog Disclaimer

This catalog is intended to provide general information to students and prospective students. The College reserves the right to make changes to this catalog to reflect changes to federal and state regulations and any other changes the College deems necessary which may be in the form of an addendum. This catalog covers August 1, 2015 through July 31, 2016 academic year.

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:

Address:	2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 P.O. Box 980818 West Sacramento, CA 95798-0818
Website address:	www.bppe.ca.gov
Telephone and Fax #'s:	(888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897

Disclosures

For more information about our graduation rates, the median debt of students that completed the program, and other important information, please visit our website at http://www.cogswell.edu/about/disclosures.php

Cogswell Polytechnical College has no pending petition nor has it filed for bankruptcy within the last five years.

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PRESIDENT'S WELCOME

Dr. Deborah Snyder,
President & Chief
Academic Officer

Cogswell Polytechnical College ("Cogswell College") has a long and distinguished history as a California institution of higher education. Continuously dedicated to preparing its students for success and leadership in the world around it, Cogswell has always been associated with best practice in the industries and communities it serves.

Today, Cogswell's students are educated broadly - in digital arts, engineering, and entrepreneurship - to prepare for converging global industries in such fields as videogames, digital cinema, digital audio, digital animation and the engineering sciences and professions. This combination of the digital arts with engineering and technology, along with a foundation in general education and integrated entrepreneurial skills, means that our students graduate with bachelor's degrees and move quickly into the world. The skills and attitudes they explore and develop here serve them well for professions that are changing almost daily.

Cogswell's faculty members, most of whom have strong industry experience and professional networks, work hard to provide the finest possible academic degree programs. Our staff is committed to creating the best possible learning environment for our students. Our alumni assist us through internships, jobs, workshops and other bridges to industry. These dedicated people work together within a college that is small, specialized, and personal. This is an environment that encourages creativity and exploration, while providing first-rate teaching and technology.

We have an amazing group of students here at Cogswell. These dedicated, hard-working, focused students are gifted with stunning artistic, technological, and visionary talents. One of the best parts of being at Cogswell is working on projects with people who challenge, inspire, and help each other create extraordinary things.

This catalog highlights what we do best here at Cogswell. It provides information about the College, while demonstrating what is possible. All of the artwork in this catalog has been created by Cogswell students. You, too, may find this the place to pursue your academic and creative dreams. We urge you to explore our website and then come to visit our campus. For no matter how good our website, it is no substitute for experiencing the fullness of this special place in person.

Sincerely yours,

Dr. Deborah Snyder

ABOUT COGSWELL COLLEGE

Mission Statement

Cogswell College's mission is to be a leader in providing practical education in the combined disciplines of technology and entrepreneurship. With an emphasis on leadership and a strong focus on new technologies and business models, we prepare graduates for careers in the global economy.

History of the College

The school was opened in August 1888 as a high school with well-equipped departments of technical education for boys and business education for girls. The school operated in this capacity until June 30, 1930, when its status was changed to that of a technical college offering a college-level two-year program.

Founding

Dr. Henry D. Cogswell

Dr. Henry Daniel Cogswell, born in Tolland, Connecticut, March 3, 1820, was a man of both vision and distinguished heritage. The Cogswell family was descended from Alfred the Great and Charlemagne and immigrated to America in 1635 from England. Dr. Cogswell cherished his family crest and motto, "NecSpernoNecTimeo," which means, "I neither despise nor fear."

As his ancestors numbered among America's pioneers, so was Dr. Cogswell's own life one of pioneering and service. Henry D. Cogswell had a humble childhood. It was necessary for young Cogswell to go to work at an early age in the New England cotton mills. After a day's work in the mills, he spent the evening hours reading, writing, and learning arithmetic. Eventually he became a teacher, but after one year, he decided to enter the dental profession. Upon completion of his training at the age of 26, Dr. Cogswell began the practice of dentistry in Providence, Rhode Island.

In 1846, Dr. Cogswell married Caroline E. Richards, daughter of Ruel Richards, a manufacturer in Providence. When gold was discovered in California, Dr. Cogswell followed the pioneering urge he inherited from his ancestors. He left for California by sea and after 152 days aboard the clipper ship "Susan G. Owens" landed in San Francisco on October 12, 1849. Rather than enter the rugged and uncertain business of mining, he practiced dentistry and established a mercantile business in the mining region.

After several successful years of dental practice and real estate investments and buoyed by his ever-present strength of purpose, Dr. Cogswell became one of San Francisco's first millionaires. Dr. Cogswell was a pioneer in his profession as well. In 1847, he designed the vacuum method of securing dental plates. In 1853, he performed the first dental operation in California using chloroform.

On March 19, 1887, Dr. and Mrs. Cogswell executed a trust deed setting apart real property (valued at approximately one million dollars) to establish and endow Cogswell College. It was, as far as is known, the first school of its kind west of the Mississippi River. The purpose of the College as a charitable trust is well expressed in the words of Dr. Cogswell in his presentation address to the first Board of Trustees, which he and Mrs. Cogswell had selected. It is remarkable that his reference to the immediate need for technical training is as true now as it was at that time. He spoke, in part, as follows: "Educated working men and women are necessary to solve the great labor problems that will arise in the future. For the purpose of this education, there is room and need for technical schools in all quarters of our country. For the purpose, then, of providing boys and girls of the state a thorough training in mechanical arts and other industries, we have made the grant, as set forth in these papers, providing for the founding and maintaining of Cogswell College."

ACCREDITATION AND APPROVALS

- WASC, Senior College and University Commission (WSCUC)
  http://www.wascsenior.org/
- Cogswell College is approved for participation in federal grant loan and work study programs as well as the Cal Grant program.
- Cogswell College is certified with the Student and Exchange Visitor Program (SEVP) to accept nonimmigrant F1 Student Visas.
  http://www.ice.gov/sevis/
- Cogswell College is approved for the training of veterans by the California State Approving Agency for Veteran's Education (CSAAVE). For benefit eligibility information, call 1-888-GIBILL1.
- Cogswell College is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California.

DEGREES

- Bachelor of Arts in Digital Art and Animation (DAA)
- Bachelor of Arts in Digital Media Management (DMM)
- Bachelor of Arts in Game Design Art (GDA)
- Bachelor of Science in Digital Arts Engineering (DAE)
- Bachelor of Science in Digital Audio Technology (DAT)
- Bachelor of Science in Game Design Engineering (GDE)
- Bachelor of Science in Software Engineering (SWE)
- Master of Arts in Entrepreneurship & Innovation (MA ENT)

FACILITY

Description

Cogswell College is conveniently housed in one large 45,000 square foot, single story building, supporting our culture of collaboration and the fusion of arts and engineering. The College also has free parking and is within walking distance to bus routes and VTA light rail.

All classes (with exception of online) are held at Cogswell College. Our modern facilities make it possible to create games, render and animate short films, develop complex computer software, track, edit, mix and master soundtracks, and more – all while collaborating with peers and faculty.

Location (Effective September 1, 2015):

191 Baypointe Parkway
San Jose, CA 94134
Website|www.cogswell.edu
Telephone|408-498-5100 / 800-264-7955

Facility Hours:

- Mon – Thurs 9:00 AM – 8:00 PM
- Fri 9:00 AM – 5:00 PM
- Sat 9:00 AM – 1:00 PM
- Sun Closed

COLLEGE ADMINISTRATION

- Dr. Deborah Snyder, President & Chief Academic Officer
- Abraham Chacko, Vice President of Admissions and Marketing
- Jerome Solomon, Dean of the College
- Kenneth Banks, Chief Financial Officer
- Dr. Andrey Fedin, Vice President of Information Technology & Campus Services
- Brittany Bogle, Interim Dean of Students
- David Noriega, Registrar
- Yariela Perez, Financial Aid Manager
- Lauren Miklovic, Librarian and Resource Center Manager
- Milla Zlatanov, Executive Director of Institutional Research and Quality Assurance
- Nikki H. Love, Esq., Director of Compliance
- Nando Gapasin, Director of Career Services

BOARD OF TRUSTEES

- Charles Cook – (Chairman)
- Brad Palmer
- Charlie MacCormack
- Fardad Fateri
- Gareth Chang
- John Seely Brown
- Pablos Holman
- Peter Diamandis
- Richard Chuang

2015-2016 Undergraduate Academic Calendar

Fall 2015 Semester On-Campus and Online

March 2, 2015	Registration Begins
August 7, 2015	Registration and tuition payment deadline
August 10, 2015	Late registration fees begin
September 3, 2015	In-state new student orientation
September 4, 2015	Out-of-state new student orientation
September 7, 2015	*Labor day (Holiday) - College Closed*
September 8, 2015	**First day of classes**
September 11, 2015	Last day to ADD/DROP classes
September 30, 2015	Fall graduation applications due
October 19-24, 2015	Midterm week
October 28, 2015	Midterm grades due from faculty
November 13, 2015	Last day to WITHDRAW from classes
November 26-27, 2015	*Thanksgiving Break – College Closed*
December 19, 2015	**Last day of classes**
December 23, 2015	Final grades due from faculty
December 24, 2015 - January 1, 2016	*Winter Break - College Closed*

Spring 2016 Semester On-Campus and Online

October 1, 2015	Registration Begins
December 4, 2015	Registration and tuition payment deadline
December 7, 2015	Late registration fees begin
January 14, 2016	New student orientation
January 18, 2016	*Martin Luther King Day (Holiday) College Closed*
January 19, 2016	**First day of classes**
January 22, 2016	Last day to ADD/DROP classes
February 15, 2016	*President's Day (Holiday) - College* closed
February 29 – March 4, 2016	Midterm week
March 4, 2016	Spring 2016 Graduation Applications due
March 9, 2016	Midterm grades due from faculty
March 13-20, 2016	*Spring Break 2016*
April 1, 2016	Last day to WITHDRAW from class
May 7, 2016	**Last day of classes**
May 11, 2016	Final grades due from faculty
May 14, 2016	Commencement Ceremony

Summer 2016 Semester On-Ground and Online

April 4, 2016	Registration begins
May 6, 2016	Registration and tuition payment deadline
May 9, 2016	Late registration fees begin
May 26, 2016	New student orientation
May 30, 2016	*Memorial Day (Holiday) - College closed*
May 31, 2016	**First day of classes/HS Summer Program**
June 6, 2016	Last day to ADD/DROP classes
July 4, 2016	*Independence Day (Holiday) - College closed*
July 4-9, 2016	Midterm week
July 13, 2016	Midterm grades due from faculty
July 15, 2016	Summer 2016 Graduation Applications due
July 22, 2016	Last day to WITHDRAW from classes
August 20, 2016	**Last day of classes/HS Summer Program**
August 24, 2016	Final grades due from faculty

ADMISSION POLICIES

General Policies and Procedures

Application Procedures

Applicants for admission must submit the following to the Admissions Office:

1. Interview with a College Admission Advisor,
2. A completed application form,
3. An essay from the applicant which describes his/her interest in Cogswell College's educational programs,
4. A completed recommendation form or a letter of recommendation,
5. An official high school transcript, or an official report of scores earned on the General Educational Development (GED) test, or proof of completion in a home schooling program or equivalent, the College does not accept Ability-to-Benefit students,
6. A portfolio of original work for the Digital Arts and Animation (DAA), the Digital Audio Technology (DAT), Game Design Art (GDA), and Digital Media Management (DMM) programs, where applicable,
7. Complete placement tests in Mathematics, English and Music Theory, if applicable, to assess the competency level of each subject. Placement test may be waived.

Subject	Passing Scores Engineering	Subject	Passing Scores Non-Engineering
English	70%	English	70%
Mathematics*	75% Online Test 70% Paper-based Test	Mathematics	65% Online Test 70% Paper-based Test
Music Theory	N/A	Music Theory	60% for DAT Non-Engineering

* Engineering students that score between40-74% on the online, or 30-69% on the paper-based test, will be placed in MATH116. Engineering students that score 39% or less on the online, or 29% or less on the paper-based test, will be placed in remedial MATH003.

Rolling Admissions

Cogswell College continuously accepts and reviews completed applications, rendering admission decisions to applicants throughout the calendar year for the following term starts. The Admissions Department will advise students on appropriate deadlines according to date of term start and course availability.

Notification of Admission

All applicants will receive an acknowledgement of their admission status approximately two (2) weeks after their file is complete and processed. Notification will include information regarding registration, academic advising, and enrollment agreement.

Undergraduate Student Admissions Requirements

In general, admission decisions are based on evaluation of the applicant's portfolio (where applicable), academic record, application, essay, and recommendations. The following are the general admissions requirements for all undergraduate students:

- Proof of high school graduation, successful completion of General Education Development (GED), or home schooling program in form of official transcripts/document. Transcripts must be received no later than 30 calendar days from the start of the semester. Transcripts should be sent to the Registrar's Office:

  Attention: Registrar's Office
  Cogswell Polytechnical College
  191 Baypointe Parkway, San Jose, California 95134
  registrarsoffice@cogswell.edu

- A portfolio of artwork for the DAA, GDA, DAT and DMM programs. See further discussion below.

Highest consideration will be given to students with GPA of 2.7 or higher

Applicants interested in learning more about Cogswell College are invited to visit the campus. Information regarding degree programs is available from the Admissions Office.

Cogswell College
191 Baypointe Parkway,
San Jose, California 95134
408-498-5100, Toll Free: (800-264-7955)
www.cogswell.edu

Undergraduate Portfolio Entrance Requirement

Digital Arts and Animation (DAA) Portfolio Requirements:

A portfolio of the student's best work must accompany an application to the Digital Arts and Animation program. Your portfolio must contain original artworks or a CD/DVD containing at least seven (7) submissions of which at least four (4) must be original drawings and/or paintings. In addition, you may include the following:

1. Photos of artwork or sculpture
2. Printouts of computer-created images
3. Images or animations delivered in an electronic format

Game Design Art (GDA) Program Portfolio Requirements:

A portfolio of the student's best work must accompany an application to the Game Design Art program. Your portfolio must contain original artworks or a CD/DVD containing at least seven (7) original drawings and/or paintings. In addition, you may include the following:

1. Photos of artwork or sculpture
2. Printouts of computer-created images
3. Video game levels, Images, or animations delivered in an electronic format

Digital Audio Technology (DAT) Program Portfolio Requirement:

A portfolio of the student's best work must accompany an application to the Digital Audio Technology program. One (1) or more of the following may be submitted:

1. Original MIDI sequences in an electronic format
2. CD/DVD of instrumental or vocal performance
3. A CD/DVD of original studio engineering work
4. Evidence of high school band, orchestra or chorus experience
5. Written summary of private music lessons (instrument, years, and teacher).

Digital Media Management (DMM) Program Requirement:

A portfolio for Digital Media Management must include a past, present, and/or future business model of the student's interest. Value proposition, Key Activities, Cost Structure and Revenue Structure should be addressed to help understand a student's goals for the business they are describing.

Graduate Admissions Requirements

Master of Arts in Entrepreneurship & Innovation (ENT)

Cogswell requires all applicants to meet the following requirements to be considered for graduate admission:

- Proof of a four-year Bachelor's degree in the form official transcripts. If the degree was earned outside the United States, transcripts have to be translated, if applicable, and assessed by a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- A recommended 2.7 grade point average in your undergraduate degree.
- Essay explaining your interest in the entrepreneurship program and your career goals
- One (1) letter of recommendation.

Desired qualifications:

- Having started or currently running your own business, or experience in a startup/small business is a plus.
- Comfort with everyday mathematics; exposure to economics and statistics a plus.
- Familiarity with Microsoft Office Suite software or similar software.
- Results from standardized graduate admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT).

Enrollment Statuses

The following are the College's classification of different types of students:

- **Matriculated Degree student**: A degree candidate who has applied, been properly admitted, registered and is actively pursuing a degree. Admissions requirements for degree students are listed below. Matriculated degree students are further classified as:
  - **First Time Freshman** – a degree-seeking student who has no prior post-secondary experience attending any institution for the first time at the undergraduate level. Students who entered with advanced standing (college credits earned before graduation from high school) are also included.
  - **Freshman Student** – a degree seeking student who transfers less than 12 credits from another institution
  - **Transfer Student** – a degree seeking student who transfers 12 or more credits from another institution
  - **Returning Student** – a degree-seeking student who re-applies to continue his/her education at the college after not attending for 1 or more years.
  - **International Student** – a) student who does not hold a U.S. citizenship or permanent residency in the U.S. or b) a student who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa, and who is not an immigrant (permanent resident with an I-551 or form I-151), or an undocumented immigrant or refugee. (UNESCO)
- **Non-matriculated student**: A student, who is not seeking a degree at the time of admission, is not interested in receiving financial aid and who wishes to waive placement testing and academic advisement. Non-matriculated students do not follow the admission requirement of matriculated students. The Non-matriculated student status is designed to allow any interested individual to

attend college credit courses without declaring a major or seeking a degree. Students who register under this status for a given semester may not matriculate until the following semester. A non-matriculated student that wishes to become a matriculated student must follow the admission requirement for the matriculated students. This status is most suited to students who wish to enroll in courses for personal enrichment, learning/upgrading job skills or fulfilling degree requirements for another institution. Matriculated students take precedence over non-matriculated students for classes with limited class size.

- **Visitor** – a non-matriculated domestic student enrolled in classes. These students will earn credits for coursework taken at Cogswell.

Both matriculated and non-matriculated students will be classified as one of the following:

- **Full-time student**: A student who is enrolled for 12 or more credits.
- **Part-time student**: A student who is enrolled for fewer than 12 credits.
- **Auditor**: A student who is enrolled in a class, but who is not taking the course for credit. This option must be declared at the time of registration. Degree students, as well as non-matriculated students, may audit courses. Students taking the course for credit will take precedence when class seats are limited. Please see the Financial Information section for the cost of audit tuition and the Academic Policies section for more information about audit policies. Auditors receive a lower seating priority than students who register for credit.

Requirements for Visitor Students

Visitors may register for classes by submitting:

1. A completed Visitor Registration Form
2. Pay the appropriate tuition prior to class start.

Current matriculated students have priority seating and visitors will be registered one (1) week prior to the semester. A visitor may only attend Cogswell Polytechnical College for up to 12 semester credits. In certain circumstances visitors may appeal the limit to the Dean of the College.

A Visitor may decide to apply to a degree-seeking status upon completion of admission requirements as listed in the current Catalog and Addendum.

Requirements for Auditing Students

Students will need to complete a registration form in-person which is available at the Registrar's Office. Students may then be required to interview with faculty or Program Director for approval prior to registration. Form must be submitted to Registrar's Office for processing after fees have been paid with the Financial Aid/Business Office and approval from faculty members has been received.

Students will be responsible for any fees associated with auditing the course(s). Refer to the Financial Information section for prices.

Once students register into course(s) in an audit status they cannot change into any other status.

Requirements for Readmission

Students that have withdrawn/dropped from the College for 12 months or more since their last day of attendance must reapply by following the application procedures for admissions, as listed in this Catalog.

Students that have withdrawn/dropped from the College less than 12 months since their last day of attendance may request in writing to be readmitted. The request must address the reason(s) student stopped attending and include an action plan student will follow to ensure satisfactory completion of their program of study, if applicable.

If readmitted, students will return under any current academic, admission, curricula, academic procedures, and degree plans listed in the College Catalog and/or Addendum. However, students that return within 12 months, may have the option to re-enter under their previous degree plan if the College is still approved to confer the degree.

Right of Acceptance or Enrollment

Cogswell College reserves the right to revoke acceptance or continued enrollment if:

1. Any application materials are false or misrepresented.
2. The student imposes any risk to the health, safety or welfare of others.
3. A student disrupts the orderly process of the College, or a student violates any Cogswell policy.

Requirements for International Applicants

Cogswell College welcomes students from other countries. International students must complete their Cogswell College application in time to process required documents with the Unites States Citizenship and Immigration Services (USCIS). International students may enroll as full-time students only. Applicants are to submit the following application materials to the Admissions Office, attention Designated School Official (DSO):

1. A completed application
2. An official transcript from each college attended. Applicants must have transcripts translated, if applicable, and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credentials Evaluators (AICE).
3. All instruction is conducted in English. Proof of English language proficiency is required using one the following methods:
    - TOEFL test results; the minimum accepted score is 525 (paper-based), 197 (computer-based), and 69 (internet-based)
    - IELTS test results: the minimum accepted score is 6.5 for undergraduate and 7.0 for graduate students.
    - Unless the native language of the international student is English, and the College can confirm the native language, then the student is not required to take the TOEFL or IELTS test.
      There is no limited amount of times a student can take the tests; test scores are valid for two (2) years after the test date. The official scores becomes part of the permanent student record once the student has enrolled with the College.
    - Students may also waive the English proficiency tests (TOEFL & IELTS) if students can provide evidence of receiving at least four (4) years educational training in English language. Students will then take Cogswell's placement exam to assess competency in English.
4. An affidavit of financial support.

In addition to the above, international students must fulfill all admission requirements prior to issuing a Form I-20. Consult the Admissions Department or Designated School Official for additional information. The College currently does not provide visa services or vouch for student status, however, it will provide acceptance letters.

Transfer of Credit Policy

Evaluation of Transfer Credit

Cogswell College has developed and implemented a transfer credit policy and implementation practices for consistent application to all students. Full and accurate disclosure of policies and practices are important to ensure to all Cogswell College transfer applicants that the transfer process is built on a strong commitment to fairness and effectiveness.

Award of transfer of credit toward program completion is based upon; 1) comparability of transfer credit to requirements of the specific course in a selected program of study, and 2) compliance with stated criteria for this credit at Cogswell College.

Criteria for consideration of transfer of credit are contingent on the following conditions:

1. For undergraduate students, coursework completed must have a minimum grade of "C". For graduate students, coursework completed must have a minimum grade of "B". Courses taken for credit with a "P" grade may be transferred if a clearly defined institutional policy identifies the "P" grade as equivalent to a "C" or better for undergraduate work, or a grade of "B" or better for graduate study.
2. Cogswell does not accept work experience, physical education, English as a second language (ESL), or developmental/remedial courses.
3. Cogswell will consider foreign postsecondary official transcripts if evaluated and translated by a member of National Association of Credential Evaluation Services (NACES) or Association for International Credentials Evaluators, INC. (AICE).
4. Courses completed beyond ten (10) years are evaluated on a case-by-case basis.
5. Coursework must have been completed at the same level (upper or lower) as course for which is deemed comparable.
6. Coursework must be awarded for credit value comparable to, or greater than, that required for Cogswell course (i.e., semester or quarter converted basis must equal or exceed that required by Cogswell).
    a. Conversion of quarter credit to semester credits is as follows:
    3 semester credits equate to 4.5 quarter credits. (multiply semester credits by 1.5)
    4.5 quarter credits are equal to 3 semester credits (divide credits by 2/3rds)
7. Official Transcripts must be sent directly to the Registrar's Office within 30 calendar days of the start of a semester. Transcripts marked "Unofficial" or "Issued to Student" will not be considered for evaluation for transfer credit.

Residency Requirements

At a minimum, a student enrolled in an undergraduate program must complete at least 25% of the program of study in residence with Cogswell College (example: Program of study with 120 credits must complete a minimum of 30 credits in residence).

At a minimum, a student enrolled in a graduate program must complete at least 75% of the program of study in residence with Cogswell College (example: Program of study with 30 credits must complete 22 credits in residence).

Credits Earned At the U.S. Armed Forces Institute

Credit will be awarded, at the sole discretion of the College, for U.S. Armed Forces Institute (USAFI) courses if in compliance with the Guide to the Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education (ACE).

College Level Examination Program (CLEP)

Students may receive college credit for certain courses through exams administered by the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education System (DANTES). Both programs are governed by the College Entrance Examination Board. Minimum passing scores are detailed in the tables below.

CLEP Subject	Pass	Cogswell Equivalent
American Government	49+	SSC200 U.S. Government
American Literature	49+	ENG210 Cultural Diversity in Literature
Analyzing and Interpreting Literature	49+	ENG210 Cultural Diversity in Literature, or ENG230 Classics of the World Stage
Biology	49+	GE: Physical and Biological Sciences Requirement
Calculus	49+	MATH143 Calculus 1
Chemistry	49+	GE: Physical and Biological Sciences Requirement
College Algebra	49+	MATH115 College Algebra and Trigonometry
College Composition	49+	ENG100 English Composition
English Composition Modular	49+	ENG100 English Composition
English Literature	49+	ENG210 Cultural Diversity in Literature, or ENG230 Classics of the World Stage
Financial Accounting	49+	DMM250 Financial Models and Management 1
History of the US I	49+	SSC200 U.S. Government
History of the US II	49+	HUM200 History of the Modern World
Humanities	49+	GE: Letters Requirement
Introductory to Business Law	49+	DMM110 Digital Media Business Models 1
Natural Sciences	49+	GE: Physical and Biological Sciences Requirement
Pre-Calculus	49+	MATH116 Pre-Calculus
Principles of Management	49+	DMM110 Beta Business From the Ground Up 1
Principles of Marketing	49+	DMM141 Digital Media Marketing
Principles of Microeconomics	49+	GE: Comparative Systems Requirement
Social Sciences and History	49+	GE: Comparative Systems Requirement
Western Civilization I: Ancient Near East to 1648	49+	HUM122 World Music
Western Civilization II: 1648 to the Present	49+	HUM125 Music in Western Culture

DANTES DSST Subject	Pass	Cogswell Equivalent
Art of Western World	48+	HUM120 The Nature and History of Western Art, or HUM130 Modern Art History
Business Ethics and Society	400+	DMM365 Ethics, Development and Responsibility Management
Business Law II	44+	DMM125 Cover Your Assets
Ethics in America	46+/400+	DMM365 Ethics, Development and Responsibility Management
Fundamentals of College Algebra	47+/400+	MATH115 College Algebra and Trigonometry
Introduction to Business	46+/400+	DMM110 Beta Business From the Ground Up 1
Principles of Finance	46+/400+	DMM250 Financial Models and Management 1

Principles of Physical Science I	47+	GE: Physical and Biological Sciences Requirement
Technical Writing	49+	ENG220 Technical Writing
West Europe Since 1945	49+	HUM200 History of Modern World

Advanced Placement Program

Students may receive college credit for certain courses based on scores of the Advanced Placement Test (AP). Credit in appropriate courses will be given for examinations passed with a score of 3 or higher. These tests are administered by national testing organizations and test results must be sent directly to the College by the organization in order to be valid. The following Advanced Placement Courses transfer directly into Cogswell courses:

AP Test	Cogswell Class
AP Music Theory	DAT102 Music Theory 1
AP Studio Art 2D Design Portfolio	DAA100 2D Design 1
AP Studio Art Drawing Portfolio	DAA110 Sketching
AP Studio Art 3D Design Portfolio	DAA230 Introduction to Sculpture
AP Computer Science A	SWE 212 Java Programming
AP Microeconomics	DMM150 Digital Media Forecasting
AP Art History	HUM120 Nature and History of Western Art
AP English Language and Composition	ENG100 English Composition
AP English Literature and Composition	ENG230 Classics of the World Stage
AP United States Government and Politics	SSC200 U.S. Government
AP European History, or AP United States History, or AP World History	HUM200 History of the Modern World
AP Comparative Government and Politics	HUM200 U.S. Government
AP Calculus AB	MATH143 Calculus 1
AP Calculus BC	MATH144 Calculus 2
AP Psychology	SSC180 Introduction to Psychology
AP Physics 1, or AP Physics 2	SCI100 Basic Concepts in Physics
AP Physics 1 or B	SCI145 College Physics 1
AP Physics 3 or C	SCI245 College Physics 2

Credit by Challenge Examination

Under certain circumstances as determined by the appropriate Program Director/Chair and as approved by the Dean of the College, students may demonstrate competency and receive course credit by successfully completing associated examinations and/or assignments rather than attending class and meeting the course learning outcomes.

There is a $75.00 non-refundable fee for taking a challenge examination. Examination may only be taken one (1) time. Challenge exams will only be given for lower division courses, excluding developmental/remedial courses. A course previously failed, withdrawn, audited, enrolled in, or one in which a student has received an Incomplete grade, may not be challenged.

See course listings for challenge examination availability.

Program	Course
Digital Art and Animation	DAA100 2D Design 1
Digital Art and Animation	DAA105 Color Theory
Digital Art and Animation	DAA106 Digital Imaging Concepts
Digital Art and Animation	DAA108 Introduction to Photography
Digital Art and Animation	DAA109 Web Design
Digital Art and Animation	DAA110 Sketching
Digital Art and Animation	DAA115 Figure Drawing 1
Digital Audio Technology	DAT102 Music Theory 1
General Education	ENG100 English Composition
General Education	ENG227 Scriptwriting
General Education	ENG228 Creative Writing
General Education	ENG250 Speech and Oral Communication
General Education	HUM120 The Nature and History of Western Art
General Education	HUM122 World Music
General Education	HUM125 Music in Western Culture
General Education	HUM130 Modern Art History
General Education	HUM200 History of the Modern World
General Education	HUM227 Film History
General Education	MATH115 College Algebra and Trigonometry
General Education	MATH116 Pre-Calculus
General Education	MATH143 Calculus 1
General Education	MATH144 Calculus 2
General Education	MATH245 Calculus 3
General Education	SSC200 U.S. Government
Engineering	SWE101 Introduction to Scripting: Python for Non-Programmers
Engineering	SWE102 Introduction to Scripting: Python for Programmers
Engineering	SWE110 C Programming
Engineering	SWE212 Java Programming

Students that desire to challenge must see the Registrar's Office. Please note that challenge examinations are not counted when determining full or part time status for the term.

Transfer of Credit after Matriculation

A student who is requesting to attend another academic institution may do so by completing a Transfer of Credit after Matriculation Permission Form available from the Registrar's Office. Students should not register at another academic institution until receiving confirmation Cogswell College has approved the proposed transfer credit. Students may only transfer a maximum of 20 semester credits after matriculation.

Approval requires the action of the Dean of the College and Registrar.

Students may need to provide the following information from the other institution:

- Name of Institution
- Course Numbering System
- Credit Hour Policy

- Course Description
- Cogswell Equivalency

Students that are attending another academic institution should consult with the Registrar; it is advised that students register for at least six credits with Cogswell Polytechnical College to be an active student. Students that are not registered for one (1) semester may be withdrawn, excluding summer semester.

No transfer credits will be accepted during the last 12 semester units of course work.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Cogswell College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the baccalaureate and/or master degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the baccalaureate and/or master degrees that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cogswell College to determine if your baccalaureate and/or master degree will transfer.

Articulation Agreements

Cogswell College establishes articulation agreements with other academic institutions. A list of those institutions can be found below:

- Ohlone College
- San Jose City College
- Cañada College
- Evergreen Valley College

To see the full agreement between these institutions, please visit the College website at www.cogswell.edu under Admission Transfer Requirements.

REGISTRATION AND RECORDS

Registration

The College offers online registration. Students are notified via email when registration is open and important deadlines. Students are responsible to review the Academic Calendar for specific dates and deadlines. Open Registration extends up to the week prior to the start of a semester. Once open registration closes, students are no longer able to use the student portal to add/drop classes (see add/drop period).

All active students have access to the Online Student Portal where they can find academic, financial and curricular information, along with a degree audit and course schedules. For further registration assistance a guide is available in the Student Portal.

Continuing students who register during late registration are subject to a late registration fee.

Prerequisites

A student may not enroll in a course for which all prerequisites have not been satisfied. A student may not register for a class and its prerequisites in the same semester. For information on prerequisites and co-requisites, please see the course descriptions in this Catalog.

Developmental/Remedial Coursework

Students who do not pass Cogswell's placement tests must register and satisfactorily complete remedial coursework within the first three (3) semesters of enrollment. Students are also required to register and

satisfactorily complete any developmental coursework within the first semester. Freshman and Transfer students with twelve credits or less will be required to meet this requirement.

Developmental coursework prepares students for college life and successful academic progress. Remedial coursework are prerequisites for other college courses. Students may not progress and register without completion of developmental and remedial courses within the specified time.

Add/Drop Period

The Add/Drop Period closes at the end of the first week of the semester. Students wishing to add or drop classes after registration closes must complete an Add/Drop form from the Registrar's Office, and must submit the completed form to the Registrar's Office within the Add/Drop Period.

Students that do not attend a course in which they have registered may be dropped from the course by the end of the first week. Once dropped from the course seat availability is not guaranteed. An instructor may allow a student from the waitlist who has been in attendance during the add/drop period to enroll, as long as there is seat availability (see Waitlist).

Waitlist

Students on the waitlist for a course may sit in class during the Add/Drop period only if there are seats available. Students that are registered and listed on the class roster have priority. Below are items students should know about attending a course while on a waitlist:

1. The faculty member for the assigned course has to permit a student to sit in class. Faculty may choose to now allow this on a per class basis and seat availability.
2. If by the end of the drop period, seats do not come available, a student will be removed from the waitlist and will not be able to continue with the course.
3. Sitting in class does not guarantee that the student will be registered into the course by the end of the add/drop period. Students should be prepared by registering for other courses before the add/drop period.
4. Students may be asked to leave upon faculty request at any time to accommodate students that are registered in the course.
5. If seats become available students will be registered into the course(s) by order listed on the waitlist.

Transcripts and Other Official Documents

Official and unofficial transcripts may be requested at the Registrar's Office, including other school documents. A $10 fee will be assessed for each official transcript. Any request for unofficial transcripts or other official documents can be provided by the Registrar's Office at no charge.

Request must be completed online or in writing by completing the Document Request Form and return to the Registrar's Office via fax, school email, or mail.

Document Hold

No official documents including official transcripts or diplomas will be released until all financial obligations are met and library materials, equipment, or other college property is returned.

Student Record Retention

Conforming to State Regulation (5 CCR §71930), Cogswell College retains all required records for a minimum of five (5) years from the end of a student's award year. However, some financial aid documents and all transcripts are kept indefinitely.

Change of Contact Information

It is the student's responsibility to maintain the correct mailing address. An Update to Student Information form should be submitted to the Registrar's Office immediately after a change occurs.

FINANCIAL INFORMATION

Tuition Information for Registration

Students are not officially registered unless their account balance is current. Tuition may be paid in several ways, including, but not limited to, payment in full according to the tuition schedule and through financial aid. The Financial Aid Office can provide a detailed explanation of payment methods and plans.

Tuition payments may be paid through the on-line student portal via PayPal. Payments may also be made by mail with a certified or cashier's check, with a money order, MasterCard, Visa, American Express or with a personal check. Checks are to be made payable to Cogswell College. All payments should be sent to:

Student Accounts Office
Cogswell College
191 Baypointe Parkway
San Jose, CA 95134

The name of the student, the student's college ID and the purpose for any amount paid must be included with the payment.

Special Tuition Policy for Cogswell Graduates

Cogswell College encourages Cogswell graduates to return as non-degree seeking students by allowing them to take one undergraduate course each semester at one-half of the regular tuition charge.

Cogswell College graduates taking courses under this program are allowed to register during the late registration period provided they obtain the approval of the instructor for the course being taken and the approval of the Dean of the College. Graduates must follow the regular registration process. Class availability is on a space-available basis - degree-seeking students have precedence over graduates.

Withdrawal from School and Impact on Financial Aid

You have the right to withdraw from the institution at any time. In addition, you may be withdrawn by the school at any time if you fail to meet the academic and attendance policies or you do not return from an approved Leave of Absence on the scheduled date. Your official withdrawal date will be the date the school determines you will no longer be attending ("Date of Determination" or "DOD"). The date of determination is the earlier of the date you notify the institution of your intention to withdrawal or the date that you failed to meet the academic or attendance policies of the school. A refund will be calculated through your last date of attendance per the Refund Calculation policy below. See Process of Withdrawing from institution below.

Process for Withdrawing from Academic Institution

Students must provide notice to the Registrar's Office of intent to withdraw from the College. Notice must be made in writing and return any College property: i.e., ID Badge, library books and equipment, etc.

Student's Right to Cancel

You may cancel your enrollment with Cogswell Polytechnical College, without any penalty or obligation, and obtain a refund of charges paid through the first seven calendar days from the start of the program, or the seventh day after enrollment, whichever is later.

If you cancel, any payments you have made and any negotiable instruments signed by you shall be returned to you within 30 calendar days following the receipt of your notice to withdraw from the program.

If you have received any student ID/access badge, you must return the ID/Access badge within 30 days of the date you signed your notice of cancellation.

To cancel your enrollment with Cogswell Polytechnical College you must mail or hand deliver a signed and dated copy of your written notice to:

Cogswell Polytechnical College
Attn: Registrar's Office
191 Baypointe Parkway
San Jose, CA 95134

REMEMBER THAT YOU MUST CANCEL IN WRITING (email notification is not acceptable). You do not have the right to cancel by telephoning the school or by not attending class.

Refund Policy

Students who drop classes, with written notice, within the designated add/drop period are entitled to a refund of all monies paid for the dropped classes. Classes dropped after the add/drop period are not eligible for 100% refund. The College shall provide the refund no later than 30 days of receiving the notice to drop classes.

Students who withdraw from the College, with written notice, after the start of the semester will be subject to a pro-rata tuition charge; including students who are dismissed after 14 consecutive calendar days of absences from the last date of attendance. They will owe a percentage of their tuition corresponding to the last day of recorded attendance. A prorated refund from the first day of instruction, up to the 60th percent point in the academic period, will be applied to students who withdraw from Cogswell College. For example, the 60th percentile point will be equivalent to a 40% refund of tuition charges.

If applicable, refunds to agencies, private loans, scholarships, and to the student will be made within 45 days of the date the student is determined to have withdrawn.

The Technology, Associated Student Body, Credit by Examination, Late Registration, and Application for Student Housing Fee may be non-refundable. Fees may be refundable if written request of cancellation is submitted within the cancellation period. Please refer to the Other Charges and Fees Table.

The following is the refund percentage by calendar days, including holidays, for students:

Percent of Period of Completed (Semester)	Institutional Charge	Student Refund Percent
During the Add/Drop period	0	100%
After Add/Drop and through enrollment of 10%	5%	95%
After 10% through enrollment of 20%	15%	85%
After 20% through enrollment of 30%	25%	75%
After 30% through enrollment of 40%	35%	65%
After 40% through enrollment of 50%	45%	55%
After 50% through enrollment of 60%	55%	45%
After 60% of enrollment	100%	0

Return of Title IV

Cogswell College is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (FSA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, Cogswell College must complete two calculations:

- If the student is a Title IV recipient, the institution must determine how much Federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy.

- The institution must determine how much of the tuition and fees it is eligible to retain using the institutional refund policy.

If the student (or parent in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional Federal Student Aid (Title IV) funds. If the student received more FSA funds than he or she earned under the Federal Return of Title IV Funds Policy, the institution, and in some cases the student, is required to return the unearned funds to the federal program(s) or lender, as applicable.

Any balance remaining on account after the refund calculation has been applied must be paid by student.

Return of Title IV Funds

Cogswell College will perform a pro-rata refund calculation up through the 60% point in each period of enrollment unless the student has cancelled his or her enrollment or withdrawn and received a full refund under the provisions previously stated. Under a pro-rata refund calculation, Cogswell College is entitled to retain only the percentage of institutional charges proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of days in the period of enrollment by the number of days completed in that period as of the last documented date of attendance. Scheduled breaks of five or more consecutive calendar days are excluded from return calculation.

Refunds

Any amount due back to Title IV funds, state grants, and/or the student will be refunded within 45 days of the date of cancellation or withdrawal. Cogswell College must return Title IV funds to the program from which the student received aid during the enrollment period, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
6. Other Federal programs governed under Title IV regulations

Post-Withdrawal Disbursements

Students who have earned more aid than had been disbursed at the time of withdrawal will be eligible for a Post Withdrawal Disbursement. The Financial Aid Office must notify the student within 30 days of the withdrawal date of the availability of Post-Withdrawal funds. The student will have 15 days to respond to the notice. It is at the discretion of the College to allow a Post-Withdrawal Disbursement for a student who fails to respond to the school within the 15-day period. Once the student accepts the Post-Withdrawal Disbursement, the College has 90 days from the withdrawal date to disburse those funds to the student's account.

Examples of return of funds calculations that may be made in accordance with Federal regulations and College policy may be obtained from the Financial Aid Office.

Students who withdraw from the College must initiate the process by completing an Exit form. This form requires various departmental signatures and is available from the Registrar's Office. For students receiving financial aid, the Financial Aid Office will initiate the refund process.

Tuition and Fees Undergraduate Programs

Tuition Pricing Effective Fall 2015

Full-Time (12-16 Credits) Tuition and Expenses Per Semester	Without Housing	With Housing
Tuition Per Semester	$8230	$8230

Technology Fee	$50	$50
Associate Student Body Fee	$40	$40
Housing Fee	$0	$4,000
Estimated Total	$8320	$12,320

Part-Time (1-11 Credits) Tuition and Expenses Per Semester	**Without Housing**	**With Housing**
Tuition Per Credit	$644	$644
Technology Fee	$50	$50
Associate Student Body Fee	$40	$40
Housing Fee	$0	$4,000
Estimated Total	$734 - $7,174	$9,886 - $11,174

Tuition and Fees Graduate Programs

Tuition Pricing Effective Spring 2015

Full-Time (12 Credits) Tuition and Expenses Per Semester	**Amount**
Tuition Per Course	$1,700
Technology Fee per Session	$50
Estimated Total	$6,850

Part-Time (<12 Credits) Tuition and Expenses Per Semester	**Amount**
Tuition per Course	$1,700
Technology Fee per Session	$50
Estimated Total	$1,750-$5,150

Other Charges and Fees	**Amount**
Late Registration Fee (continuing students)	$20 per class (non-refundable)
Official Transcript	$10 per transcript (non-refundable)
Graduation Fee	$100 (non-refundable)
Credit by Examination Fee	$75 per examination (non-refundable)
Audit Fee	$500 per course (non-refundable)
Diploma Reprint	$75 (non-refundable)
Student ID Card Replacement	$10

Student Housing Application Fee (yearly)	$100 (non-refundable)
Textbooks	Varies per course
Student Tuition Recovery Fee	$0 (non-refundable)

- Tuition is same for in and out-of-state students.
- The Associated Student Body Fee funds the Cogswell's Association Student Body (ASB), the student run organization that plans events and advocates for student needs.
- Student Housing Application Fee is effective summer 2015. Housing fees are $4,000 for a shared room in a shared apartment per semester. Students must be registered for at least nine (9) credits per semester.
- The following courses have $50 lab fees:
    - DAA100 2D Design 1
    - DAA105 Color Theory
    - DAA108 Introduction to Photography
    - DAA115 Figure Drawing 1
    - DAA210 Figure Drawing 2
- Tuition and fees are subject to change upon approval by the Board of Trustees.

STUDENT TUITION RECOVERY FEE

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

1. You are a student in an educational program who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE)

Web site: www.bppe.ca.gov

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833

Mailing address: P.O. Box 980818, West Sacramento, California 95798-0818

Phone Number: Toll Free (888) 370-7589; (916) 431-6959

Fax: (916) 263-1897

FINANCIAL AID

Cogswell College has a Student Financial Aid Office where students and their families develop a financial plan for meeting educational expenses. Students of Cogswell College may apply for scholarships, grants, or loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's educational costs. Students do not repay scholarships or grants, but must meet specific requirements to receive them. Student and parent loans are also available to assist students with educational costs. These loans must be repaid according to specific terms. All students who receive Federal or State sponsored financial assistance must maintain satisfactory academic progress (SAP) as defined in the academic policies below.

Scholarship Programs

Cogswell Polytechnical College offers need-based scholarships to students who are enrolled full-time in a degree program at Cogswell College and continue to show academic success throughout their program. This scholarship applies only to tuition and has no cash value. To be eligible for a scholarship, the student is required to maintain a minimum 2.5 cumulative grade point average throughout the program. If a student's enrollment is canceled, the student will become ineligible for the scholarship. If a student withdraws during the term the scholarship will be subject to the same prorated adjustment calculation as specified in the Cogswell College refund policy.

Students that loose eligibility for failure to keep the minimum CGPA of 2.5 and enrolled in a full-time status may regain eligibility for future semesters only if they meet both the required minimum CGPGA and full-time status.

For complete program details, please contact the Financial Aid Office.

Financial Aid Programs

All students needing assistance should carefully review this section of the catalog and the Cogswell College website. Cogswell College participates in Federal programs including the Pell Grant program, the Federal Supplemental Educational Opportunity Grant (FSEOG) program, the Federal Work-Study (FWS) program and the Federal Direct loan program. Residents of California and other participating states may be eligible to receive state grants and loans. Cogswell College scholarships and employment are also available to eligible students. Regulations and policies associated with financial aid can change frequently, so please contact the financial aid office and/or review the financial aid section of the Cogswell College Web site to obtain the most current information, materials, and assistance. All information in this section is subject to change without notice.

Application Information and Procedures

For U.S. Citizens and Eligible Non-Citizens

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). Cogswell College's school code (001177) should be listed on the FAFSA before it is submitted. By listing Cogswell College's school code, FAFSA data will be provided to the college electronically. The application can be completed online at: http://www.fafsa.ed.gov/. Applications may be selected by the Department of Education for a process called verification. If an application is selected for verification, the student (and parent, if applicable) will be asked to verify that the information reported on the FAFSA is correct. Required documents may include, but are not limited to an IRS Tax transcript, verification of untaxed income, household size, other family members in college, and proof of certain benefits received. Once all pieces of required documentation have been submitted to the financial aid office, analysis of this information and a decision on the request for assistance will be made.

For International Students

Students who are not U.S. citizens, permanent residents, or eligible non-citizens are not eligible for U.S. financial aid. For more information on eligible categories, please visit https://studentaid.ed.gov/eligibility

Free Application for Federal Student Aid (FAFSA)

Cogswell College strives to provide financial assistance to qualified students. The basic philosophy of the Cogswell College Financial Aid program is that the primary responsibility for meeting college expenses rests with the student and the student's family. Accordingly, earnings, savings, and other assets of the student and, where appropriate, parents' or spouse's resources are taken into consideration when making a determination of resources available to meet educational expenses. A contribution toward educational expenses from the student and family is calculated when the FAFSA is filed, and is reviewed by the Financial Aid Office. This need analysis calculation takes many factors into consideration including family income, assets, number of dependents, number of dependents in college, age of parents, and state of residence. Also included is an expected contribution from the student's earnings and the student's assets. These result of these factors results in a number called Expected Family Contribution (EFC). The EFC is used to determine eligibility for the Federal Pell Grant, as well as other financial aid programs.

The EFC is subtracted from a standard student budget, which is based on average educational and living costs to determine the student's need for assistance. A financial aid package, which may consist of one, two, or more types of aid will be created using this data. The amount of need-based aid, which includes grants, federal work-study, and some types of student loans and scholarships, cannot exceed determined financial need.

If a major change occurs in the financial circumstances of the student, or student's family during the academic year, that change should then be reported to the financial aid office immediately. Other changes that should be reported are a change in a student's credit load (i.e., from 12 credits to 9 credits) or in housing arrangements (i.e., from on-campus to off-campus). It is the student's responsibility to report all such changes.

Withdrawal from the College before the completion of the academic period for which an award has been made may result in an adjustment of awards. This may require the student to return aid funds to the U. S. Department of Education. The return of funds calculation is independent of institutional refund policies, and may also result in funds due to the College from the student.

Cost of Attendance

A student's Cost of Attendance, also known as the student's budget, includes both direct and indirect expenses. Direct expenses are costs that are charged to the student's bill and paid directly to the college, such as tuition and fees. Indirect costs are expenses incurred, but are not directly paid to the College, such as travel and personal expenses.

Student budgets are based on full-time attendance for a nine month academic year, consisting of two semesters of 12-16 credits each. Budget categories include: tuition, fees, room and board, transportation, books and supplies, loan fees, and miscellaneous expenses. Fees/costs not included include, but are not limited to: breakage deposit (on-campus students only). Additional charges/fees not listed in this section may apply.

Initial financial aid awards are based on full-time enrollment and anticipated living arrangements. Any changes to enrollment (i.e., from full-time to part -time), changes in living arrangements (such as moving from on-campus housing to an apartment off campus) may result in adjustments to the financial aid budget and award. Such changes must be reported directly to the Financial Aid Office.

Individual adjustments for expenses connected to a disability or for child care while the student is in school may be made based on individual circumstances, and documentation is required. For more information, please contact the Financial Aid Office.

Financial Aid Award Packages

There are three basic types of financial aid: Grants and Scholarships are frequently referred to as gift assistance because they do not have to be repaid. Self-Help/Federal Student Loans offer a low interest rate, and repayment usually begins after the student has left school or is enrolled less than half-time.

Self-Help/Work assistance allows the student to work on campus. It is part-time employment during the school year and may include summer employment as well.

Applicants are considered for all categories of assistance for which they may qualify. Students should thoroughly review the award letter, as well as Cogswell College website resources, to be aware of their rights and responsibilities in regard to financial aid.

Students may accept or decline all or any part of the financial aid package offered on the Award Letter in writing or by notification to the Financial Aid Office. Students may need to complete additional documents for programs such as work-study and loans. Financial aid will not be credited to the student's account until all documents are complete. Loan funds are credited to the student's account to offset charges.

Federal Work-Study is paid no less than once monthly, directly to the student for hours worked in the pay period. If financial aid credited to a student's account exceeds his or her charges, the student may receive a refund check, request funds are returned to the lender, or request funds be kept on account for future charges. For more information on student accounts, please contact the Financial Aid Office.

Statement of Educational Purpose

All recipients of Federal grant, loan, and work-study programs are required to sign a Statement of Educational Purpose which states that all Federal aid received will be used solely for expenses related to attendance or continued attendance at Cogswell College This statement is signed by all students who file the FAFSA – no separate Statement of Educational Purpose is required unless specifically requested by the Financial Aid Office.

Types of Financial Aid

Cogswell College participates in the following programs:

Federal Pell Grants

The Pell Grant is a federally funded grant program designed to form the foundation of all aid received. Pell Grant funding is available to undergraduate students who demonstrate financial need and have an Expected Family Contribution (EFC) at an eligible level as determined by Congress. To be considered for this type of aid, a student must: complete the Free Application for Federal Student Aid (FAFSA), list Cogswell College's school code (001177) in the appropriate section and submit the FAFSA to the central processor for review.

The amount of a Pell Grant award varies depending upon eligibility, the cost of attendance, and the number of credits for which the student is enrolled (full-time, three-quarter-time, or half-time). Changes to enrollment status can change the Pell Grant eligibility/amount. A student must be enrolled in an undergraduate course of study for at least 3 credit hours per semester to be considered for a Pell Grant.

Lifetime Limit for Pell Grants

Pursuant to federal regulations, a student's eligibility to receive a Federal Pell Grant will be equivalent to a 6-year limit to receive Federal Pell Grant funds for undergraduate students. For information on how the lifetime limits for Pell Grants are calculated for the "equivalent of six years" visit https://studentaid.ed.gov/types/grants-scholarships/pell

Federal Supplemental Educational Opportunity Grants

Federal Supplemental Educational Opportunity Grants (FSEOG) are for students who demonstrate exceptional financial need (with priority given to Pell Grant recipients). This is gift aid; it does not have to be repaid. To be considered for this type of aid, a student must: complete the Free Application for Federal Student Aid (FAFSA), list Cogswell College's school code (001177) in the appropriate section and submit the FAFSA to the central processor for review. A FSEOG grant amount will depend on a student's financial need and available funds.

Federal Work-Study

The Federal Work Study program provides employment opportunities on campus or, in some instances, with off-campus agencies while the student is enrolled in school. This program helps students to pay for educational expenses. Eligible students are limited to part-time employment during the academic year. A limited number of assignments are available, with priority given to students with the greatest need. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all their resources).

Eligibility is based on need and available funds. To be considered for this type of aid, a student must: complete the Free Application for Federal Student Aid (FAFSA). To maintain eligibility for Federal work-Study, a student must be enrolled at least half–time during the academic year.

State Grants

Cal Grant

Cogswell College is approved by the California Student Aid Commission for students to receive Cal Grant funds under Cal Grant A and B programs. Cal Grant programs require academic qualifications and financial qualifications as derived from the Student Aid Commission Grade Point Average (GPA) Verification form. Both the Free Application for Federal Student Aid (FAFSA) form and the GPA Verification (Cal Grant application) must be completed and postmarked by March 2 each year. These funds are not guaranteed. The state reserves the right to change, reduce, or eliminate any of the programs described below based on state law and budget limitations.

State Aid can be separated into three categories:

1. Cal Grant A
2. Cal Grant B
3. Chafee Grant for Foster Youth

For more information, and for any changes or revisions, visit http://calgrants.org and http://csac.ca.gov.

Disbursement

Cal grant funds are deposited into the student's account each semester.

The Cal B Access grant is designated for costs including living expenses, transportation, supplies, and books.

The student has the right to request, in writing, a direct refund of the Access grant and that it be excluded from paying the outstanding balance on the student account. Please note that this option may cause an outstanding balance on the student's account, and an outstanding balance will prevent class registration.

Cal B Access authorization forms are available in the Financial Aid Office.

Chafee Grant for Foster Youth

Please contact the California Student Aid Commission (CSAC) for more information on the qualifications needed, how to apply, yearly amounts, and disbursement information. For more information, visit http://csac.ca.gov.

The California Student Aid Commission may be reached by phone at (888) 224-7268 or at www.csac.ca.gov/.

Other State Grant Programs

State grant programs may also be available for students who are not California residents. Those students are encouraged to contact the appropriate state agency for more information and to apply.

Loan Programs

If a student obtains a loan from Cogswell College's Student Financial Aid Program or any other personal loans to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Direct Loan Program

Federal Direct Loans, also known as Federal Stafford Loans, are low-interest loans made to eligible students attending school on at least a half-time basis. A student may be eligible for Direct Subsidized loans, Direct Unsubsidized loans, or both. The subsidized loan is need-based and the government will pay the interest that accrues on your Direct Subsidized loan while in school. The Direct Unsubsidized loan is non-need based and the student is responsible for the interest that accrues on the loan while in school and during deferment and grace periods.

To be considered for Direct Loans, a student must: complete the Free Application for Federal Student Aid (FAFSA). Annual and lifetime loan limits are determined by federal regulations. The Financial Aid Office will determine the student's eligibility within these limits. Borrowing limits vary depending if the student is considered dependent or independent on the FAFSA, and based on class year as determined by number of credits earned toward the degree. In addition, the Direct Subsidized Loan may be subject to time limits. This time limit does not apply to Direct Unsubsidized Loans or to Direct PLUS Loans. For more information on the Subsidized Loan program, go to https://studentaid.ed.gov/types/loans/subsidized-unsubsidized .

Application/Disbursement Process

A student is notified of their Direct Loan eligibility as shown on the Award Letter. All students who wish to borrow the offered Direct Loan must:

1. First-time borrowers must complete Entrance Counseling and the Direct Loan Master Promissory Note (MPN). Entrance Counseling and the MPN must be completed before a Direct Loan can be processed. Entrance Counseling informs the student of their rights and responsibilities as a loan borrower. The MPN is the promise to pay back the loan according to the terms of the note. Both Entrance Counseling and the MPN can be completed online at http://www.studentloans.gov. Once all application requirements are met, and the student remains eligible, the loan will be processed by the school and funds will be disbursed in two disbursements, one- half for the first semester on the student's award letter and one half for the second semester. Funds will go directly to the school, and be applied towards the student's account. Should any funds remain once the semester's balance is paid in full, the remaining (semester) amount will be given to the student as a refund check unless the student requests otherwise. Request forms are available in the Financial Aid Office.

Terms

Direct Loans require repayment. After a student graduates, leaves school or drops below half-time, a student has a six month grace period before beginning repayment. For Direct Subsidized loans, neither the interest nor the principal needs to be paid during the in-school period. For Direct Unsubsidized loans, the student will be responsible for the interest from the time the loan is disbursed until the loan is paid in full. Interest may be paid while in school, or accrued and capitalized upon the beginning of the repayment period. Interest rates change annually, and are available from the Financial Aid Office.

Deferments

Direct Loan Deferments are available for those who return to at least half-time study at an eligible institution, graduate fellowships, rehabilitation training, or during unemployment and economic hardship. A student may be granted periods of Forbearance if not eligible for a deferment. Loans are canceled in the event of the death or permanent and total disability of the borrower. Deferment and Forbearance should be requested from the student's loan servicer. Sign in to www.nslds.ed.gov to view federal loan history and servicer information.

Default

Default occurs when a Direct Loan borrower in repayment fails to make a payment for 270 days. The consequences of default are severe. The College, the lender or agency that holds your loan, the state and the federal government may all take action, including notifying national credit bureaus of your default. This may result in a negative credit rating for as long as seven years. In addition, the Internal Revenue Service can withhold your U.S. individual income tax refund and apply it to the amount you owe, or the agency holding your loan might ask your employer to deduct payments from your paycheck. Also, loans in default may be subject to loan collection. Borrowers with loans in default are not eligible for any federal financial aid until the student loan default is resolved.

To avoid default, Cogswell College advises student loan borrowers to keep in touch with their servicer: It always is best to deal with your servicer directly as soon as trouble arises and to not wait to resolve issues at the last moment. It is important that your servicer knows where to reach you. Always keep your loan servicer updated with your correct address and phone number. To find your loan servicer, login to https://www.nslds.ed.gov

Cancellations for Current Students

If a borrower wishes to cancel his or her loan or return extra loan funds, he or she must contact the Financial Aid Office. More loan information regarding borrowing, repayment, cancellations, repayment reductions, etc., is provided by the Federal Student Aid Information Center (call toll-free) at 1-800-4-FED AID or (1-800-433-3243). More information regarding the Direct Loan program is also available from https://studentloans.gov.

Exit Counseling

Exit Counseling is required for all Direct Loan borrowers who enroll for less than six (6) credit hours per semester or leave Cogswell College for any reason. Exit Counseling will provide useful information regarding the repayment process, deferment, forbearance, and in-school deferment. The session is required even if the student plans to return to Cogswell College in the future, or transfers to another school. Exit counseling can be completed online at: https://studentloans.gov

Contact Information

You may contact Direct Loans at: 1-800-557-7394, or go to https://studentloans.gov

Locate Your Federal Loan History

Check your student loan history at the National Student Loan Data System: www.nslds.ed.gov. Note that this system only records federal grant and loan programs – non-federal programs, such as the alternative and state loan programs will not be listed on this site.

Direct Parent PLUS Loan

A Federal Direct Parent PLUS loan is a loan that allows a parent to borrow for the educational expenses of a dependent undergraduate student. To be considered for this type of aid, a student must: complete the Free Application for Federal Student Aid (FAFSA). Also, the parent must complete a credit check and a Direct Loan

Master Promissory Note. Students whose parent is declined PLUS may be eligible for additional Direct Loan funds. More information and the application details are available on the Cogswell College website, or by contacting the Financial Aid Office.

Loan Limits

PLUS Loan borrowing limits vary with each student. The yearly limit is equal to the student's cost of attendance minus any other financial aid. More information, including interest rates is available at http://www.studentloans.gov. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. The parent borrower may choose to have the repayment deferred, while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after the student no longer is enrolled at least half-time, however, it must be requested by the parent borrower. Interest that accrues during these periods will be capitalized if not paid by the parent during the deferment.

Private Education Loans

Private Education loans are also known as Alternative loans, are obtained for meeting the educational expenses by the students who are pursuing higher studies and who meet the eligibility criteria of the lender. Private loans are not federally guaranteed and are based on the credit worthiness of the student. Students should opt for private educational loans only if the funds raised through grants, scholarships and Federal loans are insufficient. The rate of interest chargeable for private educational loans differs depending upon the terms and conditions of the lending institutions. As the regulation of the Federal Government, student must sign and submit a self-certification to the lender for obtaining private student loans.

Veteran's Benefits

Cogswell College is approved for the training of Veterans by the California State Approving Agency for Veterans Education (CSAAVE). For benefit eligibility information, call 1-888-GIBILL1.

Additional Informational Resources

About the General Financial Aid Process:

www.mappingyourfuture.org - Mapping Your Future – Learn about financial aid and the application process.

http://www.studentaid.ed.gov - U.S. Department of Education's Student Aid Programs information.

www.fafsa.gov – Complete the Free Application for Federal Student Aid (FASFA) online, add Cogswell College's school code (001177) make corrections, and e-sign.

Federal Student Aid Information Center: 1-800-4-FED-AID, (1-800- 433-3243) or 319-337-5665

www.pin.ed.gov – go here to request or retrieve a FAFSA PIN Number. A FAFSA PIN number is needed to electronically sign your FAFSA; electronically sign the Direct Loan Master Promissory Note,

Suspension and Reinstatement of Financial Assistance

Students who are suspended from a program of study or terminated from Cogswell College are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

Rights and Responsibilities of Students Receiving Financial Assistance

Students have the right to:

- Know what financial aid programs are offered at Cogswell College

- Know the criteria for continued student eligibility under each program
- Know how the college determines whether the student is making satisfactory academic progress (SAP), what the consequences are of failing to make SAP, and how to reestablish eligibility for financial assistance
- Know the method of disbursement of financial aid funds and the frequency of the disbursements
- Know the terms of any loans received as part of the financial aid package; receive a sample loan repayment schedule, and the necessity for repaying the loans.
- Know the general conditions and terms applicable to any employment provided as part of the financial aid package
- Be supplied with exit counseling information upon graduation, dropping below half-time status, or exiting the College
- Know how financial need is determined
- Know how cost of attendance is determined
- Know the institutional policy and the Title IV policy for withdrawals refunds
- Know the terms and conditions under which students receiving Federal education loans may obtain deferments and/or loan forgiveness.

Students have the responsibility to:

- Complete the financial aid forms accurately and submit it on time to the right place. Intentional misrepresentation on an application for federal financial aid is a violation of law and a criminal offense subject to penalties
- Submit a FAFSA and other required documents every award year for continued eligibility in the federal and state aid programs
- Maintain satisfactory academic progress to continue receiving financial aid
- Check their Cogswell e-mail account for important financial aid information
- Complete loan entrance counseling prior to receiving the first disbursement of a Stafford loan for first-year, first-time borrowers
- Understand the College's refund policy and Title IV refund policy
- Repay any student loans borrowed
- Complete loan exit counseling when a student is exiting or graduating from the College and has Federal education loans
- Notify the Financial Aid Office of a change in name, address or attendance status
- Submit all documentation including verification requests, corrections, and new information requested by the Financial Aid Office
- Understand that all financial aid is contingent on the individual student's continued eligibility and the availability of funds
- Understand all forms and agreements they sign and keep copies for their records.
- Complete financial aid forms accurately and on time.
- Contact the Financial Aid Office with any questions or for assistance.
- Intentional misrepresentation on an application for federal financial aid is a violation of law and a criminal offense subject to penalties

Family Education Rights and Privacy Act

Cogswell College complies with the Family Education Rights and Privacy Act (FERPA) regulations (also known as the Buckley Amendment (1974)). This act gives eligible students certain rights to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives the request
2. The right to request the amendment of the student's education records that the student believes is inaccurate
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to prevent disclosure of Directory information (Name, Degree received, Major and dates of attendance). If you wish to withhold the disclosure of all of the items of "Directory Information", complete the Directory Information Opt-Out Form and submit it to the Registrar. This form must be received by the Registrar prior to the close of the Course Add/Drop period in any given semester or term to ensure that the above information is not released for the remainder of the semester.
5. The right to be annually reminded about his/her rights under FERPA
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office of Education that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
USA

The Buckley Amendment grants the College the authority to release directory information to any person on request, unless a student requests in writing that directory information be kept as private. The College directory information will be disclosed at the College's discretion. The College regards the following as directory information:

- Student's Name
- Degrees/Awards Earned
- Dates of Attendance
- Major Field Stud

It is important that parents/eligible students have the opportunity to make informed decisions about the use of their student's directory information. However, there are times when schools must be allowed to implement policies that will permit them to effectively protect their students. As such, the Department of Education has also changed the directory information exception to state that parents may not, by opting out of directory information, prevent a school from requiring a student to wear or present a student ID badge.

A copy of the Family Education Rights may be requested from the College or viewed at the following website http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Clery Act

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** require postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department annually. The CLERY

ACT is intended to provide students and their families with accurate, complete and timely information about safety on campuses so that they can make informed decisions. Such disclosures are permitted under *FERPA*. The following Web site provides more information about these and other provisions about campus safety: http://www.ed.gov/admins/lead/safety/campus.html.

Crime Awareness and Campus Security Policy

General Statement of Compliance with the Student Right to Know Law and Campus Security Act. Cogswell College holds that students, staff and visitors have a right to be aware of the amount of criminal activity that occurs on its campus in accordance with Title II of the Student Right to Know Act of 1990. Cogswell College encourages all persons to report criminal activity that occurs on campus to the Facilities Manager and/or the appropriate law enforcement agency.

The campus safety and security report may be viewed in full at:
http://www.cogswell.edu/pdf/2013_CampusSafetySurvey_Crime%20Data.pdf

Security Services on Campus

Cogswell College personnel maintain a close working relationship with the local law enforcement agencies. The College will provide information on criminal activity to the law enforcement agency in whose venue the act occurs. The College will annually request from each law enforcement agency data indicating the criminal activity for each particular site in accordance with the Student Right to Know and Campus Security Act.

Crime Prevention

The College will publicize crime prevention information through the College's official publications. The College urges all members of the campus community to be responsible for their own safety and to assist in the prevention of crime.

Drug-Free Environment Statement

Consistent with state and Federal law, Cogswell College will maintain a campus free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol, are prohibited on any College owned or affiliated property. The following rules will be enforced uniformly with respect to all students:

1. No alcoholic beverages will be brought to, or consumed on College property or during College sponsored events. Moderate consumption of alcohol will be permitted at designated Cogswell gatherings or under circumstances expressly authorized by the College.
2. All students, while on campus, at a College sponsored event, or while performing College activities, are prohibited from being under the influence of alcohol.
3. The sale, possession, use, transfer, or purchase of an illegal drug or controlled substance on College property, during a College sponsored event, or while performing a College activity, is strictly prohibited.
4. No prescription drug will be brought to, or consumed, on College property during a College sponsored event, or while performing a College activity, by any student other than the one for whom it is prescribed. Such drugs should be used only in the manner, combination and quantity prescribed.

Harassment and Discrimination

Sexual Misconduct

Consistent with the standards set forth by Title IX of the Educational amendments of 1972, and the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092 (f)) and the recent Violence Against Women Act, which dictates the standards by which colleges must educate, investigate, and report acts of sexual misconduct, Cogswell College's Sexual Harassment Education Committee offers educational programs throughout the duration of the academic year. These programs promote awareness of sexual assault, risk reduction strategies, and safe bystander intervention strategies. The Department of Student Life also provides personal counseling and referrals to outside agencies for victims of sexual assault.

Any instance of sexual assault should be reported to the Dean of Students, the Title IX Coordinator, or Residence Life Staff as soon as possible after the incident occurs. The victim will be informed of his or her right to notify law enforcement agencies. In the event that the victim chooses to notify these authorities, the student will receive support and guidance in doing so by College personnel. The College will also provide interim protective measures, including but not limited to, changing academic or living assignments, and enacting no contact orders when reasonably able. Interim protective measures will be in place whether the victim decides to initiate an investigation or not.

Alleged sexual assault will be investigated and adjudicated through the process outlined in the Harassment Policy listed below. In cases of sexual assault, both the complainant and the respondent shall be informed of the judicial outcomes of any campus disciplinary hearings pertaining to sexual assault.

Harassment

Cogswell College strives to cultivate an educational, employment, and business environment free of unwelcome harassment of any kind. It is the policy and commitment of the College not to discriminate or harass on the basis of sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation, gender or any other basis prohibited by federal or state law or local ordinance in its educational programs, activities, admissions, or employment policies. Cogswell College actively complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1973 as amended; Title IX of the Educational Amendments of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA amendments Act of 2008); and pertinent law and regulations of the State of California, and other applicable state and federal statutes.

Title IX protects against discrimination and harassment on the basis of sex. The college has adopted a zero tolerance policy regarding sex discrimination or harassment of applicants, students, or employees, by students, faculty, staff, administrators, contractors, or others working for or with the College. The College will not tolerate any form of retaliation against any applicant, student, or employee for reporting discrimination or harassment or assisting in the investigation of a discrimination or harassment complaint. Retaliation includes threats, intimidation, reprisals and/or adverse actions related to education or employment.

Harassment is a violation of trust and a form of intimidation or exploitation which undermines the atmosphere of respect that is essential to the maintenance of a healthy work and academic environment. Harassment by students, staff, or faculty directly violates the mission and policies set forth by Cogswell College, and is henceforth prohibited.

Harassment as defined by this policy includes unwelcome conduct which has the purpose or effect of unreasonably interfering with a person's ability to work or learn, or to live within the residential community, or which creates an intimidating or hostile environment for individuals or groups of individuals. Harassment as denoted in this policy includes, but is not limited to unwelcome verbal,

written, graphic, or physical conduct such as objectionable language or humor, demeaning depictions or treatment, unwelcome sexual advances or requests, or threatened or actual physical harm or abuse. Cogswell College recognizes the importance of openness of discussion within its educational programs and seeks to maintain an atmosphere of mutual tolerance within the educational environment. To that end, this harassment policy is not meant to inhibit discussions, in or out of the classroom, of complex, controversial, or sensitive matters, when, in the judgement of a reasonable person, they arise appropriately and with respect for others.

The unlawful harassment of any student by a faculty member or staff employee will not be tolerated. Violation of this policy may result in disciplinary action, up to and including suspension and dismissal, and may include other forms of corrective action.

Members of the Cogswell College community should immediately, when safely able, report concerns about - or incidents of - harassment. Any individual who believes that he or she has been the subject of harassment or discrimination should report the incident to one of the following College designees: Title IX Coordinator, Dean of Students, Dean of the College, or the Director of Human Resources. Cogswell College encourages the timely reporting of all incidents and concerns of harassment. The Title IX Coordinator will investigate all forms of sex discrimination or harassment. All other complaints of harassment will be investigated by the Dean of Students, Dean of the College, or Director of Human Resources. Persons found to be in violation of the College's Harassment Policy may be subject to disciplinary actions up to and including dismissal from the College or termination from employment.

This policy applies to all members of the Cogswell College community including students, faculty, staff, administrators, and any other persons conducting business with the College whether they are on or off campus. Harassment of College guests is also prohibited.

Students of the College may also file a harassment complaint with the Federal Office for Civil Rights (OCR) of the U.S. Department of Education. The OCR's address is: Office for Civil Rights, San Francisco Office, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4912.

No individual will suffer any reprisals or retaliation for good-faith filing, pursuing or reporting any incidents of harassment, for making any complaints of harassment or for participating in any investigation of incidents of harassment. No member of the College community will suffer any reprisals for seeking advice concerning a perceived unlawful harassment matter.

Cogswell College offers personal counseling services to individuals who wish to seek assistance in dealing with experiences of harassment. Please speak with the Department of Student Life for further information and assistance with scheduling personal counseling.

A. Consent: Consistent with the laws and regulations set forth by the state of California, Cogswell College requires that individuals receive affirmative consent prior to engaging in any sexual activities with another individual. Affirmative consent, as defined by the state of California, is an expressed, verbal statement affirming that both individuals are accepting and wanting to engage at each stage and act of sexual interaction. Additionally, if an individual gives affirmative consent and then revokes consent, the sexual act must stop immediately upon consent being revoked.

   To gain a comprehensive understanding of consent, the circumstances under which an individual is incapable of giving consent must be addressed. An individual is unable to give consent in any of the following situations: when he or she is asleep or unconscious, when he or she has consumed alcohol and would legally be deemed too intoxicated to operate a motor vehicle based on state standards, when he or she has consumed any controlled substance and is cognitively impaired, when he or she has yet to reach the age of consent, when he or she has a mental or cognitive disability that prevents him or her from giving consent, when he or she is unable to communicate due to a mental or physical condition, or when he or she is being coerced (including situations of quid pro quo, blackmailed, or otherwise forced to engage in such act.

B. Reporting: If a student believes that he or she has been the victim of any sexual offense, act of harassment, or discrimination he or she should report to the Title IX Coordinator, Dean of Students, Dean of the College, or Director of Human Resources (from henceforth referred to as the Investigating Officer) as soon as he or she is safely able to report. Additionally, if any department chairs, directors, supervisors, or administrators become aware of any such offense, the individual must notify the Investigating Officer. Failure to fulfill this responsibility may result in disciplinary action. In the event of an alleged sexual offense, act of sexual misconduct, or harassment or discrimination on the basis of sex, the Title IX Coordinator will be the Investigative Officer.

   The confidentiality of all individuals involved in an investigation, including the complainant, respondent, and any witnesses will be protected to the highest extent possible. Only relevant information will be disclosed to those individual with a need to know the information pertaining to the investigation and or resolution.

C. Investigation: Following the receipt of an alleged sexual offense, the Investigative Officer will begin an investigation into the alleged situation. Interim and protective measures, including but not limited to interim suspension of the respondent, no contact order, changes in academic schedule or housing assignments, and alterations to student work schedules may be implemented to protect the safety and wellbeing of the complainant. Cogswell College also provides students will access to personal counselors. Should the complainant or the respondent require or request such services, the Investigative Officer will assist the student with scheduling of such services.

   The involvement of state or local authorities will be based on the request expressed by the complainant. Cogswell College respects and supports the intentions of the complainant and will make all reasonable efforts to adhere to the complainant's request to notify state and local authorities. The complainant will be informed of his or her right to file a legal claim, and will be provided with support resources should he or she choose to report. A legal investigation of the incident will not supplement the College's investigation. Should the complainant choose to file a legal claim or not, Cogswell College will continue with the institutional investigation until a final determination can be reached.

   For a detailed description of the investigative procedures, burden of proof, and appeal process, please refer to the Cogswell College Student Handbook.

Fire Safety

The fire safety report and information on fire safety may be obtained from the Director of Facilities. Fire safety information is distributed annually and upon request.

Students with Disabilities Requesting Accommodations

Cogswell College does provide accommodations for students with Disabilities. Each student must initiate and document a disability-related request for accommodation. It is recommended that students begin the disability accommodation registration process at least four weeks before the start of each semester, although the College will consider the merits of each request at the time the request is received. Students who request accommodation of a disability should contact the

Dean of Students, who will assist and advise them in their registration and accommodation request procedures. Upon contacting the Dean of Students, the student will be required to submit reasonable medical documentation supporting the registration and accommodations request, in addition to completing internal forms related to disability registration and accommodation request. The College has the discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature

of the disability and/or accommodation and other circumstances. All records related to disability and accommodation registration are confidential and private.

Once appropriate documentation has been received, the Dean of Students will work with the student and determine the appropriate accommodations or aids. The Dean of Students will make the final decision regarding the request for accommodation or aid. If the student agrees with the decision, the Dean of Students will discuss the accommodations and appropriate implementation of such with faculty members in whose courses the student has requested the accommodation or aid. The Dean of Students will not disclose legally confidential, health-related information, unless such information is appropriate in order to assist with implementing the accommodation or aid.

Written confirmation of the determined accommodations will be sent to faculty and academic advisor whose classes have been requested for accommodations and to the student.

Student Grievance and Complaint Policy

A non-academic student complaint may be a complaint related to civil rights, services, violation of FERPA Regulations, or other complaints not academic in nature.

If a student has a complaint, he or she should initially attempt to resolve that issue with the other person(s) involved no later than two weeks after the relevant incident/dispute. If the student is not satisfied with the outcome of that attempt, then he or she should submit a formal complaint, within 10 business days after the attempt to resolve the issue, by following the steps outlined below:

To file a formal complaint, the student must complete a formal letter outlining their Grievance and Complaint. The submission of this letter must be made to the Dean of Students. The Dean of Students will send an email acknowledging the initiation of the formal complaint process.

The Dean of Students will convene a meeting with the student either in person or via telephone conference call. The Dean will conduct any necessary investigation prior to the meeting. The Dean will make a recommendation taking all relevant factors into consideration.

If the student is unsatisfied with the response from the meeting with the Dean of Students, he/she may request a review of the complaint by the Dean of the College. At that time, the formal written complaint and the statement of facts as he/she understands them will be submitted to the Dean of the College. Within one week of the time the Dean has received copies of the applicable documentation, at the Dean's sole discretion, grievance appeals may be held in one of the following two ways:

1. The Dean of the College will review the information provided by the student and administration. The Dean may convene a formal meeting with the student either in person or via telephone conference. Parties of interest may include the student, Dean of the College, and other official campus representatives deemed necessary. The Dean will render the final decision taking all relevant factors into consideration.

2. The Dean of College will appoint an ad-hoc committee who will consider the written appeal. A telephone conference may be scheduled with the parties in question. After careful deliberation and consideration, the committee will recommend to the Dean of the College what should be done in the case. The Dean of the College will render the final decision taking all relevant factors into consideration.

If after this process you are still not satisfied, you may contact the follow organizations:

- 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.
- The Department of Consumer Affairs, Consumer Information Division, 1635 North Market Blvd., Suite N 112, Sacramento, CA 95834, or call (916) 574-7720.
- You may also contact the State of California, Department of Justice, Office of the Attorney General, at http://oag.ca.gov/contact

Maintenance of Physical Plant Facilities with Security Considerations

The College is mindful of security needs in the daily operation of campus facilities. The planning and maintenance of campus facilities take into account the safety and security of persons on campus. The interior and exterior lighting systems on campus are constructed and maintained in such a manner as to provide a well-illuminated facility to help deter criminal activity. Locks and security devices are kept in working order.

Access to facilities is limited to those persons who have authority to use them. Campus buildings are locked and security systems activated when not in use, and are unlocked by designated College personnel at times to coincide with their accepted use.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties, and may result in disciplinary action, up to and including dismissal from the College.

Civil and criminal penalties for copyright infringement may include:

Persons found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

For more information on copyright, and legally acceptable alternatives, please contact the Information Technology Department.

Voter Registration

Cogswell College encourages all eligible students to exercise their right to vote.

Voter registration forms are available at the office of the Dean of Students. In addition, links to register to vote will be made available on the Student Portal.

Students are notified via email each Fall.

For more information on participating in elections, go to:

http://www.usa.gov/Citizen/Topics/Voting.shtml

For information on voting in California, go to:

http://www.sos.ca.gov/elections/

ACADEMIC POLICIES

Academic Freedom

Institutions of higher education are conducted for the common good, and not to further the interest of merely either the individual teacher or the institution itself. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential for these purposes, and applies to both teaching and research. Freedom in research is fundamental for the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of a teacher in teaching, and for the student to freedom in learning. It carries with it both rights and responsibilities.

Cogswell Polytechnical College endorses the 1940 Statement of Principles and 1940 and 1970 interpretive comments of the American Association of University Professors on academic freedom, which includes in substance, but is not limited to:

Academic Freedom:

- The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties.
- The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject.
- The college or university teacher is a citizen, a member of a learned profession, and a member of the educational community. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educator, he/she should remember that the public may judge his/her profession by his/her written or verbal statements. Hence, he/she should at all times be accurate, should exercise appropriate restraint, and should show respect for the opinions of others.

Maximum Academic Load

The maximum load for undergraduate degree students is 16 semester credit hours, including audited courses. An undergraduate student who under special circumstances wishes to take more than 16 credit hours must obtain written permission via the Add/Drop process.

The recommended maximum load for graduate degree students is 6 semester credit hours per session.

Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph one (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

One (1) hour of classroom or direct faculty instruction is defined by one (1) hour of class meeting time that is made of 50 minutes of lecture plus 10 minutes of "break time".

Lecture Credit Hour

Given a 15-week semester, one lecture credit hour represents one hour per week of scheduled class time and two hours of out of class preparation time. A three-credit hour class represents 45 hours of class time and 90 hours of student preparation during a semester.

Laboratory Credit Hour

Given a 15-week semester, one laboratory credit hour represents 2 hours per week of laboratory work.

Internship/Practica Credit Hour

Internship/practica hours are determined by the supervising faculty and the work supervisor at the cooperating site if applicable, both of whom must judge and certify different aspects of the student's work. This in turn represents between 45 and 60 hours of work per semester. Three (3) credit hours represents between 135 and 180 total hours of academic work per semester.

Course Requirement Substitution

Course substitution requires approval of the Academic Advisor and approval of the Program Director. Academic Advisor can initiate a course substitution request. A student may substitute a maximum of 16 credit hours of coursework. All prerequisites must be met.

Additional Degrees

A student may receive more than one degree from Cogswell College. To enroll for an additional degree, current students must submit an approved Change of Program Form with the required signatures to the Registrar's Office. A student must complete all graduation requirements for each degree received.

Change of Program

A student may change programs by completing a Change of Program Form available from the Registrar's Office and obtaining the required signatures. All course and admissions requirements for the new program must be satisfied to qualify for the degree sought. A change of program does not change the student's academic standing (Satisfactory Academic Progress). The transaction is not official until the Change of Program Form is processed by the Registrar's Office and a new degree plan is assigned. Students are limited to a maximum of three (3) changes of program.

Add/Drop & Withdrawal from a Class

Students may add and drop a class only within the first week of a semester without any academic penalty. Any drop after the Add/Drop period is considered a withdrawal and the student will receive a withdrawal grade (W) if it is within the withdrawal period. Please refer to the Academic Calendar for deadlines.

Withdrawal from the College

Students requesting to officially withdraw from the College must complete an Exit Form. Exit Form can be obtained through the Registrar's Office.

Attendance Policy

Instructional Delivery Methods

On-Campus (Residential)

Residential courses meet on campus in a traditional classroom and/or laboratory environment.

Online

Online courses are offered through an online learning management system (LMS). Students have access to their online courses 24 hours a day; 7 days a week.

Students must have a minimum cumulative grade point average (CGPA) of 2.75 to register for an online course. Incoming new students (i.e., freshman, transfer) will be assessed on the last attended academic institution.

Hybrid

Hybrid courses are offered as a combination of traditional classroom and/or laboratory environment and via the use of an online learning management system (LMS). Typically, instructional time consists of 50% of on campus meeting while the other 50% of instruction and/or assignment time is via LMS.

NOTE: Percentages may vary depending on class, student, and/or instruction needs.

On-Campus Attendance Policy

Cogswell students are expected to attend every class session scheduled for each course in which they enroll. Students who miss a class must arrange with instructors to take any examination or complete any make-up work at an alternate time. The following are the attendance policies that apply to all students at Cogswell:

- A student that does not attend an individual class for 14 consecutive calendar days may be withdrawn from the class by the College. A withdrawal "W" grade will be given if withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade.
- A student that is absent from all classes for 14 consecutive calendar days may be withdrawn from the school and subject to the refund policies. For each registered course, a withdrawal "W" grade will be given if withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade for each registered course.

Students may appeal the attendance policy as described in the Attendance Appeal Policy.

Online/Hybrid Attendance Policy

Cogswell provides two distance learning delivery methods with the utilization of a Learning Management System (LMS): e.g., 'Online' and 'Hybrid.' Distance learning courses are held Monday through Sunday.

Cogswell students registered for online courses are encouraged to participate often in each course they enroll. At a minimum, a student must submit a gradable item each week. A gradable item is defined as a threaded discussion, assignment, test, or quiz.

Cogswell students registered for hybrid courses will require students to attend, at the least, once a week in class lecture while submitting assignments via LMS.

The following are the attendance policies that apply to all students at Cogswell enrolled in any distance learning delivery method:

- A student that does not participate in an individual class for 14 consecutive calendar days (two (2) weeks) may be withdrawn from the class by the College. A withdrawal "W" grade will be given if withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade.
- A student that is absent from all classes for 14 consecutive calendar days (two (2) weeks) may be withdrawn from the school and subject to the refund policies described below. For each registered course, a withdrawal "W" grade will be given if withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade for each registered course.

Students may appeal the attendance policy to extenuating circumstances as described in the Attendance Appeal Policy.

Holidays and Scheduled Breaks

Holiday and school breaks are not included in the 14 consecutive calendar days. If the 14th consecutive day falls on a day that class is not in session, the following regularly scheduled class day will be used. For listing of holidays or scheduled breaks, refer to the Academic Calendar available in this Catalog or college website.

Attendance Appeal Policy and Reinstatement

Students seeking to be readmitted to class after having been withdrawn for excessive absences should obtain an Appeal of Attendance Form from the Registrar's Office. Students will have seven (7) calendar days from the date of the withdrawal to complete the appeal.

The form must be completed and approved by the faculty for which student is seeking re-admittance.

If denied by the faculty, student may continue through the appeal process by submitting the form to the Registrar's Office on or before the deadline. A committee will assemble to review the appeal and any supporting documentation provided. A determination will be provided to the student within five (5) calendar days.

Until the decision has been finalized, students may not attend course(s) from which they are withdrawn.

Leave of Absence Policy

In limited circumstances, the College allows a student to take an approved leave of absence (LOA). An approved LOA is a temporary interruption in a student's education and is not considered a withdrawal from the school. An unapproved LOA will be treated as a withdrawal from the school. A leave of absence must meet the following requirements to be an approved LOA:

• All requests for leave must be submitted in advance and in writing by the student. The LOA request must include the reason for the leave and signed and dated by the student. The request should be submitted to the Registrar's office for approval. In rare circumstance, the student may not be able to apply for the LOA in advance (i.e. car accident, incapacitation); however, with proper documentation the LOA may be granted by the institution.

• The leave is for a specified period of time with a scheduled return date not to exceed 180 days in any 12-month period. All leaves in a 12-month period are combined when calculating the 180 day rule.

• Approval may be denied if the reason for the leave is not justification for interrupting the student's education, or if there is not a reasonable expectation of return.

If a student fails to return from the LOA on the specified return date, the student will be considered withdrawn from school and may have an impact on the student's loan repayment terms, including the expiration of the student's grace period.

Students on leave, whether approved or unapproved, are not eligible to live in student housing.

Internship Program

An internship is expected to add to the educational experience of the student. Therefore, to register for the course students are required to obtain authorization from their Academic Advisor along with the Internship Coordinator. The Academic Advisor reviews the internship for various factors to determine if the experience fits within the academic needs of the student. The responsibility of the internship coordinator is to provide input regarding the viability of the internship site.

Class Standing

The class standing of an undergraduate student is determined as follows:

Freshman	0 - 30 semester credits successfully completed
Sophomore	31 - 60 semester credits successfully completed
Junior	61 - 90 semester credits successfully completed
Senior	More than 90 semester credits successfully completed

Grading System and Grade Points

The College uses the following four-point grading system:

Cogswell Grade Scale					
Letter Grade	**Grade Point Value**	**Cutoff Percentage**	**Description**	**Calculated in GPA?**	**Credit Earned?**
A+	4.0	<94.0	Letter Grade	Yes	Yes
A	4.0	94.0	Letter grade	Yes	Yes
A-	3.7	90.0	Letter grade	Yes	Yes
B+	3.3	87.0	Letter grade	Yes	Yes
B	3.0	84.0	Letter grade	Yes	Yes
B-	2.7	80.0	Letter grade	Yes	Yes
C+	2.3	77.0	Letter grade	Yes	Yes
C	2.0	74.0	Letter grade	Yes	Yes
C-	1.7	70.0	Letter grade	Yes	Yes
D+	1.3	67.0	Letter grade	Yes	Yes
D	1.0	64.0	Letter grade	Yes	Yes
D-	0.0	60.0	Letter grade	Yes	Yes
F	0.0	< 60.0	Letter grade	Yes	No
Other Grades					
AF	N/A	N/A	Administrative Fail. Administration or Faculty unable to issue a grade.	No	No
AU	N/A	N/A	Audit	No	No
CR	N/A	N/A	Credit earned, C or better	No	Yes
I	N/A	N/A	Incomplete. This is a temporary grade.	No	No
NP	N/A	< 74.0	No pass. Unsatisfactory, "C-"or below.	No	No
P	N/A	74.0	Pass. "C" or better	No	Yes
T	N/A	N/A	Transfer credit awarded	No	Yes
W	N/A	N/A	Withdrawal	No	No
WF	0.0	0.0	Withdrawal Fail	Yes	No

Academic Honors

The President's Honor Roll

Recognizes undergraduate students who have completed six (6) or more credits coursework during the semester with a 3.80 grade point average or better.

The Dean's Honor Roll

Recognizes undergraduate students who have completed six (6) or more credits coursework in a semester with a 3.50-3.79 grade point average.

Incomplete

An Incomplete ("I") grade may be used if the student has essentially completed the course except for a missing examination, project, or paper due to circumstances beyond the student's control. An Incomplete is not considered a grade, and will not satisfy the prerequisite requirement of any subsequent course.

It is the responsibility of the student to bring pertinent information to the instructor regarding why s/he cannot fulfill all the work during the current semester and to reach agreement on the means by which the remaining course requirements will be satisfied. If the instructor agrees, the instructor will submit a Petition for Incomplete Grade form with an "I" grade for that course for that semester.

It is a student's responsibility to follow up with the instructor to remove an Incomplete. The instructor will assign a final grade when the work agreed upon has been completed and evaluated. The instructor will then submit a Change of Grade form to the Registrar for processing.

Incomplete grade changes must be cleared within 30 calendar days from the last day of a semester. Failure to meet deadlines will result in the incomplete grade changed to the default grade. Exception may be considered under mitigating circumstances by providing supporting documentation.

Pass/No Pass

Any developmental/remedial or internship coursework completed will be evaluated on a pass "P" or No Pass "NP" basis. Developmental/remedial coursework completed does not apply towards requirements for graduation.

For purposes in determining if student has successfully met satisfactory academic progress (SAP) standards, pass/no pass grades do not count towards the cumulative grade point average (CGPA), a qualitative standard; however, it will be included in the quantitative standard in determining pace of completion.

Audit

A student may choose to audit a non-required course. An auditor is allowed to participate in class discussions and take exams, but will not receive unit credit or a grade. The grade report and official transcript for the course will indicate "AU" rather than a letter grade. An audit grade may not be changed to a letter grade. An audited course does not satisfy a prerequisite requirement, cannot be subsequently challenged, and may not be used to waive a graduation requirement or for determining financial aid awards.

Withdrawals

Students that withdraw after the add/drop period and within the last day to withdraw will receive a withdrawal (W) grade. Students that withdraw from a course after the withdrawal deadline will receive a withdrawal fail (WF) grade. A student must complete an Add/Drop form and submit to the Registrar's Office for processing.

In documented mitigating circumstances (e.g., accident, illness, death of an immediate family), a student that withdraws after the withdrawal deadline may receive a withdrawal (W) grade. Supporting independent documentation or verification of circumstances is required. This documentation must be provided to the Registrar's Office for processing and record keeping. The request form and documentation must be submitted no later than the last day of the semester. The form/request must be approved by both the Registrar and the Dean of the College.

Repeated Courses

A student may repeat a course that s/he previously passed with a low grade or failed. Only the highest grade will be used to calculate the cumulative grade point average. Grades will be included in the GPA calculation if a student chooses to repeat a course more than once. A student may not repeat a class more than twice without written approval from the Dean of the College.

Grade Appeal

If a student believes an incorrect grade for a course has been issued, the matter should be discussed with the instructor.

If a student is not satisfied with the instructor's explanation and action, the student may appeal to the Dean of the College. The Dean of the College will form an Appeal Committee. The student will be notified of a plan of action within ten (10) business days. A decision on the grade appeal will be issued within six (6) weeks from the date of receiving the documented appeal form.

All grade appeals must be made within thirty (30) calendar-days after the grade is issued.

Satisfactory Academic Progress

It is necessary to measure satisfactory academic progress (SAP) to be eligible for federal student aid (FSA) and to become a Cogswell College graduate. SAP is measured at the end of each payment period. Failure to meet SAP standards may result in student being placed on financial aid warning, financial aid probation, and or dismissal from the College or dismissal of participation in financial aid programs. SAP is measured both at qualitative (i.e., cumulative grade point average) and quantitative (i.e., pace of completion) standards.

Program of Study	**Payment Period**
Undergraduate	*One (1) semester*
Graduate	*One (1) semester (two 8 week modules)*

Qualitative Standard

Cogswell College measures its undergraduate students' academic progress at the end of each payment period to ensure students are maintaining a minimum cumulative grade point average (CGPA) of at least a 1.75 at the end of their first semester and thereafter, a minimum of 2.0. Students in a graduate program must maintain a CGPA of at least 3.0. Remedial coursework is included in the quantitative assessment of SAP; however, remedial courses are not included in the GPA.

Quantitative Standard

Cogswell College additionally measures students using a quantitative standard, pace of completion, to ensure successful completion of their program of study. The pace of completion is based on the number of cumulative credits completed versus the number of cumulative credits attempted. All students must complete their program of study without exceeding 150% of the published length of their program measured in credit hours.

The following chart is the benchmarks that must be achieved at the end of each semester for undergraduate programs:

Semester	Qualitative (CGPA)	Quantitative (Pace of Completion)
1	**1.75**	**25%**
2 to 4	**2.0**	**50%**
5 and after	**2.0**	**66.67%**

The following chart is the benchmarks that must be achieved at the end of each semester for graduate programs:

Semester	Qualitative (CGPA)	Quantitative (Pace of Completion)
1 & 2	**3.0**	**66.67%**
3 and after	**3.0**	**66.67%**

The following chart is how grades count for calculating completion rates and GPA for SAP purposes:

Grade	Credits Attempted (denominator)	Credits Completed (numerator)	Calculated in CGPA
>D	**Yes**	**Yes**	**Yes**
D-, F	**Yes**	**No**	**Yes**
W	**Yes**	**No**	**No**
WF	**Yes**	**No**	**Yes**
AF	**No**	**No**	**No**
AU	**No**	**No**	**No**
CR	**Yes**	**Yes**	**No**
I	**Yes**	**No**	**No**
P	**Yes**	**Yes**	**No**
NP	**Yes**	**No**	**No**
T	**Yes**	**Yes**	**No**

Financial Aid/Academic Warning

If a student fails to make SAP at the end of the payment period, the student is placed on Financial Aid/Academic Warning (FA/Academic Warning) for the next semester. The school will reinstate financial aid for one semester only. Students that fail to make SAP after the warning period will lose financial aid eligibility and may be dismissed unless they successfully appeal and are placed on Financial Aid/Academic Probation (FA/Academic Probation).

Financial Aid/Academic Probation

Students that fail to make SAP after the FA/Academic warning period but successfully appeal the results (see Appeals Process below) will be placed on FA/Academic probation. FSA eligibility will be reinstated for one semester while the student is on FA/Academic probation status.

SAP Appeals Process

Students that lose FSA eligibility due to SAP may appeal the result on the basis of injury or illness, death of a relative, or other special circumstances. The appeal must be submitted one (1) week prior to the next semester start. The SAP Appeal Committee will meet and provide a response to the student within one (1) week of receiving the appeal response. At a minimum the SAP Committee will consist of one staff member from each department: Registrar's Office, Student Life, and Financial Aid. Students may be required to attend scheduled committee meetings to present appeal.

Students receiving VA educational benefits will be placed on probation if their GPA is below 2.0. A maximum of two terms on probation is allowed. If at the end of two semesters the student's GPA remains below 2.0, benefits will be terminated.

The appeal must include the reason for failure to achieve SAP and the conditions that changed that will lead to making SAP at the next evaluation period. The student will be placed on FA/Academic probation during this period. If the student is denied the appeal, they will be dismissed from the program. However, if it is likely the student will not meet SAP standards by the end of the next payment period, the student will be placed on an academic plan. This plan will outline the steps the student needs to achieve in order to maintain eligibility. If the student achieves the objectives of the academic plan, they will be eligible for financial aid, to continue studies at the College, and be removed from FA Probation.

Plan of Action (Academic Plan)

The following are possible items to be included in a plan of action:

1. Reduction in number of hours attempted
2. Change in program (major)
3. Enrollment in specific courses prescribed by the Advisor

4. Re-enrollment in courses in which the student previously received a low or failing grade
5. Other measures recommended by the Advisor

Regaining Financial Aid Eligibility

Students who are dismissed and not reinstated will automatically be ineligible for future financial aid until such time that he/she is reinstated to the College by successfully appealing SAP ineligibility. A student whose appeal is approved and placed on FA Probation will be reinstated and must maintain a CGPA of 2.0 in undergraduate programs, or 3.0 for graduate programs, with a pace of completion above the metrics stated herein the SAP policy.

Maximum Time Frame

Student enrolled with Cogswell College must complete their program of study within 150% of the published program length measured in credit hours in order to graduate. For example a program that is 120 credits in length will only be allowed to attempt up to 180 credits (120*1.5 = 180 hours). If student fails to meet the maximum time frame to complete the program, they may pursue to complete their program of study; however, a student may not do so without successfully appealing with the College. If the appeal is approved the student may remain enrolled with the College but without the eligibility of financial student aid.

The following is the treatment of other areas impacting SAP:

- Remedial coursework is included in the qualitative assessment of SAP but is not included in the cumulative GPA.
- Transfer credits and credits earned through other institutionally accepted methods (i.e. CLEP) are included in units attempted and completed but not in the CGPA.
- Incomplete ("I") grade will not be counted as credits completed, however, the "I" grade does count as credits attempted. Once the "I" grade is replaced, at that point, SAP will be reevaluated.
- Withdrawal grades will be included in the credits attempted but not in the CGPA.
- Courses dropped within the Add/Drop period will not be included in either the qualitative or quantitative measurement of SAP
- Students may repeat a course and the highest earned grade will be used to calculate CGPA. Grades will be included in the GPA calculation if a student chooses to repeat a course more than once. Any courses that are repeated will count towards pace of completion.
- Students that have official withdrawn from the College or are on leave of absence are still subject to meet SAP standards.
- Returning students will resume their studies at the point at which they left off. A student will resume their studies under the same SAP status as when they left their original program of study.
- When a student changes majors or seeks to earn additional degrees, only courses that apply toward the new degree will be counted in calculating the number of credits attempted. If student changes major their SAP status remains the same as in their prior program of study.
- If a graduate of Cogswell College enrolls into a new program of study, only courses that apply toward the new degree will be counted in calculating the number of credits attempted.

Midterm Academic Performance

Midterm academic performance is reported by faculty before the eighth week of the semester. Following this point, students that are not maintaining a C average or higher GPA are notified by the Registrar's Office.

Student Success Services and/or Academic Advisors will schedule meeting time with any student that falls below the minimum midterm standard to create a Student Success Plan and advise students how to meet SAP standards.

The action plan may include, but not limited to, the following:

1. Review current schedule to identify, if any, course issues that may be impacting academic progress
2. Review future schedule to identify possibility of changes, dropping, or repeating course
3. Schedule regular meetings during the semester to monitor student's academic progress
4. Assist students with arranging tutoring sessions or any other form of support the College can provide

Undergraduate Graduation Requirements

To receive a degree in the program of study the student must achieve the following:

- Complete the course as prescribed in the academic catalog under which the student enrolled.
- Complete unit and course requirements with a minimum of a 2.0 cumulative GPA
- Complete their program of study within 150% of the published length of their program.

Graduate Graduation Requirements

To receive a degree in the program of study the student must achieve the following:

- Complete the course as prescribed in the academic catalog under which the student enrolled.
- Complete unit and course requirements with a minimum of a 3.0 cumulative GPA
- Complete their program of study within 150% of the published length of their program.

Application for Graduation Procedure

The graduation audit is the official confirmation of the completion of all the requirements for a degree. A graduation audit is also necessary to ensure all appropriate documents have been submitted to the Registrar's Office, and to ensure the student's academic file is complete before a diploma is awarded. Students should keep close track of all coursework completed and keep in regular contact their advisor. A student may initiate a graduation audit when he/she is within eighteen (18) credits of graduation.

To initiate a graduation audit a student must:

1. Request an Application for Graduation form from the Registrar's Office (also available from the website)
2. Submit appropriate fees to the Business Office
3. Return the completed Application for Graduation form to Registrar's Office.

A verification letter with the results of the graduation audit will be sent within one month of applying for graduation. **Fees**: Students must pay a one-time $100.00 graduation fee.

Graduation Commencement Ceremony

Students who have completed the requirements for graduation are invited to participate in the Commencement Ceremony that is held in May each year.
Cogswell College seniors may apply early to participate in the commencement ceremony if they meet certain criteria. A student must be registered for the remaining courses to complete their program of study within one (1) term after the commencement ceremony.

A graduate or prospective graduate must complete a Commencement Participation Form. The form may be obtained through the Office of Student Affairs in order to walk in the Commencement Ceremony.

Graduation with Honors

A student who earns cumulative GPA of:

3.5 Cum Laude

3.8 Magna Cum Laude

4.0 Summa Cum Laude (highest honors)

Student Academic Responsibilities

It is the responsibility of students to:

1. Be aware of and comply with policies and procedures, deadlines, and graduation requirements found within this catalog and the Student Handbook.

2. Monitor progress toward completion of graduation requirements
3. Comply with the content of the Student Handbook and Student's Rights and Responsibilities.

Academic Honesty

Academic honesty is a fundamental principle of the educational process. It is essential to maintaining the value of the academic degree students receive and the credibility of the institution.

Academic honesty is vital to the proper evaluation of the level of knowledge and understanding a student acquires in a course. This evaluation may be based on quizzes, exams, reports, homework, projects, discussions and any other assignments used by the faculty to ascertain the student's command of the course material. Any act that invalidates the process of evaluation is an act of academic dishonesty.

Cogswell forbids all forms of academic dishonesty including cheating and plagiarism. Examples of academic honesty include but are not limited to:

- Copying from another student's exam, enabling unauthorized access to test or assignment answers, submitting work from a previous class, use of false identity online, and accessing unauthorized materials during a closed-book exam.
- Plagiarism; representing another's academic or creative work as your own, and incorporating another's ideas, words, or phrasing without giving credit to the author.
- Alteration of grades or official records
- Changing already graded documents
- Use of purchased or acquired papers
- Submission of homework, take-home exams, reports, and projects mostly prepared by another student
- Facilitation or assistance in any act of academic dishonesty

Students caught engaging in academic dishonesty may subject to failure for the assignment, failure for the class, and/or additional disciplinary procedures as laid out in the Student Handbook.

Independent Study

In Independent Study, with the supervision and guidance of faculty, a student develops a research project, field study, practicum, or special readings proposal which centers on an area of study not included in the regular course(s). Independent Study is not to replace a course that was not successfully completed. In some cases, may be used as a substitute course. A student may enroll for one course of independent study in a semester. Students will be required to keep log of time, and submit assignments once or twice a week as required by faculty.

Independent Study presupposes a developed competency and maturity; consequently, participation in the program is restricted to students who have accrued a cumulative point average of 3.0 in the student's major. A student who does not meet the qualifying criteria, but develops a proposal which merits Independent Study status, should consult with a prospective faculty to assess the possibilities for successful completion of the project.

Procedures to be followed are:

1. Students requesting to take an Independent Study must request for a Permission Form from the Registrar's Office. The form must be completed prior to reviewing with a faculty member.
2. The student reviews the proposal of the Independent Study with faculty
3. With the agreement of the faculty sponsor, the proposal is submitted to the Dean of the College for approval.
4. Students must meet/submit assignments no less than once or twice per week.

STUDENT AFFAIRS

New Student Orientation

Cogswell hosts a mandatory orientation prior to the start of class. Orientation provides an opportunity for students to meet with faculty and staff. It also orients the student with College policy and procedures and their rights and responsibilities as a student. During the orientation students will receive their Student ID, User ID and passwords to access the Cogswell Student Portal.

ID Cards

The IT Office issues student ID cards at the beginning of each semester during registration. ID cards are required to check out books from the College Library and equipment from the audio/video lab.ID cards also provide access to the building during regular office hours as well as most labs and studios.

Student Housing

Cogswell College offers housing for students who are enrolled in at least 9 credits per semester. The College utilizes local apartment complexes in which students are assigned to apartments with other students.

Alternatively there are independent housing options available in the vicinity of the campus, but Cogswell does not maintain relationships with these complexes and does not guarantee assistance to students in locating non-campus sponsored housing.

If you are interested participating in housing, please contact the Dean of Students for an application and more information.

Career Services

Cogswell's Career Services provides services and resources to students and alumni to assist in career preparation. Career workshops and coaching are offered on topics such as interviewing, resumes, cover letters, job search strategies, and portfolio preparation.

Website resources, magazines, books, bulletins, job descriptions, and salary information are among the resources available to students and alumni.

Tutoring

Cogswell College provides tutoring for students who request or require assistance with academic subject matter. Students interesting in receiving or providing tutoring services by emailing tutoring@cogswell.edu or by visiting the office of the Academic Success Specialist to make an appointment.

Associated Student Body

The Associated Student Body (ASB) is the general student membership organization of the College. The purpose of the ASB is to give students the opportunity to plan and direct their own activities, to become involved with co-curricular campus activities, and to influence the decisions that affect the quality of education and student life at the College. All enrolled students are members of the ASB. The general student membership provides feedback to the Associated Student Body Executive Board.

The Associated Student Body Executive Board is comprised of elected student body officers consisting of representatives from each degree program and at least one representative from each officially recognized club. In conjunction with the ASB advisor, the Executive Board is responsible for administering the ASB budget and coordinating student activities.

Student Clubs

There are a number of active student clubs on campus. Club membership is open to all current students. Please see the Dean of Students for an application if you are interested in starting a new club. Examples of clubs that have been active in the past have included: Game Development Club, Engineering Society, Audio Engineering Society, Animation Club, and Friday Night Magic.

Student Lounge

The student lounge features comfortable seating, tables, billiards, and other games and recreational equipment. It offers a microwave oven and vending machines stocked with hot and cold drinks and snack foods.

Student Handbook

The Student handbook is to provide all students with information about campus resources, student life, and the college's procedures.

The college makes this handbook available online to each student, and it is the student's responsibility to familiarize themselves with its contents. When a student enrolls at Cogswell, he/she agrees to comply with all of Cogswell's rules and regulations. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. The college reserves the right to alter the regulations and policies through normal channels. An important part of the handbook is the Student Code of Conduct and Administrative Policies and Procedures.

LIBRARY

Cogswell Library connects the college to ideas and information through a variety of formats. In addition to over 10,000 print books and magazines, the library maintains a large DVD/CD collection and serves as the gateway to thousands of scholarly articles, digital journals and electronic books.

Computers with Internet access and updated software, wireless, scanner and photocopier are also available as well as knowledgeable librarian and staff to help the Cogswell community find the best resources.

http://www.cogswell.edu/current/library.php

Institutional Learning Outcomes (ILO)

ILO Number	Competency	Institutional Learning Outcome
ILO1	Written Communication	Cogswell graduates will be able to write correctly, accurately, and persuasively.
ILO2	Oral Communication	Cogswell graduates will be able to communicate professionally by connecting with their audience through effective oral presentations.
ILO3	Critical Thinking	Cogswell graduates will be able to critically analyze ideas, issues, content and events to formulate conclusions and make decisions individually or collaboratively.
ILO4	Information Literacy	Cogswell graduates will be able to identify, locate, evaluate, and responsibly use information from a range of sources.
ILO5	Quantitative Reasoning	Cogswell graduates will be able to apply quantitative methods to solve a variety of problems.
ILO6	Creative Thinking	Cogswell graduates will be able to combine and synthesize ideas, content and expertise in original and innovative ways.

Digital Art and Animation (DAA)

Karen Keister
Director of Digital Arts and Animation

DAA Introduction

Digital Art and Animation (DAA) offers students preparation in three concentration areas: 3D Animation, Entertainment Design, and 3D Modeling. The coursework bridges traditional and digital arts classes and includes solid components of theory, production, and general education. Digital Art and Animation project classes provide many opportunities for collaborations with other programs at Cogswell, including Digital Audio Technology and Digital Arts Engineering. The Portfolio classes provide a format for bringing together all of the elements of the concept to delivery pipeline as students collaborate on multidisciplinary teams to complete real world projects.

DAA Program Learning Outcomes

Cogswell Graduates in Digital Art and Animation (DAA) will:

- DAA PLO 1. Demonstrate effective application and combination of elements of design and color in student projects.
- DAA PLO 2. Employ creative aspects of experimentation and iteration in their designs.
- DAA PLO 3. Illustrate the ability to recognize and differentiate between critical components in projects.
- DAA PLO 4. Create expressive characters, environments and props using traditional tools and techniques of the industry.
- DAA PLO 5. Integrate inventive principles, techniques and skills in student projects.
- DAA PLO 6. Contribute effectively their expertise to a collaborative project.

DAA Concentrations

DAA 3D Animation Concentration

Description

The animation program encompasses character, non-character and experimental animation. Character animation fuses acting, performance and the principles of movement to create believable, genuine, emotive characters. Character design, story structure and strong animation fundamentals are used by students to create a short, animated film project in their senior year. Fundamentals and the development of the "craft" of animation are stressed. Students may produce animations fusing both traditional and computer techniques. Non-character animation focuses on visual effects, abstract animation or the motion of inanimate objects. Students are encouraged to combine media to produce original, creative work and content.

Curriculum

B.A. in Digital Art and Animation: 3D Animation Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA264	Drawing Animation 1	3
DAA310	Storyboarding	3
DMM110, DMM125, DMM130, DMM270 or DAT484	Beta Business from the Ground Up 1, Cover Your Assets, Digital Media Creativity, Project Management or MediaWorks for Animation Students	3
SWE101 or SWE102	Introduction to Scripting: Python for Non-Programmers or Introduction to Scripting: Python for Programmers	3
Concentration Classes for 3D Animation 33 credits		
DAA200	Acting	3
DAA244	Introduction to 3D Animation Principles	3
DAA265	2D Animation 1	3
DAA267	Character Rigging	3
DAA360	3D Animation 1	3
DAA364 or DAA312	Drawing Animation 2 or Animal Drawing and Motion	3
DAA365 or DAA321	3D Animation 2 or Quadruped Animation	3
DAA460	2D Animation 2	3
DAA465	3D Animation 3	3
DAA480A or DAA476	Animation Portfolio 1 or Animated Film Production	3
DAA485A or DAA476	Animation Portfolio 2 or Animated Film Production	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 123 Credits

DAA Entertainment Design Concentration

Description

The Entertainment Design concentration integrates a strong traditional art background with skills in digital imagery. The course of study includes drawing, painting, illustration, character design, and concept art. It is designed for students interested in concept design, storyboarding, digital painting, and 3-D model texturing. Issues of presentation and delivery are addressed. The ability to transform verbal and written directions into visual representations of characters and scenes is emphasized.

Curriculum

B.A. in Digital Art and Animation: Entertainment Design Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA108, DAA109, or DAA264	Introduction to Photography, Web Design, or Drawing Animation 1	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA310	Storyboarding	3
DMM110, DMM125, DMM130, DMM270, or DAT484	Beta Business from the Ground Up 1, Cover Your Assets, Digital Media Creativity, Project Management, or MediaWorks for Animation Students	3
SWE101 or SWE102	Introduction to Scripting: Python for Non-Programmers or Introduction to Scripting: Python for Programmers	3
Concentration Classes for Entertainment Design 33 credits		
DAA120	Traditional Painting	3
DAA210	Figure Drawing 2	3
DAA245	Texturing	3
DAA270	Illustration 1	3
DAA320	Digital Painting	3
DAA335 or DAA330	Portrait Sculpture or Figure Sculpture	3
DAA340	Modeling 1	3
DAA370	Concept Design	3
DAA470	Illustration 2	3
DAA480E or DAA476	Entertainment Design Portfolio 1 or Animated Film Production	3
DAA485E or DAA476	Entertainment Design Portfolio 2 or Animated Film Production	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 123 Credits

DAA 3D Modeling Concentration

Description

The Modeling concentration develops both 2D and 3D skills in modeling. It allows the student to focus on strong conceptual visual skills, hands-on model building, digitizing, texture mapping, and other skills necessary for model data set creation. These models find applications in movies, commercials, simulators and emulators, games, animation sequences, product design, and product development.

Curriculum

B.A. in Digital Art and Animation: 3D Modeling Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA108, DAA109, or DAA264	Introduction to Photography, Web Design, or Drawing Animation 1	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA310	Storyboarding	3
DMM110, DMM125, DMM130, DMM270 or DAT484	Beta Business from the Ground Up 1, Cover Your Assets, Digital Media Creativity, Project Management or MediaWorks for Animation Students	3
SWE101 or SWE102	Introduction to Scripting: Python for Non-Programmers or Introduction to Scripting: Python for Programmers	3
Concentration Classes for 3D Modeling 33 credits		
DAA120 or DAA270 or DAA320	Traditional Painting, Illustration 1 or Digital Painting	3
DAA245	Texturing	3
DAA248	Lighting and Layout 1	3
DAA267	Character Rigging	3
DAA330	Figure Sculpture	3
DAA340	Modeling 1	3
DAA345	Modeling 2	3
DAA370	Concept Design	3
DAA440	Modeling 3	3
DAA480M or DAA476	Modeling Portfolio 1 or Animated Film Production	3
DAA485M or DAA476	Modeling Portfolio 2 or Animated Film Production	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 123 Credits

Digital Audio Technology (DAT)

Dr. Tim Duncan
Director of Digital Audio Technology

DAT Introduction

The Digital Audio Technology (DAT) program offers students who seek professional careers in the audio industry the opportunity to focus on audio production or audio software development. The DAT program features an integrated curriculum that includes music theory and composition (for Audio & Music Production majors), studio production, sound synthesis, soundtrack production, audio mastering and audio software development (for Audio Software Development & Engineering majors). DAT students learn a wide range of skills and concepts fundamental to digital audio and engage extensively in project-based learning. All DAT students participate in a senior-level multidisciplinary collaborative project. Each concentration track culminates in a year-long senior portfolio or engineering project.

DAT Program Learning Outcomes

Cogswell Graduates in Digital Audio Technology (DAT) will:

- DAT PLO 1. Execute an audio production project from concept to delivery according to industry standards.
- DAT PLO 2. Apply best music production practices to individual or collaborative audio projects.
- DAT PLO 3. Represent within a STEM perspective the conceptual basis of the tools and processes used in audio production.
- DAT PLO 4. Model musical styles based on an integration of historical and theoretical knowledge.
- DAT PLO 5. Apply knowledge, reasoning and reflection to evaluate music and audio production.
- DAT PLO 6. Formulate the steps and processes toward a specific career path within the industry.

DAT Concentrations

DAT Audio and Music Production Concentration

Description

Central to the DAT program is audio and music production, which consists of desktop audio production, studio production, and soundtrack production/postproduction for motion pictures and videogames. The primary emphasis of this concentration is mastery of the concept-to-delivery pipeline for audio production:

Students produce audio content-to-order for clients and collaborative projects, or original creative work to market and distribute themselves. The senior-level portfolio classes provide a format for bringing together all of the elements of concept-to-delivery in a major collaborative or solo project. Cogswell College provides many opportunities for collaborative work and project-based learning for DAT students, particularly in the crafting of soundtracks for animations and videogames.

Curriculum

B.S. in Digital Audio Technology: Audio and Music Production Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Audio Technology 24 credits		
DAT110	Desktop Production Fundamentals	3
DAT115	Desktop Audio Production	3
DAT210	Digital Sound Synthesis 1	3
DAT212	Interactive Audio Production	3
DAT220	Studio Production 1	3
DAT320	Studio Production 2	3
DAT335	Music Perception and Cognition	3
DAT483	DAT Collaborative Project	3
Concentration Classes for Audio and Music Production 42 credits		
DAT102	Music Theory 1	3
DAT107	Music Theory 2	3
DAT120	Introduction to the Techniques of Digital Signal Processing	3
DAT150	Beginning Audio Programming	3
DAT202	Music Theory 3	3
DAT207 or DAT208	Music Theory 4 or Live Sound	3
DAT282	DAT Professional Practices Seminar	3
DAT303	Cultural Trends and Musical Style 1	3
(Select Two) **DAT324,** **DAT326, or** **DAT420**	Studio Production 3, Digital Sound Design, or Audio Mastering	6
DAT338 or DAT340	Cultural Trends and Musical Style 2 or Film Scoring	3
DAT342 or DAT355	Interactive Game Composition or Audio for Video Games	3
DAT480 or DAT482	Portfolio 1 or Game Studio 1	3
DAT485 or DAT488	Portfolio 2 or Game Studio 2	3
Electives 9 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 120 Credits

DAT Audio Software Development & Engineering Concentration

Description

For students with a strong foundation in math and science, DAT offers a program of study that integrates audio technology and software engineering in preparation for careers in the manufacturing side of the audio industry. The program combines study of calculus, engineering physics, software engineering and digital signal processing in conjunction with digital audio content production. Throughout the program there are many opportunities for project-based learning and focused application of digital audio and engineering concepts. In the senior audio engineering project classes students synthesize all of the components of their study into the design and implementation of an audio application, plugin or app, or a game audio programming collaborative project.

Curriculum

B.S. in Digital Audio Technology (DAT): Software Development and Engineering Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Audio Technology 24 credits		
DAT110	Desktop Production Fundamentals	3
DAT115	Desktop Audio Production	3
DAT210	Digital Sound Synthesis 1	3
DAT212	Interactive Audio Production	3
DAT220	Studio Production 1	3
DAT320	Studio Production 2	3
DAT335	Music Perception and Cognition	3
DAT483	DAT Collaborative Project	3
Concentration Classes for Audio Software Development and Engineering 19 credits		
DAT350	Audio Programming	3
DAT360	Digital Signal Processing	3
DAT365	Digital Filter Design	4
DAT450 or DAT455	Audio Software Development or Game Audio Programming	3
DAT481	Audio Engineering Project 1	3
DAT487	Audio Engineering Project 2	3
Concentration Classes for Engineering 22 Credits		
SWE102	Introduction to Scripting: Python for Programmers	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE285	C++ Programming: Object Oriented Programming	4
SWE310	Data Structures and Algorithms	4
SWE340	Software Engineering Methods and Project 1	3
Mathematics and the Sciences Core 9 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH310	Discrete Mathematics	3
Electives 9 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 47 credits		
		Total 130 Credits

Digital Media Management (DMM)

Philip Johnson
Director of Digital Media Management

DMM Introduction

Digital Media Management is the degree program that combines entrepreneurial thought, customer discovery, project management and business practices within the expanding marketplace of digital media. Cogswell College is located in the heart of Silicon Valley, the capital of innovation and the headquarters of some of the leading companies occupying the digital media space.

This degree gives students the specific skill sets needed to enter and thrive in some of the most competitive career fields in business - film management, publishing management, video game production management and other media management areas.

DMM Program Learning Outcomes

Cogswell Graduates in Digital Media Management (DMM) will:

- DMM PLO 1. Design an iterative business model.
- DMM PLO 2. Develop a management plan to leverage existing resources.
- DMM PLO 3. Formulate decisions and implement plans of action based on analysis of data.
- DMM PLO 4. Construct a portfolio displaying integration of digital media and systems.
- DMM PLO 5. Create effective oral presentation and written documents for the purpose of persuasion.
- DMM PLO 6. Demonstrate an effective leadership role in a team project.

Curriculum

B.A. in Digital Media Management		
Course Number	**Course Name**	**Credits**
Core Classes Digital Media Management 51 Credits		
DMM110	Beta Business from the Ground Up 1	3
DMM120	Communicating For Success	3
DMM125	Cover Your Assets	3
DMM130	Digital Media Creativity	3

DMM141	Digital Media Marketing	3
DMM150	Digital Media Forecasting	3
DMM210	Digital Media Business Models 2	3
DMM230	Business Development and Negotiation	3
DMM241	Consumer and Market Behavior	3
DMM250	Financial Models and Management 1	3
DMM260	Team-Building and Collaboration	3
DMM270	Project Management	3
DMM340	Social Media, Engagement and Analytics	3
DMM365	Ethics, Development and Responsibility Management	3
DMM430	Digital Media Design Lab	3
DMM440	Business Storytelling and Brand Development	3
DMM450	Digital Media Operations	3
Project Courses 6 Credits		
DAT482 and DAT488	Game Studio 1 and Game Studio 2	6
DAT483	DAT Collaborative Project (two semesters)	6
DAA476	Animated Film Production (two semesters)	6
DAA478 and DAA479	Start Thief Studio (two semesters)	6
GAM475 and GAM476	Game Studio 1 and Game Studio 2	6
Electives 18 Credits: in the following areas DAA, DAT, DMM, GDD, SWE, and INT (only 2 semester)		
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 120 Credits

Engineering (ENGR)

Jerome Soloman

Interim Director of Engineering

ENGR Introduction

The engineering programs in Cogswell combine the practicality and concrete attention required in engineering, with the abstract nature of art expressed in animation, game, and audio. Students thrive in a project-based setting, working on multidisciplinary teams with artists and designers. Being comfortable and familiar with the digital-art aspect of the development is crucial in the industry, and by working on school-wide projects, the students are exposed to this experience. The students create their portfolio through these projects, and can choose to focus on subjects ranging from applications on mobile devices, to database/cloud interactions, and of course games programming and animations scripting. Students can choose concentrations in either Software Development (SWE), Web-and-Mobile, or Digital Arts Engineering (DAE).

ENGR Program Learning Outcomes

Cogswell Graduates in Engineering –Software Engineering and Digital Arts Engineering (SWE/DAE) will:

- ENGR PLO 1. Demonstrate the integration of professional responsibilities in the context of engineering solutions.
- ENGR PLO 2. Solve engineering problems or create art productions using knowledge of mathematics, science, and engineering.
- ENGR PLO 3. Analyze engineering problems and resolve them using appropriate design steps and processes.
- ENGR PLO 4. Demonstrate effective collaboration in a multidisciplinary team project.
- ENGR PLO 5. Communicate effectively throughout engineering project stages.
- ENGR PLO 6. Demonstrate the ability to independently acquire and apply new knowledge.

ENGR Concentrations

Digital Arts Engineering (DAE) Concentration

Description

DAE combines a necessary balance between software and digital arts. Produces graduates who are capable of working at the intersection of engineering and art. Graduates will have skills in programming languages, tools programming, scripting languages, and software development; concept design, modeling, texturing, rigging, and animation; and computer simulation, visualization and game engine programming.

Curriculum

B.S. in Digital Arts Engineering (DAE)		
Course Number	**Course Name**	**Credits**
Core Classes Digital Arts 33 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA110	Sketching	3
DAA240	Introduction to 3D Modeling	3
DAA244	Introduction to 3D Animation Principles	3
DAA245	Texturing	3
DAA248	Lighting and Layout 1	3
DAA267	Character Rigging	3
DAA356	Production Pipeline	3
DAA358	Dynamics	3
DAA400	Compositing and Special Effects	3
Mathematics and the Sciences Core 12 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH310	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
Core Classes for Engineering 25 credits		
SWE102	Introduction to Scripting: Python for Programmers	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE221	Linux Programming Environment	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE310	Data Structures and Algorithms	4
SWE449	Tools Programming	3
Electives 9 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 47 credits		
		Total 126 Credits

Web and Mobile concentration

Description

Mobile devices and Web browsers are the main tools for consuming information and entertainment today. Moreover, large part of our interaction with friends happens through these channels, be it social networks, sharing photos and videos, and so on. This concentration teaches the basics of software engineering, while focusing on the applications to these new mediums. Right from the first year students are introduced to these programming paradigms, and are able to use these in their projects throughout their studies.

Curriculum

B.S. in Software Engineering: Web and Mobile Concentration (SWE)		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 46 Credits		
DMM270	Project Management	3
SWE102	Introduction to Scripting: Python for Programmers	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE221	Linux Programming Environment	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE310	Data Structures and Algorithms	4
SWE320	Operating Systems Concepts	3
SWE340	Software Engineering Methods and Project 1	3
SWE351	Computer Architecture	3
SWE352	Embedded Software Systems	3
SWE445	Advanced C++ Programming	3
SWE484	Senior Project 1: Planning	3
SWE485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 12 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH310	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
Concentration 15 **credits**		
SWE115	Web Programming: HTML5	3
SWE120	Flash Programming: ActionScript	3
SWE125	Introduction to Mobile Programming: iOS	3
SWE375 or SWE376	Mobile Programming for iOS or Mobile Programming for Android	3
SWE475	Mobile Programming Graphics	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 48 credits		
		Total 127 Credits

Software Development Concentration (SWE)

Description

SWE offers an education covering the basics of Computer-Science, together with the engineering aspects relating to software development. Graduates will have the skills and experience to both undertake large-scale programming projects, as well hands-on small-scale projects, as part of a larger team. In addition, graduates will be familiar with some of the tools used in Digital arts and in Game programming.

Curriculum

B.S. in Software Engineering: Software Development Concentration		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 46 Credits		
DMM270	Project Management	3
SWE102	Introduction to Scripting: Python for Programmers	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE221	Linux Programming Environment	3
SWE285	C++ Programming: Objet Oriented Programming	4
SWE310	Data Structures and Algorithms	4
SWE320	Operating Systems Concepts	3
SWE340	Software Engineering Methods and Project 1	3
SWE351	Computer Architecture	3
SWE352	Embedded Software Systems	3
SWE445	Advanced C++ Programming	3
SWE484	Senior Project 1: Planning	3
SWE485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 12 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH310	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
Concentration 9 **credits**		
SWE115	Web Programming: HTML5	3
SWE125	Introduction to Mobile Programming: iOS	3
SWE442	Software Engineering Methods and Project 2	3
Electives 12 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 48 credits		
		Total 127 Credits

Game Design and Development (GDD)

Jerome Solomon
Dean of the College,
Director of Game Design &
Development

GDD Introduction

Game Design & Development is the degree program at Cogswell that best exemplifies the intersection of engineering and art for games and various forms of interactive technology. As the market for computer games and gamification demands visually high detail, fun, interactive, compelling stories, & dynamic game play, there is a need for highly skilled people with specialized expertise.

Game Design & Development consists of two majors which represent the two sides of game development teams. Game Design Art is focused on art and content creation. Game Design Engineering is focused on engineering and the more technical aspects of game creation.

GDD Program Learning Outcomes

Cogswell Graduates in Game Design and Development – Art and Engineering (GDD) will:

- GDD PLO 1. Construct project plans integrating principles of project planning and game theory, incorporating concepts, techniques, and scheduling.
- GDD PLO 2. Apply technology, software and engineering concepts to the interpretation and analysis of data.
- GDD PLO 3. Demonstrate creation of a project through collaboration with a multi-disciplinary project team.
- GDD PLO 4. Author game content for multiple platforms using 2 and 3-dimensional asset techniques and principles.
- GDD PLO 5. Create an online portfolio that demonstrates principles, techniques and skills applicable in the industry.
- GDD PLO 6. Demonstrate application of the elements of design and color through drawing and rendering techniques.

GDD Majors

GDA Game Design Art Major

Description

Game Design Art students will graduate with expertise in the creative side of game design including but not limited to 2D art, 3D art, level design, storytelling, and team oriented project creation for multiple platforms. GDA classes provide many opportunities for collaborations with other programs at Cogswell, including Digital Audio Technology and Game Design Engineering. The Portfolio classes provide a format for bringing together all of the elements of the concept to delivery pipeline as students collaborate on multidisciplinary teams to complete real world projects. Students learn to work on teams that mirror real development teams that consist of artists, engineers, audio, and management.

Curriculum

B.A. in Game Design Art		
Course Number	**Course Name**	**Credits**
Core Classes for Game Design Art 45 Credits		
DAA100	2D Design 1	3
DAA106	Digital Imaging Concepts	3
DAA110	Sketching	3
DAA245	Texturing	3
DAA267	Character Rigging	3
DAA340	Modeling 1	3
DMM110, DMM125, DMM130 or DMM270	Beta Business from the Ground Up 1, Cover your Assets, Digital Media Creativity or Project Management	3
GAM225	Introduction to Game Production	3
GAM235	Game Usability	3
GAM350	Game Design 1	3
GAM355	Level Design 1	3
GAM376	Game Design 2	3
GAM415	Level Design 2	3
GAM475	Game Studio 1	3
GAM476	Game Studio 2	3
Concentration Classes for Game Design Art 24 credits		
DAA105	Color Theory	3
DAA115	Figure Drawing 1	3
DAA120 or DAA320	Traditional Painting Or Digital Painting	3
DAA212	Perspective and Rendering	3
DAA240	Introduction to 3D Modeling	3
DAA244	Introduction to 3D Animation Principles	3
GAM370	Environment Art	3
SWE101	Introduction to Scripting: Python for Non-Programmers	3
Electives 6 Credits		
Elective	Game Animation or Advisor-approved Elective or Internship	3
Elective	Game Animation or Advisor-approved Elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 120 Credits

GDE Game Design Engineering Major

Description

Game Design Engineering students will graduate with expertise in game design, game programming languages, tools programming, scripting languages and software development on the engineering side. These skills are essential in the computer gaming, simulation, visualization and game engine programming industries. Since the industry also places high importance on teamwork, Cogswell's coursework offers numerous opportunities to participate in multi-disciplinary team projects. Students learn to work on teams that mirror real development teams that consist of artists, engineers, audio, and management.

Curriculum

B.S. in Game Design Engineering (GDE)		
Course Number	**Course Name**	**Credits**
Core Classes for Game Design Engineering 45 credits		
DAA100	2D Design 1	3
DAA106	Digital Imaging Concepts	3
DAA110	Sketching	3
DAA240	Introduction to 3D Modeling	3
DAA245	Texturing	3
DAA267	Character Rigging	3
DMM110, DMM125, DMM130 or DMM270	Beta Business from the Ground Up 1, Cover your Assets, Digital Media Creativity or Project Management	3
GAM225	Introduction to Game Production	3
GAM235	Game Usability	3
GAM350	Game Design 1	3
GAM355	Level Design 1	3
GAM376	Game Design 2	3
GAM415	Level Design 2	3
GAM475	Game Studio 1	3
GAM476	Game Studio 2	3
Concentration Classes for Game Design Engineering 35 credits		
MATH144	Calculus 2	3
MATH310	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
SWE102	Introduction to Scripting: Python for Programmers	3
SWE115	Web Programming: HTML5	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE310	Data Structures and Algorithms	4
SWE375 or SWE376	Mobile Programming for iOS or Mobile Programming for Android	3
SWE445	Advanced C++ Programming	3
SWE447	GUI and Graphics Programming	3
SWE449	Tools Programming	3
Electives 3 credits		
Elective	Advisor-approved elective or Internship	3
General Education classes for Engineering Majors		**47 credits**
		Total 130 Credits

General Education

Richard Schimpf

Director of General Education & Online Learning

Nirmal Singh

Chair of Mathematics & the Sciences

Soma Frazier

Chair of English & the Humanities

General Education Introduction

The mission of the General Education Program at Cogswell College is to give students the basic knowledge of key subjects as a foundation for further learning, the written and oral communication skills necessary to function in a professional environment, the experience to find and evaluate sources of required information, the critical thinking skills to make reasoned judgments, the ethical awareness to make principled decisions as responsible members of a global society, and the inspiration to continue exploring new areas of interest for the rest of their lives.

General Education Curriculum

General Education Requirements for Non-Engineering Students

BASIC SKILLS – 1 class from each category. 3 classes total.			
Category 1: WRITTEN COMMUNICATION			
ENG100	English Composition	3	ENG050 or Placement Exam
Category 2: ORAL COMMUNICATION			
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
Category 3: CRITICAL THINKING			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG 100
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
HUMANITIES & ARTS - 1 class from each category. 3 classes total.			
Category 1: ARTS			

HUM120	The Nature and History of Western Art	3	None
HUM122	World Music	3	None
HUM125	Music in Western Culture	3	None
HUM130	Modern Art History	3	None
HUM140	Modern Art History and Film	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
Category 2: LETTERS			
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
Category 3: WRITTEN COMMUNICATION II			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG100
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
ENG310	Classics of Western Drama	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
SOCIAL SCIENCES – 4 classes total. 1 class from each area, and a fourth from any category.			
Category 1: HUMAN BEHAVIOR			
ENG280	Apocalypse & The American Imagination	3	ENG100
HUM228	Video Games & Society	3	ENG100
SSC180	Introduction to Psychology	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
Category 2: COMPARATIVE SYSTEMS			
DMM150	Digital Media Forecasting	3	MATH115
HUM200	History of the Modern World	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC332	Global Political Economics	3	ENG100
Category 3: SOCIAL ISSUES			
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM200	History of the Modern World	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
MATH & SCIENCES for Non-Engineering Majors – 1 class from Category 1 and 2 from Category 2.			
Category 1: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING			
MATH115	College Algebra and Trigonometry	3	MATH003 or Placement Exam
MATH116	Pre-Calculus	4	MATH003 or Placement Exam
MATH143	Calculus 1	4	MATH116
Category 2: PHYSICAL & BIOLOGICAL SCIENCES			

SCI100	Basic Concepts in Physics	3	MATH115, 116, or 143
SCI110	Science of Motion: Humans, Animals, Objectives	3	MATH115, 116, or 143
SCI130	Basic Concepts of Anatomy and Physiology	3	MATH115, 116 or 143
SCI145	College Physics 1	4	MATH143
SCI200	General Science: Principles and Trends	3	SCI100, SCI110, SCI130, or SCI145
SCI220	Foundations of Musical Acoustics (Required for DAT)	3	SCI100 or SCI145
UPPER-DIVISION GENERAL EDUCATION – 1 class from each category.			
Category 1: 300-LEVEL GE ELECTIVE			
ENG300	Essentials of Written Communication	3	Junior Status
ENG310	Classics of Western Drama	3	Junior Status
HUM361	Contemporary Ethical Issues	3	Junior Status
SSC332	Global Political Economics	3	Junior Status
Category 2: SENIOR-LEVEL RESEARCH & WRITING			
HUM400	Research & Writing Capstone Project	3	Senior status

Remedial Classes may be required in English and Math. These courses do not count toward degree completion.

Class	*Applicable Courses*	*Credits*	*Prerequisites*
**Remedial Classes*			
ENG050	Grammar & Composition	*****3***	***None***
MATH003	Intermediate Algebra	*****3***	***None***
****Additional Math Class*			
MATH116	Pre-Calculus	**4	MATH003 or Placement Exam

General Education Requirements for Engineering Students

BASIC SKILLS – 1 class from each category. 3 classes total.			
Category 1: WRITTEN COMMUNICATION			
ENG100	English Composition	3	ENG050 or Placement Exam
Category 2: ORAL COMMUNICATION			
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
Category 3: CRITICAL THINKING			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG 100
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
HUMANITIES & ARTS - 1 class from each category. 3 classes total.			
Category 1: ARTS			

HUM120	The Nature and History of Western Art	3	None
HUM122	World Music	3	None
HUM125	Music in Western Culture	3	None
HUM130	Modern Art History	3	None
HUM140	Modern Art History and Film	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
Category 2: LETTERS			
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
Category 3: WRITTEN COMMUNICATION II			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG100
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG280	Apocalypse & The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
ENG310	Classics of Western Drama	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
SOCIAL SCIENCES – 4 classes total. 1 class from each area, and a fourth from any category.			
Category 1: HUMAN BEHAVIOR			
ENG280	Apocalypse & The American Imagination	3	ENG100
HUM228	Video Games & Society	3	ENG100
SSC180	Introduction to Psychology	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
Category 2: COMPARATIVE SYSTEMS			
DMM150	Digital Media Forecasting	3	MATH115
HUM200	History of the Modern World	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC332	Global Political Economics	3	ENG100
Category 3: SOCIAL ISSUES			
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM200	History of the Modern World	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
MATH & SCIENCES for Engineering Majors – 1 class from Category 1 and 2 from Category 2.			
MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING – 4 credits			
MATH143	Calculus 1	4	MATH116
PHYSICAL & BIOLOGICAL SCIENCES – 7 or 8 credits			
SCI145	College Physics 1 (Required for engineering)	4	MATH143
SCI245	College Physics 2 (Required for SWE)	4	MATH143
SCI200	General Science: Principles and Trends	3	SCI100, SCI110, SCI130, or SCI145
SCI220	Foundations of Musical Acoustics (Required for DAT)	3	SCI100 or SCI145
UPPER-DIVISION GENERAL EDUCATION – 1 class from each category.			

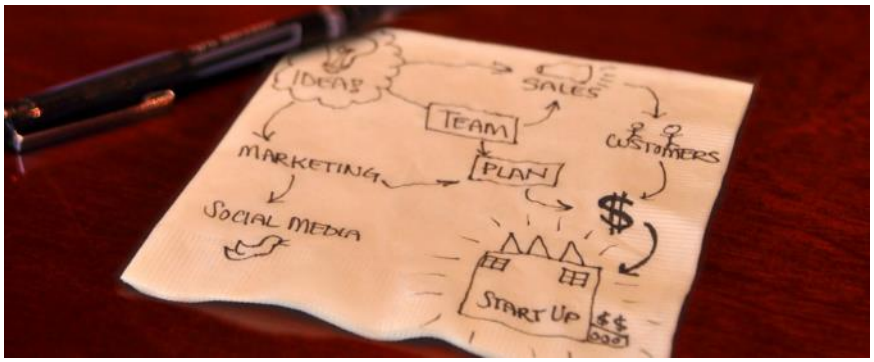
Category 1: 300-LEVEL GE ELECTIVE			
ENG300	Essentials of Written Communication	3	Junior Status
ENG310	Classics of Western Drama	3	Junior Status
HUM361	Contemporary Ethical Issues	3	Junior Status
SSC332	Global Political Economics	3	Junior Status
Category 2: SENIOR-LEVEL RESEARCH & WRITING			
HUM400	Research & Writing Capstone Project	3	Senior status

Remedial Classes may be required in English and Math. These courses do not count toward degree completion.

Class	*Applicable Courses*	*Credits*	*Prerequisites*
**Remedial Classes*			
ENG050	Grammar & Composition	****3***	***None***
MATH003	Intermediate Algebra	****3***	***None***
****Additional Math Class*			
MATH116	Pre-Calculus	**4	MATH003 or Placement Exam

ENTREPRENEURSHIP & INNOVATION (MA ENT)

TBA



MA ENT Introduction

The Master of Arts in Entrepreneurship & Innovation (MA ENT) provides graduate students an opportunity to learn start-up business lessons, techniques and tools. The eight courses of this degree program cover the basic skills required of an entrepreneur to create, build and grow a successful venture; a two-semester hands-on practicum is the capstone of the program. Courses are taught by practicing entrepreneurs, allowing students to benefit from instructors' practical experience in addition to the academic content. The program is hands-on and project-based, using the students' own entrepreneurial ventures as the springboard for learning.

MA ENT Program Learning Outcomes

Cogswell Graduates in MA in Entrepreneurship and Innovation (MA ENT) will:

- ENT PLO 1. Communicate effectively and compellingly to achieve business goals.
- ENT PLO 2. Apply management and leadership best practices in an entrepreneurial setting.
- ENT PLO 3. Solve business problems in an innovative manner.
- ENT PLO 4. Develop entrepreneurial marketing plans and financial models.
- ENT PLO 5. Create a business model and/or growth plan for a new venture.

MA ENT Degree

Curriculum

M.A. in Entrepreneurship & Innovation Core Classes		
Course Number	**Course Name**	**Credits**
ENT520	Business Models & Planning	3
ENT525	Legal Structures, Contracts & Risk Management	3
ENT530	Finance & Accounting	3
ENT535	Entrepreneurial Marketing	3

ENT540	Sales & Negotiations	3
ENT545	Creativity & Innovation	3
ENT550	Social Media & Online Marketing	3
ENT555	Leadership & Management	3
ENT590	Practicum 1	3
ENT595	Practicum 2	3
Total		30
Additional Classes (Optional)		
ENT598	Special Project	3
ENT599	Special Topic	3

COURSE DESCRIPTIONS

Course Numbering Taxonomy

Courses are designated with a number which indicates the level of the course:

- 000-099 Developmental/remedial coursework
- 100-299 Lower-division courses primarily for freshman and sophomores.
- 300-499 Upper-division courses primarily for juniors and seniors.
- 500-or higher Graduate Courses

Undergraduate Course Descriptions

DAA100 2D Design 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students are introduced to the principles of two-dimensional image making with an emphasis on visual communication. They utilize the elements and principles of design while working with traditional and digital media. Students will analyze the form and function of design, various principles of perception and Gestalt theory. The importance of presentation and craftsmanship is emphasized. **Prerequisite:** None

DAA105 Color Theory

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course is an introduction to color theory. Color properties and color relationships are studied through formal exercises and creative thinking. Additive and subtractive color principles are addressed using a variety of media. Students build a vocabulary for analyzing and identifying color phenomena. Color use in a variety of fields are examined to understand the application of color theory. **Prerequisite:** DAA100

DAA106 Digital Imaging Concepts

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course explores advanced image processing using image editing software and graphics tablets. Coursework addresses image creation and manipulation, color and contrast adjustment, compositing, image matching, and non-destructive editing techniques. An emphasis is placed on creating photorealistic illusions. **Prerequisite:** DAA100

DAA108 Introduction to Photography

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course serves as an introduction to traditional photographic image making with the addition of a digital perspective. Through a combination of lectures, demonstrations, assignments and critiques students learn the technical issues of photography and learn to control the photographic medium.

Students examine various photographic approaches and philosophies to explore how photographic imagery can be used for personal artistic expression. **Prerequisite:** DAA100

DAA109 Web Design

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students are introduced to World Wide Web concepts, visual and technical web site design, information management and delivery. Covering topics including, building content for the web, HTML, preparation of graphics for the web, Cascading Style Sheets (CSS), information architecture, interface design students practice basic principles of interactivity. Students create, publish, and maintain a multipage interactive website. **Prerequisite:** DAA100

DAA110 Sketching

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course introduces the fundamentals of drawing. Students learn basic skills and techniques for drawing from direct observation using subjects such as still life, landscape and architecture. Perceptual skills and the use of line, shade, perspective, and composition are developed. Analysis of drawings, critiques and classroom discussions build vocabulary and enrich the students' understanding of drawing. **Prerequisite:** None

DAA115 Figure Drawing 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students will study life-drawing from unclothed models. The course addresses the structure and anatomy of the human form, proportion, volumes, light and shade. Students will develop a basic understanding of the figure in motion. Drawing skills developed in previous courses are further refined by using a variety of drawing media. **Prerequisite:** DAA110

DAA120 Traditional Painting

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course in painting emphasizes perception development through specific painting exercises. Students will develop an orderly approach and disciplined perception. Students learn about painting materials and their specific uses. This course increases the student's understanding of color theory. **Prerequisite:** DAA105 AND DAA110

DAA320 Digital Painting may be used to satisfy course requirement in lieu of DAA120 Traditional Painting for certain educational programs.

DAA200 Acting

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Basic concepts of acting for stage and screen. Students explore the actor's relationship to other players as well as to the camera. Aspects of performance as they relate to different modes of production are investigated, including acting for the effects-heavy production and non-linear media. **Prerequisite:** None

DAA210 Figure Drawing 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A continuation of Figure Drawing 1. Life Drawing from unclothed models. Study of proportion, volumes, light and shade, and simple anatomy of the human form. **Prerequisite:** DAA115

DAA212 Perspective and Rendering

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

In-depth study of perspective and the application of light and dark values to geometric forms to convey a sense of form. Students learn to create core shadows and shadow projections to achieve believable grounding in space and they examine the color of shadow and light. Rapid visualization techniques are used to create the desired shape and material finish. **Prerequisite:** DAA110

DAA220 Video Editing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Basic concepts of digital video editing, theory and techniques of motion picture editing, post-production methods, media file management, sound editing, titling, and effects. Students are introduced to graphic matching, rhythmic editing, coverage, continuity, and montage editing. Uses video editing software. **Prerequisite:** DAA100

DAA230 Introduction to Sculpture

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Explores three-dimensional form. Emphasizes concept development, expression, spatial concepts, and comprehension of 3D space. Students learn techniques and tools used to create 3D artworks. Students work in traditional clay media. **Prerequisite:** DAA115

DAA240 Introduction to 3D Modeling

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Creation of 3D organic and industrial models using one or more software modeling packages. Topics include modeling construction using polygon and/or spline-based techniques, texture mapping, lighting, shading, and rendering. Students apply these techniques to the creation of 3D models. **Prerequisite:** DAA100

DAA244 Introduction to 3D Animation Principles

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

In this course, students study the principles of 3D animation using the latest 3D software applications. Topics include using the user interface and the basics of motion. Coursework introduces the principles of animation as applied to 3D computer animation. Student learn professional working practices in a production pipeline environment. **Prerequisite:** DAA240

DAA245 Texturing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course involves the use of layering color maps on digital surfaces to create specific material shaders. Texture map painting in 2 D is covered extensively. Analysis through physical observation on the light gathering of surfaces teaches students how to digitally reproduce any material. Students learn UV texture layout and projection techniques for shader creation. Procedural versus painted shader maps are explored along with complex layering. Emphasis is spent on specular, diffuse, color, bump, displacement and normal mapping to achieve the desired result. **Prerequisite:** DAA240

DAA248 Lighting and Layout 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Storytelling and mood are emphasized by the use of light on digital scenes. Six point lighting techniques are demonstrated in cinematic terms through their digital equivalents. Color, mood, and time of day are expressed through lighting and scene composition. Blocking is utilized to set the actors and sets to convey the desired intent. Camera knowledge, lens choice and exposure are applied to shot composition. Various rendering styles and engines will be used. **Prerequisite:** DAA245

DAA250 Digital Sculpting

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students will utilize fast and simple modeling techniques for creating meshes without UVs. Students will design in 3D quickly as possible to aid in concept design. Students will cover various lighting, texturing and painting techniques. Discussion of UV unwrapping and retopologizing the models built with Dynamesh and Shadowbox for production will also be covered. **Prerequisite:** DAA240

DAA264 Drawing Animation 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduces the principles of animation drawing: gesture, simplified geometric construction for anatomy, technique to capture movement and weight. Students develop the graphic language to maximize expression and movement for animation and learn methods for using line to convey overlap, form, torque/compression, and the line of action. **Prerequisite:** DAA115

DAA265 2D Animation 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to the basic principles of traditional, hand-drawn animation: squash and stretch, anticipation, secondary action, staging, easing in and out, arcs, timing, exaggeration, solid drawing and character appeal. The study of motion to understand mass, movement through space, and reaction to external forces. Concepts of keys, in-betweens and breakdowns, along with methods for recording drawings for playback, pegging, and using exposure sheets to record/adjust timing. The process for creating moving and sequential imagery from a bouncing ball thru a basic walk cycle. Students produce an animated scene that demonstrates mastery of principles.**Prerequisite:** DAA264

DAA267 Character Rigging

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to animation software modules with emphasis on character rigging techniques: joints, surface binding, articulation, forward and inverse kinematics (FK and IK), and hierarchical node structures. Students apply these techniques to develop 3D characters. Includes a summary of the animation software module, graph editor, setting key frames, and tangents for basic animation. **Prerequisite:** DAA240

DAA270 Illustration 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course is designed to present the student with the fundamentals of traditional illustration for professional application. Primarily, traditional painting media are used. The course will cover illustration theory but will emphasize studio practice and skill development. **Prerequisite:** DAA105 AND DAA115

DAA299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Digital Art and Animation. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

DAA310 Storyboarding

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This class focuses on principles of Storytelling in a visual medium and concentrates on film or editorial boards used to pre-visualize animation or live action film. Topics include scale and camera angle, camera movement, character staging, composition and basic editing processes. Students pitch their ides in class and get feedback on projects that include dialogue and action sequences from selected scripts as well as building animatics and story reels. **Prerequisite:** DAA115 AND DAA212

DAA312 Animal Drawing and Motion

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This class takes the basics of core animation and illustration courses and applies them to the practice of drawing animals through zoo trip and in class lesson and projects. Topics include emphasis on gesture, constructive drawing and proportion of selected animal as well as stride and motion patterns. Students will complete 10 to 30 second traditional animation final or illustrated book involving their chosen animal. **Prerequisite:** DAA264

DAA320 Digital Painting

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

The course in painting emphasizes perception development through specific digital painting exercises to develop an orderly approach. Students learn about painting textures for shaders and fully realized scenes. Students increase their understanding of color theory through visual development and matte painting. **Prerequisite:** DAA106

DAA321 Quadruped Animation

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

An introduction to animating four legged creatures. Basic approach to animating a quadruped animal will be studied in a simplified step by step format. Students will study anatomy and locomotion of quadrupeds, and learn to apply animation principles in achieving different Gaits on a quadruped animal. Animal behavior will be studied, and students will learn to pair behavior patterns with locomotion. Students will also learn to animate transitions between Gaits. Feature & Game animations will be routinely examined to study style and aesthetics. **Prerequisite:** DAA267 AND DAA360

DAA325 Advanced Character Rigging

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Advanced class in animation software modules with emphasis on character rigging techniques: joints, surface binding, articulation, forward and inverse kinematics (FK and IK), and hierarchical node structures. Students apply these techniques to develop 3D characters. Includes a summary of the animation software module, graph editor, setting key frames, and tangents for basic animation. **Prerequisite:** DAA267

DAA330 Figure Sculpture

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course is designed to develop the student's understanding of the gestural, constructive and anatomical structures of the figure- applying the knowledge to unique character and figural sculpture in traditional sculpting mediums. May be repeated once with recommendation from the instructor. Students will demonstrate advanced skills in classical clay modeling techniques by building clay figures. **Prerequisite:** DAA230

DAA335 Portrait Sculpture

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Explores portrait sculpture for character development. Emotive qualities of human expression using plastine. Students focus on the anatomy of the head and neck as critical to the development of emotionally convincing characters. **Prerequisite:** DAA230

DAA330 Figure Sculpture may be used to satisfy course requirement in lieu of DAA335 Portrait Sculpture for certain educational programs.

DAA340 Modeling 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduces hard and organic surface modeling pertaining to control and refinement of form. Reproduction of machine made forms and detailed organic shapes. Advanced texturing for

enhancement of models. Students apply these techniques to develop 3D models. **Prerequisite:** DAA240

DAA345 Modeling 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Explores the modeling of man-made forms for sets and props in cinematic work and interactive applications such as games. Includes transferring maquettes and other analog representations to digital form while maintaining fidelity in the reproduction of artwork and real objects. Texturing and lighting, reproduction of logotypes and molded textures. Students practice parameterization for animation and digital transfer. **Prerequisite:** DAA340

DAA356 Production Pipeline

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Workflow for efficient production in a multi-person environment. Distributed computing for high-throughput rendering. File and asset management and environment control. Scripting and programing for pipeline implementation and customization. User interfaces, reporting, notification tools for a render farm. **Prerequisite:** DAA240 AND (SWE101 OR SWE102)

DAA358 Dynamics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to particle systems, sprites, soft and rigid bodies. Dynamic techniques for hair, cloth and fluids. Dynamics for games. Students will create professional grade particle simulation effects for CG production and game. **Prerequisite:** DAA244 AND (SWE101 OR SWE102)

DAA360 3D Animation 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course covers the basics of character animation and acting in 3D computer animation. Coursework emphasizes storytelling and the mechanics of biped motion. Students analyze real time motion and apply it to 3D animation. **Prerequisite:** DAA244 AND DAA267

DAA364 Drawing Animation 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A continuation of Drawing Animation 1. Further life studies of human figures and animals emphasizing anatomical simplification, clarity, and motion. Introduction to facial construction and expression. Students learn to incorporate layout, perspective, and backgrounds into character drawing. **Prerequisite:** DAA264

DAA312 Animal Drawing and Motion may be used to satisfy course requirement in lieu of DAA364 Drawing Animation 2 for certain educational programs.

DAA365 3D Animation 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students in this course focus on the creation of a 3D animated character performance. Coursework covers character development, facial animation, and pantomime acting. Students use the 3D camera for shot composition and visual narrative. **Prerequisite:** DAA360

DAA321 Quadruped Animatin may be used to satisfy course requirement in lieu of DAA365 3D Animation 2 for certain educational programs.

DAA370 Concept Design

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course focuses on development and design practices used by concept designers. Students apply professional marker and/or CG techniques and media as an approach to concept drawings and renderings. **Prerequisite:** DAA115 AND DAA212

DAA399 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Digital Art and Animation. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

DAA400 Compositing and Special Effects

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Explores the digital motion picture production environment as 'illusion factory'. Both naturalistic/realistic and experimental modes of digital effects will be examined. The course will focus on the role played by storyboarding, scripting, and how these relate to the combination of live action with computer- generated images (CGI). Students work in teams to create video projects using special effects, match/moving lighting, blue/green screen compositing, color correction, and motion graphics. The relationship of 'pre-visualization' to a finished work will also be explored, and how these techniques are affecting the traditional working approach to movie making. **Prerequisite:** DAA248

DAA410 Storyboarding 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This class is a continuation of Storyboarding 1. Students will continue to board and pitch to pre-selected scripts as well as create boards for advertising, in-game progressions and work with other students to build a solid pre-visualized script short. Topics include developing quality emotion boards, value and color scripts and their implied meanings. Students must have a solid foundation in drawing skill and film and editorial methodology. **Prerequisite:** DAA310

DAA421 Advanced Quadruped Animation

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course will offer an extended study into animating a four legged creature. Students will work on different types of animals, and relative modes of transportation. They will study anatomy and locomotion specific to body types, and will learn how to develop appeal through subtle gestures. Students will work on character development in animals, creating visual appeal and balance nature of animals with anamorphic qualities of character. Feature and Game animations will be routinely examined to study style and aesthetics. **Prerequisite:** DAA321

DAA440 Modeling 3

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Explores modeling of creatures and humans for interactive applications including games and cinematic work. Maintaining fidelity to reproduction of artwork and observed subjects, texturing and lighting. Students learn to parameterize for animation and muscular flow. **Prerequisite:** DAA340

DAA442 Advanced Lighting and Layout

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Advanced lighting techniques are mastered to convey storytelling through light. Students apply techniques attained in Lighting and Layout further mastering their artistic expression. Cinematography in the digital realm is used to convey dramatic storytelling through shot composition. Advanced camera usage along with lighting are combined into unified sequences of shots to tell a story that connects with audiences. **Prerequisite:** DAA248

DAA460 2D Animation 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Contiuation of 2D Animation 1. Students design and develop characters which they animate in a scene. Advanced study of facial animation and expression with introduction to animal characters and animation. Pantomime, silhouette, strong acting and posing are emphasized. along with careful timing to maximize expression and personality. Analysis of what makes a character look like it is thinking and what makes an expressive pose. Students produce an animated scene using their character in a layout. **Prerequisite:** DAA265

DAA465 3D Animation 3

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course explores the creation of a 3D animated character performance involving dialogue and facial animation. Coursework incudes multiple character interaction, and acting in a multi-shot sequence. **Prerequisite:** DAA365 OR DAA321

DAA470 Illustration 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students explore personal style in illustration. Course focuses on development of a cohesive body of work. Symbolic and narrative concept development is central. Various traditional media and digital applications will be used. **Prerequisite:** DAA270

DAA476 Animated Film Production

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students work in teams to create a short animated film. Focus is on working as effective team while delivering individual specialized skills, the animation pipeline, project management, and communication skills are covered in depth. Students may enter as any of the following, concept artist, modeler, rigger, animator, technical director, and compositor. Training in all of these fields is comprehensive and will prepare student for entry into the job market. **Prerequisite:** Faculty Approval

DAA478 Star Thief Studio

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course continues the opportunity to learn from professionals and mentors to develop a professional level animated short and interactive book. Students may enter as any of the following: concept artist pre-vis, modeler, rigger, animator, technical director and compositor. Project based-training will prepare the student for entry into the job market. Prior approval required. **Prerequisite:** Facutly Approval

DAA479 Star Thief Studio

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course continues the opportunity to learn from professionals and mentors to develop a professional level animated short and interactive book. Students may enter as any of the following: concept artist pre-vis, modeler, rigger, animator, technical director and compositor. Project based-training will prepare the student for entry into the job market. Prior approval required. **Prerequisite:** Faculty Approval

DAA480A Animation Portfolio 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

tudents write a project proposal and production schedule as they develop an animated short film that will be completed in Animation Portfolio 2. Students proceed through the film making process: concept develoment, storyboards, animatics, layouts, audio, and production scheduling. Students assemble a rough demo reel that demonstrates competency in the discipline. **Prerequisite:** Senior Status

DAA480E Entertainment Design Portfolio 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Portfolio 1 is the preparatory class for Portfolio 2, the final element in the DAA program. Students will use their skills in traditional and digital painting, texturing and lighting of 3D models, and portfolio preparation to scope and design a finished portfolio that demonstrates their abilities in Entertainment

Design. The portfolio will have a recognizable aesthetic and professional presentation quality. **Prerequisite:** Senior Status

DAA480M Modeling Portfolio 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Students produce a demo reel to demonstrate an understanding of the concepts of modeling and proficiency in its techniques. **Prerequisite:** Senior Status

DAA485A Animation Portfolio 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Continuation of Animation Portfolio 1. Production of animated short film begun in Animation Portfolio 1. Final animated film along with expanded final proposal is completed. Students present their project to the DAA faculty and discuss the production process and their challenges. Students assemble a finished demo reel that demonstrates competency in the discipline. **Prerequisite:** DAA480A

DAA485E Entertainment Design Portfolio 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Portfolio 2 is the final element in the DAA program. Students will use their skills in traditional and digital painting, tecturing and lighting of 3D models, and portfolio preparation to create a finished portfolio that demonstrated their abilities in Entertainment Design. The portfolio will have a recognizable aesthetic and professional presentation quality. **Prerequisite:** DAA480E

DAA485M Modeling Portfolio 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Continuation of Portfolio 1 to complete the Modeling capstone project. Students learn to demonstrate their competency through the development of a demo reel. **Prerequisite:** DAA480M

DAA499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Digital Art and Animation. May be used as an elective and repeated as topic changes. **Prerequisite:** As appropriate

DAT050 Music Fundamentals

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Preparation for DAT102 Music Theory. Basics of musical literacy: Clefs, staves, pitch and rhythmic notation. Time signatures, key signatures and dynamics. Articulation and phrase marks. Basic scale patterns. Music manuscript practices. Other rudiments of music notation as needed to prepare for DAT102. Introductory keyboard musicianship, solfege and rhythmic practice. **Prerequisite:** None

DAT051 Music Fundamentals

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
1	15	0	15

Bridge course to DAT102 Music Theory 1 in a weekend intensive format. Basics of musical literacy: Clefs, staves, pitch and rhythmic notation. Time signatures, key signatures and dynamics. Articulation and phrase marks. Basic scale patterns. Music manuscript practices. Other rudiments of music notation as needed to prepare for DAT102. DA051 does not fulfill a degree requirement. **Prerequisite:** None

DAT102 Music Theory 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Thorough exercise in rudiments of music (major and minor scales, intervals, triads and seventh chords, key signatures, diatonic modes, elements of rhythm, common music notation practices, dynamics and articulations, phrase structure, diatonic chord function). Beginning ear training and harmonic analysis. Beginning solfege, rhythmic studies and keyboard musicianship. **Prerequisite:** Passing grade on Music Fundamentals Placement Exam, DAT050 or DAT051

DAT107 Music Theory 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Chord progressions, melodic shape, song forms, bass lines, and drumming patterns, introductory musical analysis and instrumental arranging. Focuses on mainstream musical styles (pop, rock, Hip Hop, etc.). Includes ear training and aural analysis. Solfege, keyboard musicianship and rhythmic studies with focus on mainstream music. **Prerequisite:** DAT102

DAT110 Desktop Production Fundamentals

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to the software, methods and practices of desktop audio and music production, video editing and content delivery. Topics include an overview of computing basics, managing and processing of media, content creation and rendering audio and video files to disk. Methods for online publishing and preparation for on-the-air broadcasting are explored. **Prerequisite:** None

DAT115 Desktop Audio Production

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Application of the principles, methods and essential tools of audio production in a desktop workstation environment. Topics include the seven basic elements of music (pitch, rhythm, timbre, texture, form, dynamics and spatialization), the methods and practices of MIDI sequencing and digital orchestration, elements of MIDI 1.0 Standard, Standard MIDI Files, fundamental concepts of digital audio, digital audio production techniques, audio file formats, effects processing and plug-ins, and basic concepts of soundtrack creation. **Prerequisite:** DAT110

DAT120 Introduction to the Techniques of Digital Signal Processing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

This course offers a non-calculus approach to understanding the fundamental concepts of Digital Signal Processing. Topics include: Using trigonometric functions to represent musical sounds; Sampling and quantization; Digital signals; Spectra; the Discrete Fourier Transform; Convolution; Z-transform; Digital Filtering. **Prerequisite:** MATH115

DAT150 Beginning Audio Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to programming with special emphasis on audio examples and applications. Program design and compilation. Programming language basics. Program flow. Interactive widgets and event handling. MIDI capture and playback. Audio capture and playback. **Prerequisite:** DAT115

DAT202 Music Theory 3

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Intermediate level study of harmony, melodic shape, song forms, part-writing, instrumental arranging, intermediate musical analysis. Topics focus on world music styles and American jazz. Includes ear training and aural analysis. Intermediate solfege, rhythmic studies and keyboard musicianship with an emphasis on world music and American jazz. **Prerequisite:** DAT107

DAT207 Music Theory 4

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Common-practice diatonic and chromatic harmony as applied to Western classical music. Part-writing, analysis of form in classical music, ear training and aural analysis. Advanced solfege, rhythmic studies and keyboard musicianship with a focus on Western classical music. **Prerequisite:** DAT202

DAT208 Live Sound

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to the set up and operation of a live sound installation. Basic electrical and hearing safety in the presence of live sound. The acoustics of live sound. Live sound components and their uses. Mixing and monitoring live performances. Ethical conduct in a live sound setting. Basic business transactions and contracts associated with technical services for live productions. **Prerequisite:** DAT115

DAT210 Digital Sound Synthesis 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to the methods and techniques of digital waveform synthesis. Digital synthesis instrument design concepts. Waveforms and spectra, wavetable synthesis, additive synthesis, digital filters and subtractive synthesis. Noise and random event generation. Tuning and intonation systems.

Linear and exponential envelopes, modulation techniques. Vibrato and tremolo, amplitude modulation, frequency modulation. Waveshaping, granular synthesis, basic physical modeling synthesis. Audio processing. Timbral consonance and dissonance. Synthesis and musical style. **Prerequisite:** DAT115

DAT212 Interactive Audio Production

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Application of tools and methods of audio asset production to interactive media. Creating and using an audio design document. Audio compression formats, audio middleware tools and game audio production practices. Adaptive audio techniques and design. **Prerequisite:** DAT210

DAT220 Studio Production 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to recording in a studio environment. Use of a Digital Audio Workstation in a studio production environment. Basics of recording and editing. Introduction to microphone selection and placement. Signal flow in the analog and digital domains. Audio processing with outboard hardware and plug-ins. File management. **Prerequisite:** DAT115

DAT282 DAT Professional Practices Seminar

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Presentation of practices essential to a professional career or business in the audio industry. Topics will vary from one offering to the next and each offering typically will feature more than one topic. Suitable topics include music distribution, A/V project management, Web 2.0 for audio, audio intellectual property, and studio proprietorship. **Prerequisite:** DAT220

DAT299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Digital Audio Technology. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

DAT303 Cultural Trends and Musical Style 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A study of a selection of musical genres, production practices and the reproduction of elements characteristic to a set of genres. Focus on cultural forces, stylistic influences, music theory analysis, performance techniques, technological developments. Production of original music in a given style along with written commentary. **Prerequisite:** DAT202

DAT404 The Ultimate Electronic Music Production may be used to satisfy course requirement in lieu of DAT303 Cultural Trends and Musical Style 1 or 338 Cultural Trends and Musical Style 2 for certain educational programs.

DAT320 Studio Production 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Intermediate level of recording and editing. Music production, audio production for advertising. Production approaches, mixing techniques, intermediate use of compression, equalization. Spatial positioning and stereo image. Critical listening, frequency analysis, mix analysis. Creating sub-mixes, mix automation, in-depth coverage of the use of plug-ins. Session management. **Prerequisite:** DAT220

DAT324 Studio Production 3

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Advanced recording, editing and mixing techniques. Client communication and production management. Mixing under pressure. High track-count mixing. Mix analysis in diverse environments, mix conflict management, vocal sub-mixing, parallel- and serial processing. Working with MIDI- and virtual instruments, pitch- and time processing. Students at this level should work on complex projects that demonstrate knowledge and experience in a full-cycle studio production, including pre-production, managing a recording session, various mixing approaches, etc. **Prerequisite:** DAT320

DAT326 Digital Sound Design

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Application of studio production skills to sound effect sourcing and generation for film and video production and post-production. Analysis of the soundtrack, sound map and visual map generation, ADR, foley. Use of professional sound effect libraries. Advanced studio- and location recording, audio editing and processing techniques, synchronization, audio post mixing, project management and delivery formats for audio for film and video. **Prerequisite:** DAT320

DAT335 Music Perception and Cognition

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Survey of research on perceptual and cognitive theories of sound and music. Topics include characteristics of sound, anatomy of the ear, hearing function, cognitive skills related to music perception, and memory in music. **Prerequisite:** SCI100 OR SCI145

DAT338 Cultural Trends and Musical Style 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Continues the historical purview and the production and writing requirements of DAT303 at a more advanced level. Focus on use of stylistic and theoretical analyses to apply established musical styles and reproduce relevant production practices. **Prerequisite:** DAT202

DAT404 The Ultimate Electronic Music Production may be used to satisfy course requirement in lieu of DAT303 Cultural Trends and Musical Style 1 or 338 Cultural Trends and Musical Style 2 for certain educational programs.

DAT340 Film Scoring

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Analysis of acclaimed film scores, examination of the role of music and sonic textures based on traditionally and digitally orchestrated film scores. Application of composition, arrangement and digital audio production techniques to the creation of original music for motion pictures. Music spotting, setting up synch points, tempo map, scoring to picture. Students work with live performers and/or sampled instruments to support setting, narrative, characters and action. **Prerequisite:** DAT202 AND DAT320

DAT342 Interactive Game Composition

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Advanced composition of videogame music. Analysis of settings, characters and gameplay for music support. Designing for adaptive evolution of musical themes. Orchestrational aspects of adaptive music. Students will score model interactive projects. **Prerequisite:** DAT202 AND DAT212

DAT350 Audio Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to programming plug-ins for audio applications. Study of features of commercial plug-ins. Introduction to plug-in architecture. Implementation of basic DSP operations. Course culminates in a final project. **Prerequisite:** SWE310

DAT355 Audio for Video Games

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Design and development of audio resources for real-time interactive systems. Focus on technical aspects of audio integration into a game build. Adaptive audio techniques. Requires a collaborative project that successfully applies course concepts. **Prerequisite:** DAT324 OR DAT326

DAT360 Digital Signal Processing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Introduction to digital signal processing, sampling and quantization, A/D and D/A converters, discrete time systems, Discrete Fourier Transform, convolution, z-transforms, transfer functions, digital filter realizations, and fast Fourier transforms. Introduction to digital filter design and digital audio applications. **Prerequisite:** SWE310

DAT365 Digital Filter Design

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Design of digital FIR and IIR filters. Analysis of impulse response. Z-transform and geometric methods of filter design. Design and implementation of Elliptical, Bessel, Butterworth, Chebyshev filter types. Windowing. Applications to audio. **Prerequisite:** DAT360

DAT404 The Ultimate Electronic Music Production

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A study of a selection of electronic musical genres, production practices and the reproduction of elements characteristic to a set of genres. Focus on cultural forces, stylistic influences, music theory analysis and technological developments unique to the production of electronic music. Project work includes the re-production of several ground-breaking musical works, advanced sound synthesis using hardware and software, specialized sequencing and mixing practices, remixing. Production of original music in a given style along with a presentation of the history, stylistic characteristics and evolution of a sub-genre. This course is equivalent in course learning outcome to DAT303 or DAT338. **Prerequisite:** DAT320, Faculty Approval, AND Junior Status

DAT420 Audio Mastering

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Final preparation of a recording for disk manufacture. Advanced use of audio compression and EQ for mastering. Crest factor. Critical listening. Understanding of manufacturing standards for optical media. **Prerequisite:** DAT320

DAT450 Audio Software Development

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Design and implementation of software applications for MIDI and digital audio. Subsystem architecture. Real-time MIDI playback and recording engines, audio streams, and audio capture. Sample processing and plug-in design. Course project will include implementation of a real-time MIDI and digital audio application. **Prerequisite:** DAT360

DAT455 Game Audio Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Implementation of audio assets into a game build. Low- and high-level audio system architecture, decoding audio compression formats, adaptive audio software design, interactivity. **Prerequisite:** DAT360

DAT480 Portfolio 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Part I of the senior capstone project. The practical focus will be on topic research, identifying relevancy, practicality, resources, challenges, competitive analysis and marketable advantages, project planning and gathering resources. Students will complete a rapid prototyping assignment based on their chosen project. Requirements and deliverables of the course will be customized based on the individual needs of each student's chosen portfolio product or service, and may include a marketing plan, an artist one-sheet or a business plan. The lecture part of the course will be also customized and may include topics ranging from intellectual property, distribution and licensing, as they apply to audio production. The course will culminate with a written progress report, a Portfolio 2 production plan and time-line. **Prerequisite:** DAT324 OR DAT326

DAT481 Audio Engineering Project 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

The first semester capstone project for the Audio Software Development and Engineering track. Planning stage of a major year-long development project, such as an audio application, plugin or app. This phase of the project should culminate in a written project plan and oral presentation. **Prerequisite:** DAT350

DAT482 Game Studio 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Practical application of game audio design and techniques in a multi-disciplinary team working on an instructor-led game project. Opportunities to compose a game score, design sound effects, write, record and edit dialogue, manage audio assets and program game audio. **Prerequisite:** DAT342 OR DAT355

DAT483 DAT Collaborative Project

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A collaborative, potentially interdisciplinary, practical project. May be a live project with real-life client(s) and strict deadlines. Students work on two 7-week, or one 15-week full-cycle audio- or audiovisual production in an audio production team, where student may be required to fulfill various roles, typically that of an audio engineer, sound designer, composer and project manager. Full-cycle production may include client meetings, concept development, production and delivery. The lecture part of the course will include client communications, team management- and communication principles, the EER approach and file management practices. The deliverables of the course can be integrated into individual student portfolios. Prior approval required. **Prerequisite:** DAT320

DAT484 MediaWorks for animation students

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A collaborative, interdisciplinary, practical project. May be a live project with real-life client(s) and strict deadlines. Students work on one or two full-cycle audiovisual productions in an visual production team, where students will be required to fulfill various roles including, but not limited to: Storyboard Artist, Concept Designer, Texture Artist, 3D Modeler, 3D Animator, 2D Motion Graphics Artist, 2D Animator, Compositor, Video Editor, Colorist and Project Manager.

Full-cycle production may include client meetings, concept development, production, postproduction and delivery of final product. The lecture part of the course will include client communications, team management, and communication principles, the EER (Effective, Efficient, Relevant) approach and file management practices. The deliverables of the course can be integrated into individual student portfolios. **Prerequisite:** Faculty Approval

DAT485 Portfolio 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Part II of the senior capstone project. The practical focus will be on the execution of student's Portfolio 1 production plan, guided by reviews and frequent feedback from instructor. May include registering intellectual property, packaging finished product and setting up online promotion- and delivery channels. The lecture part of the course will be on product- or service presentation for potential employees and/or clients, market positioning. Final delivery of the project will include an oral presentation and a URL to a web-based written presentation.. **Prerequisite:** DAT480

DAT487 Audio Engineering Project 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

The completion and implementation phase of the capstone project for the Audio Software Development and Engineering track. This project will culminate in a completed project along with write-up and oral presentation. **Prerequisite:** DAT481

DAT488 Game Studio 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Continuation of a project begun in DAT482 or a separate project. This course offers the opportunity to advance beyond the accomplishments of DAT482 in a multi-disciplinary team setting. **Prerequisite:** DAT482

DAT499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Digital Audio Technology. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

DMM110 Beta Business From The Ground Up 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Initial survey course exploring aspects of digital media industries through a hands-on, interactive exploration of the company business model building process. Perfect for students looking to build their own animation studio, independent game company, recording studio or software company. Students create their business models for their own team based businesses which explores: feasibility, markets, costs, revenues, finance, operations, marketing, channels, team recruitment, execution and pitching among other topics. **Prerequisite:** None

DMM120 Communicating For Success

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Students are taught the essential techniques for communicating effectively in the digital media industry as well as portfolio management. This course walks students through thinking critically as well as the application of about communication theory to gain key management skills such as communicating with constituencies, writing memos and emails, communicating ethically, listening and giving feedback, introduction to negotiation and working in groups, and giving presentations. **Prerequisite:** None

DMM125 Cover Your Assets

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Basic understanding of U.S. intellectual property law as it applies to current business as well as legal issues connected to digital media and entertainment. This course aims to provide students with a fundamental framework for analyzing and understanding issues connected to intellectual property, notably copyright, patent and trademark law. In addition, this course covers appropriate legal structures, initial branding, insurance protections, basic contract review and when to contact an attorney. **Prerequisite:** None

DMM130 Digital Media Creativity

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Course explores the inspiration behind digital media creation, how new ideas are generated, how concepts are iterated upon, and different creative processes that can be utilized to think outside the box. Students collaborate in work teams to create brand new ideas and improve them in a limited span of time. **Prerequisite:** None

DMM141 Digital Media Marketing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Marketing concepts are studied and applied to awareness campaigns for local companies using digital media tools. Students are introduced to tactical marketing through segmentation, situation analysis, marketing mix, implementation and metrics. Students will work in groups to create marketing plans, test their initiatives and measure the results. **Prerequisite:** None

DMM150 Digital Media Forecasting

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Students from audio, animation, gaming, engineering or management will utilize economic principles to analyze those markets. This course focuses primarily on microeconomics, such as how people choose, the nature of markets and market failures, and alternative government policies to deal with failure. Concepts of opportunity cost, price controls, supply and demand, international trade, monetary and fiscal policy as well as economic forecasting. This course will make economic theory practical for everyday use by a combination of theory, discussion and in-class simulations. **Prerequisite:** MATH115

DMM210 Digital Media Business Models 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Second course delving into aspects of digital media industries through a hands-on, interactive exploration of the company business model building process. Students will expand their knowledge by completing a full business model canvas along with accompanying financials and business plan. Students will document strategic partners versus suppliers, resources, variable costs, fixed costs, multiple revenue streams, pivots and changing value propositions. Emphasis is on skill building in each of the major processes of venture building. **Prerequisite:** DMM110

DMM230 Business Development and Negotiations

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

The basic foundations and processes of securing strategic partners and negotiation—with superiors, subordinates, co-workers, clients, suppliers, and others. Students will explore the principles of relationship networking and how they are used in business development as well as draft key components of a memorandum of understanding or contract between the student and a strategic partner. Course requires practice with cross-cultural negotiation, dispute resolution, coalition formation and multiparty negotiations, competitive negotiations, and negotiating via information technology. **Prerequisite:** DMM110 OR DMM120

DMM241 Consumer and Market Behavior

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Learn the concepts and techniques of market segmentation. Gain experience with quantitative, qualitative and design tools for user-oriented exploration, innovation and improvement. Includes techniques to study consumer psychology, demographics, psychographic, segmentation and behavioral economics. **Prerequisite:** MATH115 AND DMM141

DMM250 Financial Models and Management 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Provides an understanding of how to measure, analyze and manage a digital media business through the creation and collection of financial data, financial statements and key return metrics. Students will learn the fundamental methods by which decisions are made both by management and external capital providers. **Prerequisite:** MATH115 AND DMM110

DMM260 Team-building and Collaboration

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Multiple aspects of collaboration are studied with models of team work as students create and test their own leadership styles. Team building is explored during cycles of team formation, brain storming and collaboration norms while maintaining an assigned service learning project. **Prerequisite:** DMM110

DMM270 Project Management

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Project management is the discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives. Project teams will gain practical experience in completing an assigned project by organizing it, assigning tasks, and developing a sequence of activities. Students will become fluent in MS Project and Excel through the creation and management of timetables, schedules, project completion, progress tracking and results evaluation. **Prerequisite:** None

DMM299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Digital Media Management. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

DMM340 Social Media, Engagement and Analytics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course is a combination of marketing, desktop production and web design. Students learn the basic principles of online marketing by learning how to create, publish, and maintain a multi-page interactive web site which promotes a digital media product or service. Students will study social engagement and social value models for a range of entities, including not-for-profits and social enterprises as well as commercial organizations. Principles of social and conventional media engagement are presented as well as techniques for measuring engagement and keeping up with the fast changing social engagement landscape. **Prerequisite:** DMM110 OR DMM141

DMM365 Ethics, Development and Responsibility Management

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Concepts of personal development, lifelong learning, team building and leadership are taught utilizing the context of a personal business plan. Students create an on-going self-development plan by completing a personal self-assessment that codifies their strengths and weaknesses. This course pushes students to develop a mental model of who they want to be as an manager, recruit a team of mentors and track skill development. **Prerequisite:** DMM260 OR DMM270

DMM430 Digital Media Design Lab

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course focuses on the creation and delivery of digital content such as film, music and games. This course will provide a survey of technologies such as mp3, DVD, portable devices, broadband networks and wireless systems. Students will become familiarize with publishing software, server technologies and transaction systems. The goal of this course is to provide the student with an implementation perspective of how technology supports digital media development and distribution. Students will design a product using a customer-oriented design process, employing methods such as client observation and crowdsourcing to design new products. **Prerequisite:** DMM230 OR DMM260 OR DMM270

DMM440 Business Storytelling and brand development

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Students are trained on the ability both to recognize and communicate effectively in speech or writing in order to garner the enthusiasm and support of others. Provides practice in presenting oneself, one's organization, and one's ideas orally, in writing, social media and marketing materials. This course involves guided practice, feedback and peer evaluation for individual and group pitches.
Prerequisite: ENG100 AND DMM120 AND DMM141

DMM450 Digital Media Operations

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Students will explore the design, scheduling and control of systems that efficiently use human and capital inputs to create products and services for companies and consumers. Coursework will walk through capacity planning, facility location and layout, employee and task scheduling, purchasing, and quality management. Class will explore the growth cycles of a company and gain an understanding of different issues, options and strategies to consider as the company reaches each growth cycle. **Prerequisite:** DMM110

DMM499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Digital Media Management. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

ENG050 Grammar and Composition

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Extensive written work stressing correct spelling, accurate sentence structure, and logical paragraph development. Credit earned does not count toward a degree. (Remedial course – does not carry degree credit). **Prerequisite:** None

ENG100 English Composition

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course develops written communication and critical thinking skills. It explores techniques and practices of expository and argumentative writing. Students learn to generate ideas for writing based on readings, learn to organize and support their ideas, and learn to apply techniques of revision to produce polished, professional work. Content, format and correct grammatical structures are emphasized. **Prerequisite:** Passing grade on English Pleacement Test or ENG050

ENG110 Critical Thinking

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course focuses on identifying and articulating skills needed for academic and professional success. Coursework provides instruction and practice in critical thinking and problem-solving through analysis of critical reading and reasoning, as well as through examination of problem-solving methodologies. Students learn to identify and resolve problems and to use research effectively to gather and evaluate relevant and useful information. **Prerequisite:** ENG100 or Advisor Approval

ENG199 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in English. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

ENG210 Cultural Diversity in Literature

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Develops analytical and critical thinking skills through literature, which deals directly with issues of multiculturalism. Students apply the concepts learned in ENG100. **Prerequisite:** ENG100

ENG220 Technical Writing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Technical Writing prepares students to design and write effective technical documents for both written and digital media, with particular emphasis upon technical reports, problem-solving and decision-making reports, as well as product description and specification documentation. To support these writing tasks, the course guides students through research and documentation for technical environments, drafting and revision processes, and readability and accessibility of written texts for technical and non-technical audiences. **Prerequisite:** ENG100

ENG227 Scriptwriting

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

An introduction to the techniques used by screenwriters in film, animation, and video game development. Students will learn the basics of how a writer formulates and executes a story concept. Emphasis will also be placed on the writer's role on a production team. **Prerequisite:** ENG100

ENG228 Creative Writing

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course examines the craft of creative writing through the lenses of prose and poetry. Discussion topics include: identifying purpose and audience, matching structure to content, prewriting and editing techniques, applying and providing constructive feedback, critical thinking within the literary context and the U.S. literary industry. Students will learn how to submit work for publication. **Prerequisite:** ENG100

ENG230 Classics of the World Stage

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course will study significant dramas from around the world, helping to put into a global perspective the evolution of this form of art and entertainment. The focus will be on analyzing the work of dramatists and playwrights who saw universal themes in the lives of people around them. In addition to reading, discussing, and writing about six plays, students will also examine their structure as performance, including the differing interpretations of each play. **Prerequisite:** ENG100

ENG235 Art of Argumentation

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Intermediate to advanced principles of expository writing. Focus on writing tasks both for college and professional environments. Assignments provide practice in a variety of modes of writing including narrative, analysis, explanation, argumentation, critique, and oral presentation. **Prerequisite:** ENG100

ENG250 Speech and Oral Communication

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Development and improvement of effective oral communication skills in formal and informal settings. Emphasis on preparation of topics, development of student as effective communicator, and clear presentation of research. **Prerequisite:** ENG100

ENG280 Apocalypse and The American Imagination

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Apocalypse & The American Imagination explores the role apocalypse plays in American culture. The course teaches students to isolate and analyze memes and tropes in popular culture and media, and develop a deeper understanding of American culture in the process. The seminar is additionally designed to increase students' ability to express themselves in both writing and oral presentations. **Prerequisite:** ENG100

ENG299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in English. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

ENG300 Essentials of Written Communication

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

A course in expository writing available to students who have completed their lower division writing and research skills to meet the demands of upper-division college writing. This course provides the additional opportunity for students to college level writing. This couse provides the additional opportunity for students to review, reassess, and futher develop their writing skills. **Prerequisite:** ENG100

ENG310 Classics of Western Drama

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Man has always looked to theatre as a form of entertainment. Drama has also been used to address religious, political, social and cultural issues and to shape people's thoughts. Through reading plays, attending lectures, participating in class discussions, writing papers and watching performances, this course will examine the evolution of the dramatic art. It will also focus attention on the foundations of modern animation and scriptwriting as they were established centuries ago by great dramatists and playwrights who saw universal themes in the lives of people around them. **Prerequisite:** ENG100

ENG399 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in English. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

ENG499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in English. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

GAM225 Introduction to Game Production

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Introduction to video game development and various project production models and team structures through lectures, discussions and simple game projects. Lessons learned from studying project post-mortems, case studies and employing various tools, techniques and strategies will develop skills in ideation, iteration, troubleshooting, risk assessment, adaptation, communication, team management, organization and leadership.**Prerequisite:** None

GAM235 Game Usability

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

This course introduces assessment and analysis of game usability throughout game production. Students run usability and quality assurance testing sessions for games from other project classes. Topics include focus testing, moderated discussion groups, roles and processes in quality assurance, bug reporting and regression, player psychology and observation, and measuring and quantifying subjective experiences. **Prerequisite:** GAM225

GAM299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Game Design and Development. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

GAM350 Game Design 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Introduction to the fundamentals of game design through lectures and the building of board games in a collaborative workshop environment. Topics covered include: history of computer games, writing rules, play balance, statistics and probabilities, layout and level design, psychology and replayability, atmosphere, design documents and multiplayer issues. **Prerequisite:** ENG100

GAM355 Level Design 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Introduction to level design for video games from developing level ideas into executable level maps to implementation, play-testing and iteration. Exposure to level editors will provide hands-on experience in building levels. Level design principles include: pacing, balance, difficulty ramping, level flow, hooks and level progression. Proper level design methodology will be used to build game levels.
Prerequisite: DAA240 AND (SWE101 or SWE102)

GAM360 Game Animation

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

In this class students will create animations for Game Development. Students will focus on Game specific animations such as Prototypes, In-Game cycles, Paired Animations and Combat. Students will get familiar with the animation pipeline, tools, and associated physics using a game engine. Students will learn to speed up animation workflow, and capture character personality & aesthetics according to direction given. In-Game animations will cover basic Idles, Hits, Attacks, Chain attacks and Reacts.
Prerequisite: DAA244

GAM370 Environment Art

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Covers all aspects of environment art for real-time applications (current-gen games, virtual worlds, and 3D mobile/flash games). The technical requirements and conventions of general games modeling will be covered, with a focus on translating the student's general modeling and texturing skills to the more technical and systematic world of environment art for use in a widely-used game engine.
Prerequisite: DAA340

GAM376 Game Design 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Students will create playable video game prototypes. Topics include game design concepts, theory and methodologies, storytelling, game analysis, player engagement, player immersion, gamification, and techniques for monetization. **Prerequisite:** GAM350

GAM415 Level Design 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Focus on the design and implementation of immersive player experiences using commercial game engines and level editors. Advanced level design topics are covered including scripting interactive level sequences, level lighting, material editing, particle systems, development and use of custom assets, animation, user interface, in-game cinematics and choreography. **Prerequisite:** GAM355

GAM475 Game Studio 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A multi-disciplinary team is guided through a typical video game development production lifecycle. The focus is on working as an effective and efficient development team to produce a capstone game project on schedule. Skillsets are tested and knowledge is directly applied. Team members assume roles similar to those in the video game industry and will have opportunities to work and network with industry professionals. Prior approval required. **Prerequisite:** None

GAM476 Game Studio 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

A multi-disciplinary team is guided through the second half of a typical video game development production lifecycle. The focus is on working as an effective and efficient development team to produce a capstone game project on schedule. Skillsets are tested and knowledge is directly applied. Team members assume roles similar to those in the video game industry and will have opportunities to work and network with industry professionals. Prior approval required. **Prerequisite:** None

GAM499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Game Design and Development. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

HUM120 The Nature and History of Western Art

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course provides a broad introduction to the nature, vocabulary, media, and historical development of the visual arts. Major categories are architecture, sculpture, painting, and printmaking. Exposure to major art works in Western tradition from Paleolithic times to present. Students develop criteria for answering the question "what is art?" **Prerequisite:** None

HUM122 World Music

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Study of representative music and instruments from world cultures including Middle Eastern, Asian/Pacific, Indian, African, Latin American, North American and Western. Emphasis is on world music's impact and influence on contemporary American musical styles and performance. **Prerequisite:** None

HUM125 Music in Western Culture

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Study of musical examples and compositional techniques evolving from the Medieval period to the present. Characteristic forms and styles, analysis and listening examples of each era, and leading composers are explored. Students examine the significance of music for people and social bases for the development of music. **Prerequisite:** None

HUM130 Modern Art History

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course examines the history of Western art from the advent of the avant-garde to post-modernism. Emphasis is given to the social/political and theoretical developments coinciding with the changes in culture. **Prerequisite:** None

HUM140 Modern Art History and Film

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course examines the history of Western art from the advent of the avant-garde to Postmodernism. Emphasis is given to the social/political and theoretical developments coinciding with changes in culture. The class will focus on films that capture the spirit of their times. **Prerequisite:** None

HUM199 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Humanities. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

HUM200 History of the Modern World

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course explores outstanding political, intellectual, philosophical, military, social and economic trends, movements, and events from the Enlightenment to the present. Major focus is on analysis of the larger forces that have shaped the contemporary world, while the course also examines the role of influential individuals from Anthony (Susan B.) to Zola (Emile). **Prerequisite:** ENG100

HUM210 The Experimental Tradition in Film, Music, and Literature

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

In this course, students will have the opportunity, through direct experience of these works, discussion, writing and oral presentation, to study the examples, aesthetics, methods, media and polemics of 20th Century experimentalism. **Prerequisite:** ENG100

HUM227 Film History

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Surveys the history of film from 1945 to the present. Students learn about the evolution of film technology as well as the social and cultural relevance of the various periods. **Prerequisite:** ENG100

HUM228 Video Games and Society

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Survey of the history of video games and the influential companies, personalities and technologies that have impacted industry and everyday life. Topics include: examination of industry market segments, "gamification", serious games, multiplayer games, and global markets.**Prerequisite:** ENG100

HUM230 History of Animation

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Exposes students to the historical development of animation as an art form and the techniques, technologies, and personalities responsible for the creation of animated forms and characters. Includes the social and economic content behind the development and popularity of characters and approaches. **Prerequisite:** ENG100

HUM240 Space, Time, Mind

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Conceptual and experiential investigation of the basic framework of existence and knowledge. Conventional notions of space and time vs. expanded views which consider vast and infinitesimal scales. Absolute vs. relative. How mind creates and operates within a temporal/spatial framework. Exercises and experiments to accompany reading and discussion. **Prerequisite:** ENG100

HUM299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Humanities. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

HUM361 Contemporary Ethical Issues

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Examines philosophical foundations of ethical theory and applied ethics. Students discuss historical approaches and contemporary case studies in relation to ethical theory and personal values. **Prerequisite:** ENG100

HUM399 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Humanities. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

HUM400 Research and Writing Capstone Project

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Students develop an in-depth knowledge in a particular topic. They apply their skills of topic development, critical reading, research techniques, use of sources in arguments, and advanced composition to write a comprehensive research paper. **Prerequisite:** Senior Status

HUM499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Humanities. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

IND201 Independent Study

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Under supervision of a faculty member, this course will enable a student to pursue for course credit on an academic topic of interest. Faculty approval is required. **Prerequisite:** None

IND401 Independent Study

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Under supervision of a faculty member, this course will enable a student to pursue for course credit on an academic topic of interest. Faculty approval is required. **Prerequisite:** None

IND501 Independent Study

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Under supervision of a faculty member, this course will enable a student to pursue for course credit on an academic topic of interest. Faculty approval is required. **Prerequisite:** None

INT401 Internship 1

Semester Credits	Lecture Hours	Internship Hours	Total Contact Hours
3	0	135	135

Academic internships are online three-credit classes that run concurrently with external work-based experiential learning. As a faculty run course, students are required to complete academic assignments specifically designed to enhance the learning experience through in-depth reflection and critical analysis of the work environment. Students are expected to log on to canvas and/or meet weekly to complete assigned activities and interact with faculty assigned to the course. Along with the faculty interaction and assignments students are required to complete 135 hours contact hours with the internship site. **Prerequisite:** Junior Status

INT402 Internship 2

Semester Credits	Lecture Hours	Internship Hours	Total Contact Hours
3	0	135	135

Academic internships are online three-credit classes that run concurrently with external work-based experiential learning. As a faculty run course, students are required to complete academic assignments specifically designed to enhance the learning experience through in-depth reflection and critical analysis of the work environment. Students are expected to log on to canvas and/or meet weekly to complete assigned activities and interact with faculty assigned to the course. Along with the faculty interaction and assignments students are required to complete 135 hours contact hours with the internship site. **Prerequisite:** Junior Status

INT403 Internship 3

Semester Credits	Lecture Hours	Internship Hours	Total Contact Hours
3	0	135	135

Academic internships are online three-credit classes that run concurrently with external work-based experiential learning. As a faculty run course, students are required to complete academic assignments specifically designed to enhance the learning experience through in-depth reflection and critical analysis of the work environment. Students are expected to log on to canvas and/or meet weekly to complete assigned activities and interact with faculty assigned to the course. Along with the faculty interaction and assignments students are required to complete 135 hours contact hours with the internship site. **Prerequisite:** Junior Status

MATH003 Intermediate Algebra

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Intermediate Algebra including exponents and polynomials, equations and systems of equations in one and two variables, functions and graphs, and exponential and logarithmic functions. Credit earned does not count towards a degree. **Prerequisite:** None

MATH115 College Algebra and Trigonometry

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Principles and applications of inequalities, functions and graphs, polynomials and rational functions, systems of equations and inequalities, matrices and determinants. Analytic geometry including conic sections. Trigonometric functions, identities, equations, inverse functions, trigonometric applications including vector definition, operations, and dot product. Students are introduced to the basic concepts for computer graphics. **Prerequisite:** Passing grade on Math Placement Exam or MATH003

MATH116 Pre-Calculus

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	60	0	60

Topics include principles and applications of factoring, rational expression, radicals, solutions and graphs of linear, quadratic equations and inequalities; polynomials, rational,exponential, trigometric, and logarithmic functions; matrices, determinants, complex numbers. **Prerequisite:** Placement Test or MATH003

MATH143 Calculus 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	60	0	60

Functions. Limits. Derivatives. Curve sketching. Mean Value Theorem. Trigonometric functions. Related rates. Maximum-minimum problems. Inverse functions. Definite and indefinite integrals. Logarithmic, exponential, and hyperbolic functions. Applications of integration. Simple differential equations. **Prerequisite:** MATH116

MATH144 Calculus 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Integration by trigonometric substitution, by parts, and by partial fractions. Arc length. Indeterminate forms. Improper integrals. Taylor's Theorem including a discussion of the remainder. Sequences. Series. Powerseries. Separable differential equations. First order linear differential equations. Homogeneous second order linear differential equations with constant coefficients. **Prerequisite:** MATH143

MATH240 Applied Probability and Random Processes

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Fundamental concepts of probability, discrete and continuous random variables, probability distributions, sampling, estimation, elementary hypothesis testing, basic random processes, correlation functions, and power-spectral-density functions. Applications include music, speech and image and processing. **Prerequisite:** MATH144

MATH245 Calculus 3

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Vectors. Lines. Planes. Quadratic surfaces. Polar. Cylindrical and spherical coordinates. Partial derivatives. Directional derivatives. Gradient. Divergence. Curl. Chain rule. Maximum-minimum problems. Multiple integrals. Parametric surfaces and curves. **Prerequisite:** MATH144

MATH299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Mathematics. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

MATH310 Discrete Mathematics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Logic. Set theory. Functions. Relations. Proofs by mathematical induction. Recursion and program correctness. Fundamentals of counting, and discrete probability. Elementary graph theory. Introduction to analysis of algorithms. **Prerequisite:** MATH144

MATH320 Geometry and Transformation

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Descriptive geometry: points, lines, planes, intersections, spatial relationships. Transformations. Projective Geometry: plane transformations, homogeneous coordinates, space transformations, perspective projection. Differential Geometry: Theory of curves and surfaces. Quaternions and rotation sequences. **Prerequisite:** MATH144

MATH499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Mathematics. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SCI100 Basic Concepts of Physics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Basic principles: motion, gravitation, electricity and magnetism, light, relativity and atomic physics. Students are introduced to the fundamentals of physics. **Prerequisite:** MATH115, MATH116, MATH143

SCI110 The Science of Motion: Humans, Animals, Objects

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Analysis of movement of biological systems and objects based on the mechanical principles of motion. Topics covered in lectures and labs: linear kinematics including walking, running, jumping, and climbing; kinematics of joints (elbows, knees, hips, etc.), angular kinematics, forces acting on a body and objects, work and energy, positive and negative work of muscles and total body, conservation of energy during body and object movement, center of mass and its calculation, torque, mechanical and anatomical levers, joint torque calculation and joint reaction force, rotational motion and angular momentum, buoyancy, lift and drag forces acting on wings, swimming propulsion. Fulfills the requirement for a basic lab science. **Prerequisite:** MATH115, MATH116, MATH143

SCI130 Basic Concepts of Anatomy and Physiology

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

This course presents a systematic approach to the study of the human body beginning with an introduction to anatomical terminology. Topics covered include the gross and microscopic anatomy of the following system: skeletal; muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive. Laboratory work will parrallel and reinforce concepts introduced in the lectures, using practical models and other visual aids. **Prerequisite:** MATH115, MATH116, MATH143

SCI145 College Physics 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Fundamentals of mechanics, fluids, and heat, including vectors, translation and equilibrium, acceleration, projectile motion, Newton's Laws, work, energy, power, impulse, momentum, uniform circular notion, rotation of rigid bodies, simple changes, elasticity, simple harmonic motion, fluid statics and dynamics, temperature, thermal expansion, heat units, heat transfer, thermal properties of matter, the thermodynamics and wave motion. Illustrative laboratory work to complement theory. Students are introduced to physics concepts for science and engineering. **Prerequisite:** MATH143

SCI199 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Science. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SCI200 General Science: Principles and Trends

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

This course introduces the fundamentals of classical and modern physics. Topics include basic principles of mechanics, fluids and thermodynamics, waves motion, sound, light, electricity and magnetism, and modern physics, including special theory of relativity, quantum mechanics, atomic and nuclear physics. **Prerequisite:** SCI100, SCI110, SCI130, OR SCI145

SCI220 Foundations of Musical Acoustics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Waves and wave propagation, sound pressure level and measurement, reflection, absorption and diffusion. Acoustic characteristics of building materials, room acoustics. Bass traps, diffusers and other acoustic interventions. Acoustic aspects of studio design. **Prerequisite:** SCI100 OR SCI145

SCI245 College Physics 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Fundamentals of sound, light electricity and magnetism, and modern physics, including illumination, reflection, refraction, interference, diffraction, polarization, DC and AC circuits, magnetism, electrochemistry and electronics. Illustrative work to compliment theory. Students are introduced to physics concepts for science and engineering. **Prerequisite:** SCI145

SCI299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Science. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SCI345 College Physics 3

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

This course introduces the fundamentals of classical and modern physics. Topics include principles of Newtonian mechanics, thermodynamics, electricity and magnetism, and modern physics, including special theory of relativity, quantum mechanics, atomic and nuclear physics, and subatomic particle physics. **Prerequisite:** SCI245

SCI399 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Science. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SCI499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Science. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SL101 Cogswell XL

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Cogswell XL is designed to assist first time freshmen in adapting to college life. Students will participate in discussions about college academic expectations and standards, time management and organizational skills, college social life and positive social skills such as boundary setting, assertiveness and self-confidence, drugs, alcohol and sexuality, and more. This course is mandatory for all first time freshmen and is taught during the first six weeks of the semester. **Prerequisite:** None

SSC180 Introduction to Psychology

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Introduces students to the scientific study of human behavior. Topics may include natural foundations of behavior, motivation and emotion, critical thinking processes, personality traits, developmental, cognitive and social behaviors. **Prerequisite:** None

SSC199 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Social Sciences. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SSC200 U. S. Government

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Introduces students to the American constitutional system, parties, elections, media, interest groups, branches of government, and public policy issues. Comparison with California constitution and institutions. **Prerequisite:** ENG100

SSC210 Introduction to Consciousness

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Conceptual and experiential investigation of theories of consciousness. Consideration of theories drawn from psychology, neuroscience and philosophical traditions. Topics include defining "consciousness", theories of the self, the evolution of consciousness, the neural correlates of consciousness, altered states of consciousness, paranormal experiences and consciousness contemplating itself. Exercises and experiments to accompany reading and discussion. **Prerequisite:** ENG100

SSC230 Human Behavior and Entrepreneurship

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

This course addresses the psychology of entrepreneurism: conceiving, creating, bootstrapping, managing, leading and potentially selling an innovative business idea. Our goal is to offer mission-critical concepts and best practices of entrepreneursim with a focus on psychology of business, social networking, influence, and leadership. Basic literacy in key areas of marketing, management, and finance combine with psychological profiling of entrepreneurs:creative, innovative, passionate; self-confident; obsessive; oppositional-defiant. The course features discussions, peer engagement, and social networking, case analysis, behavior journaling, and building a business plan for your own creative entrepreneurial idea. **Prerequisite:** ENG100

SSC240 Microeconomics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Course focuses primarily on microeconomics, such as how people choose, the nature of markets and market failures, and alternative government policies to deal with failure. Topics include opportunity cost, supply, demand, markets, price controls, and market failures. In this course, the economic way of thinking will be applied in order to better understand a market economy **Prerequisite:** ENG100

SSC299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Social Sciences. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SSC332 Global Political Economics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Based on political, economic, and geopolitical study of contemporary processes of globalization. Comparative analysis of various economic and political systems. New realities of the transitional economic systems. Current economic and social development of West Europe, Russia and Eurasia, China, the Middle East, Latin America, and Africa in context of global economic, cultural, military, and political relations with the United States. **Prerequisite:** ENG100

SSC399 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Social Sciences. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SSC499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Social Sciences. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SWE101 Introduction to Scripting: Python for Non-programmers

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

This class is a practical introduction to programming, using Python programming language. Topics include the concepts of declarative ("what) versus imperative ("how") programming, problem breakdown, and solution techniques. Emphasis is put on the syntax of the programming language, and the process of starting with a problem and writing a program to solve it. Students will implement several small programming projects during the course. **Prerequisite:** None

SWE102 Introduction to Scripting: Python for programmers

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

This class is a practical introduction to programming, using Python programming language. Topics include the concepts of declarative ("what") versus imperative ("how") programming, problem breakdown, and solution techniques. Basic subjects and terms in computer science will be introduced, such as data-structures, efficiency of a program, object-oriented programing, and Model-View-Controller paradigm. Emphasis is put on the syntax of the programming language, and the process of starting with a problem and writing a program to solve it. Students will implement several small programming projects during the course. **Prerequisite:** None

SWE110 C Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Introduction to hardware and software tools. CPU, memory, disks and files. Program development flow. Introduction to C programming: lexical elements, operators, fundamental data types, flow of controls, functions, recursions, arrays, pointers, strings, bit-wise operators, structures, unions, file manipulation. Students learn structured programming paradigm. **Prerequisite:** MATH115 OR MATH116

SWE115 Web Programming: HTML5

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Code HTML5, CSS3 and JavaScript API's to create interactive web pages for mobile, tablet and desktop browsers. Includes FTP, basic design principles, accessibility mandates and search engine optimization. The JavaScript API's would possibly include things like Geolocation and Canvas drawing/animation. In this course HTML and Java Script (and CSS) will be hand-coded to gain bottom-up understanding of the tools and environment. **Prerequisite:** None

SWE120 Flash Programming: ActionScript

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Animation and ActionScript programming to create interactive animations, applications and games. First covered are basic digital animation concepts such as tween, masking, frame-by-frame and key-frame animation. Action Script is introduced initially in time-line context. Using AS code to control movement on stage and timeline for simple game applications. Using AS to load external content such as text, images, and sound. Finally, publishing to the web and mobile devices. **Prerequisite:** None

SWE125 Introduction to Mobile Programming: iOS

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Mobile is everywhere, and programming for mobile devices has specific characteristics that put it apart from traditional setting. Small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors, and so forth. This course will involve hands-on application implementation for mobile platform. We will focus on native programming (using Objective C) on iOS platforms. **Prerequisite:** None

SWE212 Java Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Primitive types. Strings. Classes. Objects. Methods. References. Polymorphisms. Inheritance. Exception handling. Streams and file I/O. Arrays. Vectors. Applets and Introduction to threaded programming. Students are introduced to the object oriented paradigm. **Prerequisite:** SWE110

SWE221 LINUX Programming Environment

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Structure of UNIX/LINUX file systems. Shell programming. Discuss different shells. Filters. UNIX/LINUX system calls. Documentation Preparation. Standard I/O Library. AWK programming language. SED editor. Students practice programming in the UNIX/LINUX environment. **Prerequisite:** SWE110

SWE285 C++ Programming: Object Oriented Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Non-object oriented features of C++. Constructors and Destructors. Type Coversions. Friends. Overloading functions and operators. References. Polymorphisms. I/O streams. Multiple Inheritances. Templates. Memory Management. Students practice the object oriented paradigm. **Prerequisite:** SWE101, SWE102, SWE110, OR SWE212

SWE299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Course on a special topic in Software Engineering. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

SWE310 Data Structures and Algorithms

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Data Structures: Stacks. Queues. Linked lists. Circular linked lists. Double linked lists. Circular double linked lists. Binary search trees. Searching and sorting algorithms. Introduction to graph algorithms. Huffman codes, AVL trees. Hashing. B-trees. Students practice concepts of structured programming and discrete mathematical concepts in data structures and analysis of algorithms. **Prerequisite:** SWE110 OR SWE285

SWE320 Operating Systems Concepts

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

General Multitasking operating system. Scheduling Algorithms. Deadlocks. Concurrency problems and solutions. Process management. Thread management. Disk management. Memory management. Virtual memory. File system organization. Security. Students learn how UNIX, LINUX, and Windows operating systmes are designed. Students practice data structures in operating system design. **Prerequisite:** SWE221 AND SWE310

SWE340 Software Engineering Methods and Project 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

The software life cycle. Software development methods top-down and bottom-up. Reusability and portability. Documentation development: analysis, specification, design, implementation, testing, operational documents. Inspection walk-through and design review. Students practice project management through software life cycle. Object oriented analysis and design. Managing complexity with abstraction. **Prerequisite:** SWE285

SWE351 Computer Architecture

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	45	0	45

Introduction to generic computer architecture. The Processing Units; ALU, CPU. Instruction cycle behavior and sequencer. Microprogrammed Control. Main Memory. Memory Management. I/O subsystem, disk controller. A complete simple computer design. Computer Arithmetic Algorithms. Principles of pipelining. Discuss CISC and RISC Architectures. **Prerequisite:** SWE310

SWE352 Embedded Software Systems

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Technologies used in the design and implementation of embedded systems. Introduction to software tools such as compilers, schedulers, code generators, and system-level design tools. Introduction to computer organization: CPU, I/O, Memory. INTEL/MIPS Assembly language. Linking C and Assembly Language. **Prerequisite:** SWE110 AND MATH143

SWE375 Mobile Programming for iOS

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Mobile is everywhere, and programming for mobile devices has specific characteristics that put it apart from traditional setting. Small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors, and so forth. This course will involve hands-on application implementation for mobile platform.
Prerequisite: SWE212 OR SWE285

SWE376 Mobile Programming for Android

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Mobile is everywhere, and programming for mobile devices has specific characteristics that put it apart from traditional setting. Small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors, and so forth. This course will involve hands-on application implementation for mobile platform.
Prerequisite: SWE212 OR SWE285

SWE442 Software Engineering Methods and Projects 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Case Studies of Object Oriented Analysis and Design. Design Patterns. Component architecture. Component frameworks. Students apply object oriented principles in a large project. **Prerequisite:** SWE340

SWE445 Advanced C++ Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Multiple Inheritance. Virtual base class. Virtual functions. Smart pointers. Run time type information. Template Meta Programming. Generic Programming. Concurrency in C++. Applications to game engine. **Prerequisite:** SWE285

SWE447 GUI and Graphics Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Principles of user interface design. Input elements: keyboard, mouse. Memory management. Icons. Menus. Dialog boxes. Graphics device interface. OpenGL. Transformations. Bresenham's Lines and Circles Algorithms. Ellipses. Hidden line Algorithms. Clipping Algorithms. Spline curves. Bezier curve. B-splines surface and Bezier surfaces. Hidden lines and surfaces algorithms. Hidden line and surface removal methods. Students learn GUI and practice concrete mathematics concepts in computer graphics. **Prerequisite:** SWE285

SWE449 Tools Programming

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Advance Scripting. Mel Scripting. C++ Plug-in **Prerequisite:** SWE285 or Program Director Approval

SWE475 Mobile Programming Graphics

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	30	30	60

Graphics is at the core of many applications, and is the outward facing aspect of the application. The Graphics Mobile Programming course is designed to teach students how to program graphics using OpenGL from writing basic graphic shapes to the use of shaders and 3d effects. Learn how to program the graphics pipeline using shaders, add colors, shading, 3D projections, touch interaction, and more. Advanced effects involving particles, lighting models, and the depth buffer, debugging your program, and what to watch out for when deploying to the market will also be covered. **Prerequisite:** SWE375 OR SWE376

SWE484 Senior Project 1: Planning

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Selecting a relevant problem or task to address in this project. Building the project plan, acquiring the knowledge needed for the specific task, and possibly generating a few 'proof-of-concept' cases to demonstrate the viability of the suggested solution. At the conclusion of this phase the project should have a

clear written product specifications, engineering specifications, and a project plan. **Prerequisite:** Senior Status

SWE485 Senior Project 2: Execution

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
3	15	60	75

Implementing the project plan, and delivering a working solution. Being a real-world project, this involves iterative refinement process of the approach to solution, and tradeoffs according to constraints. In addition, this part will emphasize the proper documentation of the whole project, and will combine parts from the previous session with a full description of the solution and the process. **Prerequisite:** SWE484

SWE499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	0	0	0

Advanced course on a special topic in Software Engineering. May be used as an elective and repeated as topic changes. **Prerequisite:** As Appropriate

Graduate Course Descriptions

ENT520 BUSINESS MODELS & PLANNING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Key components of a business model – value proposition, customer segments, cost structure, etc.; using the Business Model Canvas and associated lean startup techniques to better understand and build a business. **Prerequisite**: None, **Co-requisite**: None

ENT525 LEGAL STRUCTURES, CONTRACTS & RISK MANAGEMENT

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

The basics of contracts, legal structures, liability & risk management and intellectual property. Contract evaluation and the key components of standard contracts; legal structures including their impact on liability and taxation; copyrights, trademarks and patents as it pertains to entrepreneurs and new business start-ups. **Prerequisite**: None, **Co-requisite**: None

ENT530 FINANCE AND ACCOUNTING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Key aspects of financial statements and accounting methods for the launch, growth and management of a new venture are covered. Material provides an understanding of how to measure, analyze and manage the

new venture through key metrics. Financial statements, accounting methods and operational assessments are topics of focus. **Prerequisite**: None, **Co-requisite**: None

ENT535 ENTREPRENEURIAL MARKETING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

The basic foundations and processes of marketing, beginning with the Four P's of marketing. Examines the full range of marketing strategies and techniques for new products and services, including (but not limited to) channels, partnerships, basics of online marketing, marketing automation concepts and tools, and the basics of social media as a marketing tool. **Prerequisite**: None, **Co-requisite**: None

ENT540 SALES AND NEGOTIATIONS

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Course examines the full range of entrepreneurial sales strategies and techniques. Students practice various negotiations, including cross-cultural negotiation and negotiating via information technology. Uses cases, role-plays, and simulations for hands-on practice to develop skills in dealing with real situations. **Prerequisite**: None, **Co-requisite**: None

ENT545 CREATIVITY AND INNOVATION

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Topics and exercises around enhancing creativity, ideation, and inspiring innovation. Techniques to enhance creativity and innovation are applied to situations to develop new business concepts and to evaluate market potential. Project management principles are presented that can be used to design and launch new ideas. **Prerequisite**: None, **Co-requisite**: None

ENT550 SOCIAL MEDIA AND ONLINE MARKETING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Students will study how to tie social media efforts to an organization's overall strategy, different social media platforms, the relationship between website, search, content and social media, and typical metrics across social and search. Topics include: how content and conversations are shifting between new and old media; analysis of how organizations are using social media effectively (or ineffectively); social media missteps and how to avoid them; and how social media can be measured. **Prerequisite**: None, **Co-requisite**: None

ENT555 LEADERSHIP AND MANAGEMENT

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Effective communication, team building, leadership, management, networking, and goal setting are studied and applied. Feedback through evaluative techniques and survey instruments are used to provide tools for techniques and strategies that lead to self-awareness and improvement on the job. Role-playing, exercises, presentations, and assessment instruments are used. **Prerequisite**: None, **Co-requisite**: None

ENT590 PRACTICUM 1

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	0	135	**135**

The practicum is the program capstone independent project. With mentoring, students will address a specific business challenge; research a new opportunity; pivot an existing idea; or apply the knowledge and skills they have learned in the program. Practicums are a minimum of 6 weeks full-time, or equivalent, including preparatory work. Success in the practicum is determined by the ability to deliver on the goal, create a comprehensive business plan or, if the idea is determined not to be feasible, to demonstrate why on a deep level. **Prerequisite**: None, **Co-requisite**: None

ENT595 PRACTICUM 2

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	0	135	**135**

The practicum is the Masters program capstone project. With mentoring, students will address a business challenge; research a new direction or a new opportunity; move to a new level or to a different market; or apply the knowledge and skills they have learned otherwise to develop or improve some aspect of their venture. Practicums are a minimum of 6 weeks full-time, or equivalent, including preparatory work. Success in the practicum is determined by the ability to delivery on the goal, or, if not successful, to demonstrate that they understand why on a deep level. **Prerequisite**: ENT590, **Co-requisite**: None

FACULTY PROFILES

Academic Leadership

Jerome Solomon
Dean of the College
Program Director Game Development

Jerome has 17 years of industry experience in Hollywood. He worked at Industrial Light and Magic, DreamWorks Animation, Electronic Arts, and Rhythm & Hues Studios. During his career, he received film credits on Avatar, Madagascar, Shrek 2, Babe, Ace Ventura II, and Batman & Robin. In addition, Jerome has shipped 3 AAA game titles in Star Wars Force Unleashed, Tiger Woods 07, and The Godfather Game.

Jerome also sits on the National Committee for ACM SIGGRAPH. SIGGRAPH is a world leading computer graphics conference that includes representation from a worldwide selection of large and small studios.

Jerome holds a Bachelor of Science Degree in Computer Engineering from UCLA and a Master of Science Degree from Georgia Institute of Technology in Computer Animation. Jerome has used his technical background, creative talents, and leadership skills to create visuals and lead artists to produce stunning imagery.

Degrees

- Georgia Institute of Technology, Master of Art in Computer Science
- University of California, Los Angeles, Bachelor of Science in Computer Science and Engineering

Dr. Timothy Duncan
Program Director Digital Audio Technology

Dr. Timothy Duncan is an award-winning composer, performer and educator who is equally at home working with technology and with traditional media. He has composed and performed a body of new music compositions as well as created visual pieces and music for modern dance that have brought him recognition in the form of awards and grants from the Southeast Interdisciplinary Fund, Meet the Composer, Inc., the Ohio Federation of Music Clubs, and the Mississippi Arts Commission (among others), as well as guest composer residencies in places such as the Meadows School of Music at SMU, the Conservatory at the University of Missouri-Kansas City, and the University of Memphis. Dr. Duncan was music director for 14 regional and university theatrical productions, which earned him a citation (as composer) in the Shakespeare Music Catalogue.

Dr. Duncan has been a member of the faculty of Cogswell Polytechnical College for over a decade. In addition to full-time teaching he was Dean of the College from 2005-2008. Dr. Duncan founded the Digital Audio Technology program, where he teaches many of its courses. He has synthesized his broad understanding of the music profession and the music industry to create an innovative audio program that targets both the manufacturing and the music production sides of the audio industry.

Dr. Duncan completed degrees at the Universities of Tennessee, Memphis and Cincinnati, as well as pursuing additional study at Brooklyn College, Carnegie Mellon University, Stanford University and the Atlantic Center for the Arts. In addition to teaching, he has worked for Leapfrog Enterprises and the Asonda Corporation. He is a member of the College Music Society, the International Computer Music Association and the Interactive Audio Special Interest Group. Dr. Duncan's areas of specialization include sound synthesis, music composition and computer programming.

Degrees

- University of Cincinnati, Doctor of Musical Arts
- University of Memphis, Master in Music
- University of Tennessee, Bachelor of Music

Karen Keister
Program Director Digital Art and Animation

Assistant Professor Karen Keister received her BFA and MFA from San Jose State University where she studied Printmaking and Photography. Her time spent as a graduate teaching assistant ignited a passion for teaching. The advent of the digital darkroom has opened new avenues in her personal work, which has been exhibited in local galleries. Her design expertise has also been used in signage for a national retail chain.

Karen joined Cogswell College in 1999 as an adjunct Professor teaching 2D Design and Photoshop courses. Since then she has taught and developed curriculum for color theory and photography courses at Cogswell. She is currently an Assistant Professor and Program Director of the Digital Arts and Animation Department.

Degrees

- San Jose State University, Master of Fine Art in Fine Art
- San Jose State University, Bachelor of Fine Art in Fine Art

Philip Johnson
Program Director Digital Media Management

Philip is a native of Richmond, CA and a graduate from the University of the Pacific with a BS in Business and MBA from Mills College. Upon graduation he was accepted into an Innovation Institute which took him to Kenya, Africa to promote entrepreneurship and financial literacy. He also facilitated community members in the development of a product from local assets.

After returning to the United States, he was elected as President of California/Hawai'i NAACP Youth & College Division. Philip led a body of youth throughout the state to address issues affecting African American and other racial and ethnic minorities. Philip had previously served as an adjunct faculty at Cogswell where he teaches Business Communications and Creativity.

Philip also proudly serves on several boards including the Oakland African American Chamber of Commerce Foundation. In his spare time he enjoys drumming, traveling, and exploring new concepts.

Degrees

- Mills College, Masters of Business Administration
- University of the Pacific, Bachelor of Science in Business Administration

Richard Schimpf
Director of General Education and Online Learning

Assistant Professor Rich Schimpf received his BA from Columbia University and his MA from Stanford University, both in Russian Literature. His research focused on developing critical methodologies for textual analysis. His teaching interests at Stanford included Russian language, and the writers Chekhov and Gogol.

After Stanford, Rich pursued his own career in fiction writing, winning several awards and appearing in a number of publications. He transitioned into screenwriting in 2003, and quickly developed a successful business as a story editor and script doctor. He is credited on six films, and has consulted on dozens more.

Rich Schimpf was first invited to teach a screenwriting class at Cogswell in 2007. He fell in love with the place, and has been here ever since. He is presently the Director of General Education and Online Learning.

Degrees

- Stanford University, Master of Art in Russian Literature
- Columbia University, Bachelor of Art in Russian Literature

Nirmal Singh
Chair Mathematics and the Sciences

Nirmal Singh has taught mathematics at Cogswell College since 1980 and is presently an Associate Professor in the General Education program. Prior to coming to Cogswell he served as chair of the Mathematics Department and taught physics at Khalsa College, Fiji Islands. He also taught mathematics at G.H.G. Khalsa College, Punjab, India, and at Bikram College of Commerce, also in Punjab. India.

Professor Singh specializes in applied mathematics. His particular interest is in developing new methods to simplify complex multiplication processes. At Cogswell he has taught students in all programs and prides himself on making math accessible to all. His concern for students and emphasis on pedagogy has made him a popular and successful teacher.

Professor Singh is a graduate of Panjab University, Punjab, India (MA in Mathematics and BS in Physics, Chemistry and Mathematics), and of Cogswell Polytechnical College (BS in Engineering Technology). In addition, Professor Singh holds certificates in a number of digital media tools.

Degrees

- Panjab University, Master of Science in Mathematics
- Panjab University, Bachelor of Science in Math, Physics and Chemistry
- Cogswell College, Bachelor of Science in Electronics Engineering

Soma Frazier
Chair English and the Humanities

Soma Mei Sheng Frazier is an award-winning author and seasoned educator with seventeen years' experience in the fields of English and Literary Arts. Soma's fiction debut, *Collateral Damage: A Triptych,* earned acclaim from Nikki Giovanni, Daniel Handler (Lemony Snicket), Sarah Shun-lien Bynum, Antonya Nelson, Molly Giles and others – and was chosen as winner of the RopeWalk Press Editor's Fiction Chapbook Prize of 2013. In 2014, her work was adapted for the stage and performed by Seattle's renowned Book-It Repertory Theatre.

Soma's writing has placed in literary competitions offered by *Zoetrope, Glimmer Train,* the *Mississippi Review* and many more, and been singled out by the storySouth Million Writers Awardauthors. Recent work, some nominated for the Pushcart Prize, appears in *The Best of Kore Press, Glimmer Train* (issue 89), *ZYZZYVA* (issue 101) and online at *Carve Magazine, Eleven Eleven* and *Eclectica*. Soma is currently completing a novel about the incendiary ecosystem of Oakland, California.

Soma holds an MFA in Writing from Sarah Lawrence College, and a BA in Asian Studies from Pomona College. A founding committee member of the City of Oakland's Youth Poet Laureate title, she has taught at institutions ranging from Oakland School for the Arts – whose literary journal, *Enizagam,* she overhauled and introduced to an international readership – to Holy Names University to Valhalla Correctional Facility. At Cogswell, she marries industry experience with academic rigor, advancing students' individual and collective aims.

Degrees

- Sarah Lawrence College, Master of Fine Art in Writing
- Pomona College, Bachelor of Art in East Asian Languages and Literature

Full Time Faculty

Jonali Bhattacharyya

Jonali Bhattacharyya is an Assistant Professor in the Game Design and Development program at Cogswell College. She is a professional game animator who has worked on titles such as Iron Man, Lair, Golden Axe and Marvel Ultimate Alliance II. Jonali joined Cogswell College in 2009. She has since taught and brought new depth to Cogswell's animation program.

She holds a Bachelor of Science Degree in Zoology from Gauhati University, India, and a Master of Fine Arts Degree in Animation from Academy of Art University, San Francisco. Her specialties include Quadruped Animation and Game Animation. Additionally she has a strong background in Computer Programming and Traditional Fine Arts.

Degrees

- Academy of Art University, Master of Art in Animation
- Handique Girls College, Bachelor of Science in Zoology

Albert Chen

Albert Chen is Assistant Professor in the Game Design and Development program at Cogswell College in Sunnyvale, CA. He has led students in the development of serious games using game engines in conjunction with the Boeing Company's Skunkworks team, Neurosky (producer of commercial brainwave sensors) and the Ericsson US research team. As Associate Director for Cogswell's Engineering Simulation and Animation Laboratory (ESAL), he led a team that was awarded the Boeing Performance Excellence Award in 2008.

Prior to joining Cogswell in 2007, Mr. Chen was a professional game developer for over twelve years and worked for EA, LucasArts, Factor 5 and the 3DO Company. He has a BA in International Relations from UC Davis and is currently pursuing a Master of Arts in Entrepreneurship and Innovation at Cogswell College.

Degrees

- Cogswell College, Master of Art in Entrepreneurship
- University of California at Davis, Bachelor of Art in International Relations

Anthony Dias

Anthony Dias is a Cogswell Alumnus, Instructor and Faculty Advisor in the Digital Audio Technology department from which he received a Bachelor of Science degree in 2009.

He also serves as the Visual Director for Cogswell MediaWorks; a collaborative, project-based course in which visually oriented students work with audio students to create short AudioVisual pieces for real-world clients.

Before his full time appointment at Cogswell, Anthony worked as a video editor, photographer and production manager for IDIAS Production. Prior to that, he was video editor for SpanishMasters Creative Studios, where he edited hundreds of locally and nationally broadcast television commercials for the Hispanic Market.

Before transferring to Cogswell to study Digital Audio Technology, Anthony spent two and a half years studying Computer Arts and Animation at West Valley College.

As an independent artist and music producer, Anthony is influenced by an eclectic variety of genres such as; French House, Progressive Trance, Hip Hop, R&B, Mariachi, Classical Music and EDM. His music tends to be beat-driven, with filter-modulated synth bass sounds, strong chord progressions and driving lead synth melodies.

Anthony is a member of the Audio Engineering Society, ACM SIGGRAPH and he is also a founding member of the Bay Area Reason User Group.

Degrees

- Cogswell College, Bachelor of Science in Digital Audio Technology

Julius Dobos

Julius Dobos, Distinguished Lecturer, brings nearly two decades of professional experience as an award-winning composer of electronic and film music, sound synthesist and as an audio engineer to Cogswell's Digital Audio Technology Department. At Cogswell, he teaches various audio and music production-related courses, as well as advises students on portfolio projects, soundtrack projects and student initiatives. Additionally, he supervises audio production for Project X movies. Mr. Dobos' approach to education is heavily focused on delivering real-world knowledge and on the development of advanced skills used in audio and music production. All of his classes include hands-on work and professional-level projects.

Mr. Dobos started his piano studies at age five and was composing music at nine. He studied music production, audio engineering, composition and film score composition at various institutions in Europe, including the Weiner Leo Music School in Budapest, Hungary and the University of Music and Performing Arts in Stuttgart, Germany. After working as a freelance composer and synthesist for Roland, he founded his original music production and publishing company, *The Creative Shop*, in 1998.

Mr. Dobos has released seven electronic and orchestral/electronic music albums, including the platinum-selling *Connecting Images* and the renowned *Mountain Flying*. He is the first Central-European composer of large-scale electro-orchestral music to receive international attention and has composed music for use in major motion pictures including, *You Don't Mess with the Zohan*, *The Zookeeper* and *Paul Blart: Mall Cop*. Besides his original scores in a variety of feature movies, his work can be heard in television programs (such as *DragonBall Z*). He has also produced award-winning music for advertising, corporate films and for use in exhibitions and sound installations in the United States and Europe. Additionally he has produced music that features Grammy Award®-winning artists, engineered over a thousand music titles and mastered albums in a wide range of musical styles.

In his free time, Mr. Dobos enjoys photography, learning about Nature and the Universe and working in his state-of-the-art music production studio where he composes instrumental electronic music and explores the uncharted territories of melody and sound. To find out more about his philosophy and current projects, visit Mr. Dobos' website at www.juliusdobos.com.

Degrees

- Kandó Kálmán College of Electrical Engineering, Bachelor of Science in Electrical Engineering

David Gladstein

Dr. Gladstein brings to Cogswell over 20 years of software engineering experience. He has worked as a software engineer for a variety of San Francisco Bay Area companies including SiXiTS, EvLab and The Orphanage. In addition, Dr. Gladstein has extensive experience in overseeing software development from a managerial role. From 2000-2003, he served as the director of bioinformatics at Expressgen Inc. Prior to that, he was the director of mathematical sciences at Afferent Systems Inc. and senior software developer at Franz Inc. Dr. Gladstein is experienced in software development and scripting in Python, Java, Haskell and C. He is also competent in Maya, AfterEffects, Nuke and computer graphics production in general.

Dr. Gladstein received a B.S. and M.S. in computer science from Union College and a Ph.D. in computer science from Northeastern University, where he wrote his doctoral thesis: "Compiler Correctness for Concurrent Languages." He later obtained a B.A.S. in digital visual media from Ex'pression College for Digital Arts, and still composites for fun.

Degrees

- Northeastern University, Doctorate of Philosophy in Computer Science
- Union College, Master of Science in Computer Science

Timothy Heath

Timothy Heath has worked as an animator in the film and entertainment industry for the past 18 years. He has worked on films at Industrial Light and Magic and Square Pictures, and spent four years of his career as an Animation Supervisor at Electronic Arts, creating video game cinematics and in-game animations. His film credits include Pirates of the Caribbean 2: Dead Man's Chest, and Final Fantasy: The Spirits Within. His game credits include Lord of the Rings and The Godfather.

Earlier in his career, he lived in New York City and worked in a post-production house on film, commercial, and location based entertainment rides as well as broadcast animations for ABC. He enjoys writing and directing animated short films and sharing his knowledge and experience with others. Timothy holds a Bachelor of Business Administration and an Art Minor from James Madison University.

Degrees

- James Madison University, Bachelor of Art in Marketing and Art

Michael Martin

Michael Martin was the Dean of the College from 2007 to 2013. Since joining the Cogswell faculty in 1997, Michael has taught Design and Photography in the Digital Art and Animation Program. Prior to appointment as Dean, he was Coordinator of the Digital Arts and Animation Program. Michael taught various art classes as an adjunct instructor at San Jose State University and Monterey Peninsula College.

Michael specializes in photography. His artwork has been exhibited throughout the San Francisco Bay Area and in Europe. Michael is a graduate of Fresno State University (BA Art) and San Jose State University (MFA Photography).

Michael is a member of the San Jose Arts Commission, a City Council appointed Commission that assesses cultural needs of San Jose and develops arts policy, program and budget recommendations for approval by the City Council, including annual cultural grants and public art. He is also a vice chair of the Public Art Committee and a member of the Mineta Airport Art Program Oversight Committee. He served as Board President of WORKS/San Jose Art and Performance Gallery, Gallery Coordinator at Monterey Peninsula College, and Cultural Advisory Commissioner for Santa Clara, California.

Degrees

- San Jose State University, Master of Fine Art in Pictorial Art
- Fresno State University, Bachelor of Fine Art in Art

David Perry

Born and raised in the San Francisco Bay Area, David Perry has applied his talents to a range of technical and artistic endeavors. First working as an architectural designer and drafts-person in the residential construction industry, then developing a web design business that served clients including Hewlett Packard and Agilent Technologies. After learning the craft of animation, David worked as a traditional animator in the games and commercial industries providing animation for companies that included animating Nickelodeon properties for Living Books and commercials for Colossal Pictures. In 2001 David was offered his first opportunity to teach an animation class and has been teaching ever since.

Assistant Professor David Perry currently teaches drawing and animation classes at Cogswell in addition to helping instruct the Project X class as Animation and Art director. He has taught animation and drawing at DeAnza College and been a guest lecturer at San Jose State University where he oversaw a student produced feature length animated film. David is a two time recipient of Cogswell's excellence in teaching award. He has been juror at the Animatu animation festival in Portugal and Aniwow in Beijing and presented talks at both festivals.

Along the way David has worked as a senior software developer for the LPS Group providing web based database tools. He has also authored a free animation program for students called MonkeyJam that is available on the web and has been licensed by The Book Shop Ltd. for inclusion in clay animation activity kits for children. In his spare time David enjoys hiking, golf, cycling and remodeling his house. He is also adviser for the Animation and Comic-book Creation clubs on campus.

Vihn Phat

Professor Vinh Phat has been teaching in higher education at many Silicon Valley institutions and companies. He was an adjunct professor at Santa Clara University Graduate School of Computer Engineering Department teaching Operating Systems, UNIX Internal and was a Senior Lecturer at San Jose State University in Math/CS department.

Prof. Phat has had many years of industrial experience at: NASA-Informatics in Statistics, Database, Rolm Corp. in Compiler Design and Sun Microsystems in UNIX system.

He has been with Cogswell for over 22 years teaching Mathematics, Computer Engineering, Digital Art Engineering, and Software Engineering and was the Engineering Department Chair from 1992 – 2005 at Cogswell.

His research and interest are Sequential and Parallel Algorithms, Compiler Design, and Concrete Mathematics for game developers and software engineers. He won the Professor of the Year 2010-2011 teaching award and the prestigious 4 years Scholarship and Leadership award of USAID in engineering. Recently, he served as the Interim Director and Associate Director of Engineering.

In his spare time he enjoys chess, and keeping fit by lifting weights, doing sprints and pushups.

Degrees

- San Jose State University, Master of Science in Mathematics
- San Jose State University, Bachelor of Science in Mathematics

Reid Winfrey

Reid Winfrey, Associate Professor, is the Director of Digital Arts and Animation at Cogswell. A graduate of the University of California at Davis and San Jose State University, he holds a Master of Fine Arts Degree in Printmaking and Pictoral Arts. He has presented at conferences and museums on topics ranging from printmaking and curating fine art to creativity and the digital revolution in art. Professor Winfrey was the Producer of *10,000 Kites*, a short, animated film written by Iain McCaig and created at Cogswell for use as a fundraising tool for a joint Israeli/Palestinian art project; *10000 Kites* was premiered at the Skirball Center in Los Angeles and shown throughout the US and Israel at events in support of this highly controversial project. Professor Winfrey is a Line Producer for *The Offering*, another animated film created at Cogswell that will premier in Beijing in 2009.

His work as a painter is in hundreds of private collections and has been exhibited throughout the United States and in England and Japan. He is represented in public and corporate collections including Kodak, Union Bank of California, The San Jose Symphony, Dupont, and Southern Illinois University. He is listed in *Who's Who Among America's Teachers*, has been the subject of numerous art reviews, and is the author of *Creativity and Content Development* and *Figure Drawing: a Practical Guide*. Professor Winfrey currently teaches painting, drawing, and illustration courses at Cogswell and leads curricular development for the DAA department.

Degrees

- San Jose State University, Master in Fine Art in Art
- University of California, Davis, Bachelor of Fine Art in Art