COGSWELL COLLEGE
EST. 1887
SILICON VALLEY

2016–2018

COLLEGE CATALOG

cogswell.edu

ADDENDUM

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CATALOG REVISIONS AND UPDATES

The Catalog Addendum is not a standalone document and must be reviewed in connection with the most current version of the 2016-2018 catalog and all previous addenda. It serves as notification of corrections to content and changes to the institution's policy, tuition and fees, programs, courses, admission and graduation requirements and staff updates that have occurred since the catalog was published.

2016-2018 Catalog Effective Period

Page #	Policy/Section	Effective Date
2	**Catalog Disclaimer**	**7/1/2018**

This (2016-2018) Catalog covers July 1, 2016 through December 31, 2018.

Tuition and Fees Change

Page #	Policy/Section	Effective Date
131	**Tuition and Fees Undergraduate and Graduate Programs**	**09/01/2018**

Tuition and Charges for Undergraduate Programs		
Tuition (per credit hour):	$794	
Fees (per term):		
Campus Fee:	$500	
Student Tuition Recovery Fee (STRF):	$0	
Books and Supplies (Estimated):	$500	
Housing Fee:	$5,500	
Other Fees:		
Enrollment Fee:	$100	
Total Charges (for the first term)	*Without Housing*	*With Housing*
Full-Time Student (enrolled for 12 Credits)	$9,528	$9,528
Enrollment Fee:	$100	$100
Campus Fee	$500	$500
Student Tuition Recovery Fee (STRF):	$0	$0
Books and Supplies (Estimated):	$500	$500
Housing Fee	$0	$5,500
Estimated Total	**$10.628**	**$16,128**

Tuition and Charges for Graduate Programs	
Tuition (per course):	$1,700
Fees (per term):	
Technology Fee:	$50
Student Tuition Recovery Fee (STRF):	$0
Books and Supplies (Estimated):	$500
Housing Fee:	$5,500
Other Fees:	
Enrollment Fee:	$100

Total Charges (for the first term)	*Without Housing*	*With Housing*
Full-Time Student (enrolled for 3 courses)	$5,100	$5,100
Enrollment Fee:	$100	$100
Technology Fee*	$50	$50
Student Tuition Recovery Fee (STRF):	$0	$0
Books and Supplies (Estimated):	$500	$500
Housing Fee	$0	$5,500
Estimated Total	**$5,750**	**$11,250**

Other Charges and Fees	**Amount**
Late Payment Fee	$25 per Payment Due Date (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 (waived for Cogswell graduates)	$500 per course (refundable per refund policy)
Diploma Reprint Fee	$25 (non-refundable)
Student ID Card Replacement Fee	$10 (non-refundable)
Student Housing Application Fee (yearly)	$100 (non-refundable)
Replacement VTA Pass Fee	$25 (non-refundable)
International Students Enrollment Fee	$500 (non-refundable)
Non-sufficient Funds (NSF) Fee	$20 (non-refundable)
Late Equipment Return Fee	$5 per day (non-refundable)

CATALOG ADDENDUM 2016 –2018

PROGRAM/DEGREE NAME CHANGE

Page #	Policy/Section	Effective Date
All	**Software Engineering name changed to Computer Science**	**07/19/2017**

The Engineering Program and the Software Engineering Degree has undergone a name change. Throughout the catalog any reference to the Software Engineering degree (SWE) shall be changed to Computer Science (CS). Additionally, any reference to the Engineering program shall be changed to Computer Science and Engineering (CSE). Therefore, the updated degree names with concentrations are as follows:

- BS in Computer Science: Web and Mobile Concentration
- BS in Computer Science: Software Development Concentration

- All reference to the degree Digital Art and Engineering shall remain the same. Therefore, the degree will remain as follows:
- BS in Digital Arts Engineering

ACCREDITATIONS AND APPROVALS

Page #	Policy/Section	Effective Date
12	**Accreditation and Approvals**	**01/01/2017**

Add the Bachelor of Business Administration to the approved programs under the California State Approving Agency for Veteran's Education (CSAAVE).

ONLINE DEGREES

Page #	Policy/Section	Effective Date
12	**Degrees**	**07/19/2017**

The following section has been updated to identify online programs:

DEGREES	ON-CAMPUS	ONLINE
Bachelor of Business Administration (BBA)	•	
Bachelor of Arts in Digital Art and Animation (DAA)	•	
Bachelor of Science in Digital Audio Technology (DAT)	•	
Bachelor of Science in Software Engineering (SWE)	•	
Bachelor of Science in Digital Arts Engineering(DAE)	•	
Bachelor of Arts in Game Design Art (GDA)	•	•
Bachelor of Science in Game Design Engineering(GDE)	•	•
Master of Arts in Entrepreneurship and Innovation (MA ENT)	•	

Page #	Policy/Section	Effective Date
12	**Accreditation and Approvals**	**03/01/2018**

WASC Senior College and University Commission has updated their domain name. "Links to the WSCUC website that use the wassenior.org domain will be automatically redirected to wscuc.org…"

For that reason, a change to the wording in the catalog can wait until the actual catalog change. But, when a new catalog is published please make the following change:

CATALOG ADDENDUM 2016 –2018

Old Wording:

Cogswell College is accredited by an accrediting agency recognized by the United States Department of Education: WASC, Senior College and University Commission (WSCUC) http://www.wascsenior.org/

New Wording:

Cogswell College is accredited by an accrediting agency recognized by the United States D3parment of Education: WASC, Senior College and University Commission (WSCUC) www.wscuc.org

BUSINESS HOURS

Page #	Policy/Section	Effective Date
13	**Facilities**	**07/19/2017**

Business hours are to be updated to read as follows:

Business Hours:

- Mon – Thu 9:00 AM – 6:00 PM
- Fri 9:00 AM – 5:00 PM
- Sat – Sun Closed

ADMINISTRATION AND BOARD OF TRUSTEES

Page #	Policy/Section	Effective Date
13	**College Administration**	**07/19/2017**

The section has been updated to read as follows:

- Rick Henson, Director of Admissions
- Dr. Andrey Fedin, Vice President of Information Technology and Campus Services
- Brittany Bogle, Dean of Students
- David Noriega, Registrar and Articulation Officer
- Kenneth Banks, Chief Financial Officer and Acting Chief Executive Officer
- Jerome Solomon, Dean of the College
- Milla Zlatanov, Vice President of Institutional Research and Quality Assurance
- Nikki H. Love, Director of Compliance
- Nando Gapasin, Executive Director of Career Services, Alumni Relations, and Ecosystem Development
- Yariela Perez, Director of Financial Aid

Page #	Policy/Section	Effective Date
13	**Board of Trustees**	**07/19/2017**

The section has been updated to read as follows:

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

- Deborah Snyder
- Jason Woody
- Robert Wrubel

ACADEMIC CALENDAR FOR 8-WEEK SESSIONS

Page #	Policy/Section	Effective Date
14	**Academic Calendar**	**04/03/2017**

The Academic Calendar (Page 14 -15) is updated, as follows, to include two 8-week sessions (Late Summer 2017 and Late Fall 2017):

Late Summer 2017 8-Week Session On-Campus and Online

April 3, 2017	Registration Begins
May 7, 2017	Registration deadline
May 8, 2017	Late registration fees begin
June 22, 2017	New student orientation
June 26, 2017	**First day of classes**
July 2, 2017	Last day to ADD/DROP classes
July 3-4, 2017	Independence Day (Holiday) College Closed
July 17-23, 2017	Midterm week
July 25, 2017	Midterm grades due from faculty
July 30, 2017	Last day to WITHDRAW from classes
August 20, 2017	**Last day of classes**
August 22, 2017	Final grades due from faculty

Late Fall 2017 8-Week Session On-Campus and Online

April 3, 2017	Registration begins
August 6, 2017	Registration deadline
August 7, 2017	Late registration fees begin
October 23, 2017	New student orientation – Completion Deadline
October 23, 2017	**First day of classes**
October 29, 2017	Last day to ADD/DROP classes
November 13-19, 2017	Midterm week
November 21, 2017	Midterm grades due from faculty
November 22-26, 2017	Thanksgiving Break (Holiday) College
Closed November 29, 2017	Last day to WITHDRAW from class
December 17, 2017	**Last day of classes**
December 19, 2017	Final grades due from faculty December
25, 2017 – January 1, 2018	Winter Break – College Closed

Additionally the Academic Calendar end dates will be updated to the following dates:

Summer 2017 Semester Ends: August 20, 2017 Last Day of classes (old date was August 19, 2017)

Summer 2017 Semester Ends: August 20, 2017 HS Summer Program (old date was August 19, 2017)

Fall 2017 Semester Ends: December 17, 2017: Last Day of classes (old date was December 16, 2017)

Spring 2018 Semester Ends: May 6, 2018 Last Day of classes (old date was May 5, 2018)

Summer 2018 Semester Ends: August 12, 2018 Last Day of classes (old date was August 11, 2018)

ACADEMIC CALENDAR

Page #	Policy/Section	Effective Date
14	Academic Calendar	09/29/2017

The Academic Calendar (Page 14 -15) is updated, as follows:

Fall 2017 Semester On-Campus and Online

April 3, 2017	Registration begins
August 6, 2017	Registration deadline
August 7, 2017	Late registration fees begin
August 29, 2017	In-state new student orientation
August 31, 2017	Out-of-state new student orientation
September 4, 2017	Labor Day (Holiday) - College Closed
September 5, 2017	First day of classes
September 11, 2017	Last day to ADD/DROP classes
October 16-22, 2017	Midterm week
October 20, 2017	Fall graduation application due
October 24, 2017	Midterm grades due from faculty
November 12, 2017	Last day to WITHDRAW from classes
November 22-26, 2017	Thanksgiving Day (Holiday) - College
Closed December 17, 2017	Last day of classes
December 19, 2017	Final grades due from faculty
December 23, 2017 – January 1, 2018	Winter Break – College Closed

Late Fall 2017 8-Week Term On-Campus and Online

April 3, 2017	Registration begins
August 6, 2017	Registration deadline
August 7, 2017	Late registration fees begin
October 23, 2017	New student orientation
October 23, 2017	First day of classes
October 29, 2017	Last day to ADD/DROP classes
November 13-19, 2017	Midterm week
November 21, 2017	Midterm grades due from faculty
November 22-26, 2017	Thanksgiving Day (Holiday) - College
Closed November 29, 2017	Last day to WITHDRAW from classes
December 17, 2017	Last day of classes
December 19, 2017	Final grades due from faculty
December 23, 2017 – January 1, 2018	Winter Break – College Closed

ACADEMIC CALENDAR

Spring 2018 Semester On-Campus and Online

November 6, 2017	Registration begins
December 3, 2017	Registration deadline
December 4, 2017	Late registration fees begin
January 11, 2018	New student orientation
January 15, 2018	Martin Luther King Day (Holiday) - College Closed
January 16, 2018	First day of classes
January 22, 2018	Last day to ADD/DROP classes
February 18-19, 2018	President's Day (Holiday) - College
Closed February 26-March 4, 2018	Midterm week
March 2, 2018	Spring graduation applications due
March 6, 2018	Midterm grades due from faculty
March 25, 2018	Last day to WITHDRAW from class
March 26-April 1, 2018	Spring Break 2018
May 6, 2018	Last day of classes
May 8, 2018	Final grades due from faculty
May 12, 2018	Commencement Ceremony

Summer 2018 Semester On-Campus and Online

April 9, 2018	Registration begins
April 29 2018	Registration deadline
April 30, 2018	Late registration fees begin
May 24, 2018	New student orientation
May 27-28, 2018	Memorial Day (Holiday) - College Closed
May 29, 2018	First day of classes/Start of HS Summer Program
June 4, 2018	Last day to ADD/DROP classes
July 1, 2018	Midterm week
July 3, 2018	Midterm grades due from faculty
July 4, 2018	Independence Day (Holiday) - College Closed
July 6, 2018	Summer graduation applications due
July 22, 2018	Last day to WITHDRAW from classes
August 19, 2018	Last day of classes/End of HS Summer Program
Augusts 21, 2018	Final grades due from faculty

Late Summer 2018 8-Week Term On-Campus and Online

April 2, 2018	Registration begins
April 29, 2018	Registration deadline
April 30, 2018	Late registration fees begin
June 21, 2018	New student orientation
June 25, 2018	First day of classes/Start of HS Summer Program
July 2, 2018	Last day to ADD/DROP classes

ACADEMIC CALENDAR

July 4, 2018	Independence Day (Holiday) - College Closed
July 16-22, 2018	Midterm week
July 24, 2018	Midterm grades due from faculty
July 29, 2018	Last day to WITHDRAW from classes
August 19, 2018	Last day of classes/End of HS Summer Program
Augusts 21, 2018	Final grades due from faculty

Fall 2018 Semester On-Campus and Online

April 9, 2018	Registration begins
August 5, 2018	Registration deadline
August 6, 2018	Late registration fees begin
August 28, 2018	In-state new student orientation
August 30, 2018	Out-of-state new student orientation
September 2-3, 2018	Labor Day (Holiday) - College Closed
September 4, 2018	First day of classes
September 10, 2018	Last day to ADD/DROP classes
October 12, 2018	Fall graduation application due
October 15-21, 2018	Midterm week
October 23, 2018	Midterm grades due from faculty
November 11, 2018	Last day to WITHDRAW from classes
November 21-25, 2018	Thanksgiving Day (Holiday) - College
Closed December 16, 2018	Last day of classes
December 18, 2018	Final grades due from faculty
December 22, 2018 – January 1, 2019	Winter Break – College Closed

Fall 2018 Mid-Session

October 22, 2018	Classes Begin
October 28, 2018	Last day to Add/Drop
November 25, 2018	Last day to Withdraw from Classes
December 16, 2018	Last Day of Classes

ADMISSIONS POLICIES

Page #	Policy/Section	Effective Date
16	**Admissions Policies: General Policies and Procedures**	**01/01/2017**

The following procedures have been updated read as follows:

Application Procedures

Applicants for admission must complete and 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. Proof of secondary school completion in the form of transcripts is an admission requirement for all undergraduate students. Unofficial transcripts may be used to begin application process. The following is acceptable proof: high school transcript, an official report of scores earned on the General Education Development (GED) test, proof of completion in a home schooling program or equivalent. Transcripts must

be received no later than 14 calendar days from the start of the semester. Transcripts should be sent to the Registrar's Office:

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

NOTE: A minimum unweighted GPA of 2.7 is recommended.

The College does not accept Ability-to-Benefit students,

In the event of failure to provide proof of official documentation showing completion of secondary education, the student's status will be canceled. Any monies paid will be refunded according to the cancelation policy.

7. A minimum of one (1) academic or professional letter of recommendation is recommended.
8. SAT or ACT scores are recommended for all first-time freshman students.

Page #	Policy/Section	Effective Date
16	**Admissions Policies: Special Program Requirements**	**07/19/2017**

The following section has been added after Application Procedures:

Special Program Requirements

Students wishing to be considered for one of the institution's distance education programs are required to pass an assessment. This assessment will be used to determine whether they have the skills and competencies to succeed in a distance education environment at our institution.

Online Program Minimum Hardware/Software Requirement

You as a student are expected to have access to internet and devices that meet minimum hardware/software requirements for engaging in any online programs. Because of this the College will issue a new laptop with what you need to complete your program of study.

Page #	Policy/Section	Effective Date
16	**Admissions Policies: Enrollment Deposit**	**01/01/2017**

The following section has been added after General Policies and Procedures:

Enrollment Deposit (effective Fall 2017 cohort)

Students who are accepted and confirm Cogswell College's offer of admission must submit their enrollment deposit of $100 (for resident students) or $500 (for international students). The enrollment deposit is nonrefundable after May 1 for Summer and Fall students. The enrollment deposit is nonrefundable after January 1 for Spring students. Please keep in mind Cogswell College has the right to withdraw its offer for admission for the following reasons: Any part of the admissions application contains misrepresentations; you do not complete the requirements for high school graduation by the end of the current school year; there is a significant decline in your academic performance during your senior year.

Page #	Policy/Section	Effective Date
16	**Admissions Policies: Placement Procedures**	**01/01/2017**

Information regarding placement testing has been moved to its own section as follows:

Placement Procedures

Upon acceptance and prior to registration, Students must complete placement tests in Mathematics, English and Music Theory, if applicable, to assess the student's competency level within each subject area.

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 between 40-74% 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 MATH005

Students may waive English placement testing with SAT or ACT scores. Below are acceptable scores to determine placement in English. Placement is based on the student's highest score from all test dates.

Page #	Policy/Section	Effective Date
16	**Admissions Policies: ACT & SAT Scores**	**09/01/2016**

The following ACT Scores have been updated:

ACT English Score	SAT Critical Reading Score	Placement
• 6 or lower if taken in or after September 2016 • 17 or lower if take prior to September 2016	• 479 or lower if taken in or after March 2016 • 499 or lower if taken prior to March 2016	ENG050
• 7 or higher if taken in or after September 2016 • 18 or higher if taken prior	• 480 or higher if taken in or after March 2016 • 500 or higher if taken prior to March 2016	ENG100

ADMISSIONS POLICIES

Page #	Policy/Section	Effective Date
16	**Admissions Policies: Rolling Admissions**	**01/01/2017**

The Rolling Admissions section have been updated to include and read as follows:

Rolling Admissions and Deadlines

Cogswell College continuously accepts and reviews completed applications, rendering admission decisions to applicants throughout the calendar year. The Admissions Department advises students to follow deadlines as listed below.

Freshman Admissions

The deadline for Early Action is December 1. Students who apply for regular admission are strongly encouraged to submit an application as early as possible. The priority admission deadline for freshman applicants is April 1.

Transfer Admissions

Cogswell College admits transfer students for spring, summer, and fall semesters. The priority deadline for spring enrollment is December 1. The priority deadline for summer enrollment is March 1. The priority deadline for fall enrollment is June 1.

International Admissions

Cogswell College encourages international students to submit a completed application before November 1 for January entrance and before June 1 for September entrance. A completed international undergraduate admissions application must include:

Conditional Admissions

Conditional admission allows students who have met all of the standards of the institution to begin their first semester with additional support, or for students who have not satisfied all of the standards to complete them prior to beginning their coursework at Cogswell College.

If a student has met all of the standards of the institution, and is accepted conditionally then they will be given the provisions of first semester enrollment to be completed and adhered to during their first semester. If a student does

not meet all of the academic standards of the institution, then they must complete these prior to enrollment.

International Conditional Admissions:

International applicants can be considered for conditional admission by submitting a copy of their high school or college transcripts and passport. A GPA of 3.2 on all coursework is recommended. Students must still complete all other admission requirements after successful completion of English language program or achievement of necessary English language score, to be fully admitted.

Page #	Policy/Section	Effective Date
17	**Admissions Policies: Undergraduate Student Admissions Requirements**	**01/01/2017**

With the update to the Application Procedures section the following section has been removed:

Undergraduate Student Admissions Requirements

Admissions Policies

Page#	Policy/Section	Effective Date
17	**Admissions Policies:** **Undergraduate Portfolio Entrance Requirement**	**01/10/2018**

The GDA portfolio requirements has been changed as follows to accommodate the current "Game Art" and the new "Game Writing" concentrations:

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. The requirements vary for the two concentrations with the GDA major.

For entry into the GDA **Game Art** concentration, 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

Applicants to the GDA **Game Writing** concentration are required to submit two original pieces of creative writing: one short story and one script sample.

The short story must be an original work, double-spaced and between 800 and 1,000 words in length. It can feature entirely new characters or it can be based on an existing, well-known intellectual property (IP) of the student's choice (e.g. Harry Potter, X-Men, The Walking Dead, etc.). If the latter option is chosen, please identify the IP in question. The piece should be a complete, self-contained story, with a beginning, middle and end.

The script sample must be an original work, employing standard "Hollywood"-style script format, and must be no more than 15 pages in length. Acceptable file formats include Microsoft Word and PDF. The script can feature entirely new characters or it can be based on an existing, well-known intellectual property of the student's choice. It may be a complete standalone story, or a scene from an implied larger tale (for example, a "lost scene" from a popular movie or game). In the latter case, please briefly "set up" the script so its context is clear.

Both writing samples will be judged based on structure, dialogue writing, command of the English language, and general demonstration of narrative capability.

Page #	Policy/Section	Effective Date

18	**Admissions Policies: Undergraduate Portfolio Entrance Requirement**	**09/29/2017**

A portfolio will no longer be required for the BBA program

CREDIT BY EXAMINATION

Page #	Policy/Section	Effective Date
24	**Transfer Credit Policy: Credit by Examination**	**09/29/2017**

The following courses are added to those available for credit by examination:

Program	Course
Digital Art & Animation	DAA240 Introduction to 3D Modeling

Page #	Policy/Section	Effective Date
24	**Transfer Credit Policy: Credit by Examination**	**07/19/2017**

The following courses are added to those available for credit by examination:

Program	Course
Digital Audio Technology	DAT110 Desktop Production Fundamentals
Digital Audio Technology	DAT115 Desktop Audio Production
Digital Audio Technology	DAT150 Beginning Audio Programming
Digital Audio Technology	DAT210 Digital Sound Synthesis 1
Digital Audio Technology	DAT220 Studio Recording 1

GRADING SYSTEM AND GRADE POINTS

Page #	Policy/Section	Effective Date
24	**Grading System and Grade Points**	**09/29/2017**

The following procedures have been updated read as follows:

Letter Grade	Grade Point Value	Cutoff Percentag	Description	Calculated in GPA?	Credit Earned?
A+	4.0	97.0	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-	0.7	60.0	Letter grade	Yes	Yes
F	0.0	< 60.0	Letter grade	Yes	No

REGISTRATION AND RECORDS 8-WEEK SESSIONS

Page #	Policy/Section	Effective Date
26	**Registration and Records**	**04/03/2017**

Due to the inclusion of new the 8 week sessions the following wording must be added to the catalog:

Registration and Records (page 26) – a new subsection was created titled 8-Week Sessions and includes the following language:

1. New Students can register either for regular semesters or for 8-Week Sessions. They cannot register for both during the same period of time (Example: registration for both Summer Semester and Late Summer Session will not be allowed).

   NOTE: Registration for 8-week sessions will be possible only through Add/Drop forms.

2. Continuing students who would like to take classes during the 2017 Late Summer session, will not be able to use Financial Aid to cover the tuition or other expenses. They will be able to attend 8-week sessions ONLY if they pay cash for their tuition, fees and other expenses.

   NOTE: Continuing Students seeking an exception to this rule must see the Financial Aid Advisor.

3. Prospective new students who have graduated from High School by June 26, 2017, will be allowed to register for either the Late Summer Session or Late Fall Session. These students will not be allowed to register for Summer High School Programs.
4. Prospective new students who are sophomores or juniors in High School as of June 26, 2017, will not be allowed to register for Late Summer or Late Fall 8-week sessions. They will have to register for the Summer High School Program if they want to attend the College and take College classes.

Page #	Policy/Section	Effective Date
26	**Registration and Records: 8-Week Sessions**	**07/19/2017**

The wording for the #4 of the 8-week session section shall be updated as follows:

4. Prospective students who are completing their sophomore or junior year in High School will be able to register for the Summer High School Program in either summer or late summer.

REFUND POLICY

Page #	Policy/Section	Effective Date
29	**Refund Policy: Refunds for Students Withdrawing from the College**	**09/1/2016**

The following wording shall be added to the Refund Policy:

Institutional scholarship recipients who withdraw from the college are subject to a pro-rata charge for any unearned portion of the scholarship using the same percentage calculation as defined above for institutional charges.

State Grant recipients who withdraw from the college are subject to a pro-rata return of funds using the same calculation as defined in the Return of Title IV section and in accordance with the California Student Aid

Commission.

Veteran Benefit recipients who withdraw from the college, unless requested by Veterans Affairs, will not be subject to a return of Veteran Benefits. Any Veteran Benefit received in excess of earned Institutional Charges and all other final adjustments will be refunded to the student.

TUITION AND FEES

Page #	Policy/Section	Effective Date
31	Tuition and Fees Undergraduate and Graduate Programs	07/19/2017

Tuition for Undergraduate Programs are updated as follows (Review the catalog for all other fees):

Tuition Pricing for Undergraduate

Tuition and Expenses Per Semester (Institutional Charges)		
Cost Per Credit	$777	
Campus Fee*	$500	
Housing Fee	$4,500	
Examples	*Without Housing*	*With Housing*
Full-Time Student (12 Credits)	$9,324	$9,324
Campus Fee*	$500	$500
Housing Fee	$0	$4,5000
Estimated Total	**$9,824**	**$14,324**
Part-Time Student (9 Credits)	$6,993	$6,993
Campus Fee*	$500	$500
Housing Fee	$0	$4,500
Estimated Total	**$7,493**	**$11,993**

**Students registered during summer semester will not be billed a campus fee.*

Page #	Policy/Section	Effective Date
31	**Tuition and Fees Undergraduate and Graduate Programs** **Tuition Pricing for Undergraduate**	03/01/2018

To Update the housing to $5,500 per term from $4,500 per term both effective FA18. To update the Part Time example to use 6 credits per term instead of 9 credits per term.

Current Tuition Pricing for Undergraduate:

Housing fees are $4,500 for a shared room in a shared apartment per semester. Students must be registered at least nine (9) credits per semester.

Tuition and Expenses Per Semester (Institutional Charges)		
Cost Per Credit	$777	
Campus Fee*	$500	
Housing Fee	$4,500	
Examples	*Without Housing*	*With Housing*
Full-Time Student (12 Credits)	$9,324	$9,324
Campus Fee*	$500	$500
Housing Fee	$0	$4,500
Estimated Total	**$9,824**	**$14,324**
Part-Time Student (9 Credits)	$6,993	$6,993
Campus Fee*	$500	$500
Housing Fee	$0	$4,500
Estimated Total	**$7,493**	**$11,993**

*Students registered during summer semester will not be billed a campus fee

New Tuition Pricing for Undergraduate

Housing fees are $5,500 for a shared room in a shared apartment per semester. Students must be registered for at least six (6) credits per semester.

Tuition and Expenses Per Semester (Institutional Charges)		
Cost Per Credit	$777	
Campus Fee*	$500	
Housing Fee	$5,500	
Examples	*Without Housing*	*With Housing*
Full-Time Student (12 Credits)	$9,324	$9,324
Campus Fee*	$500	$500
Housing Fee	$0	$5,500
Estimated Total	**$9,824**	**$15,324**
Part-Time Student (6 Credits)	$4,662	$4,662
Campus Fee*	$500	$500
Housing Fee	$0	$5,500
Estimated Total	**$5,162**	**$10,662**

*Students registered during summer semester will not be billed a campus fee

FINANCIAL AID

Page #	Policy/Section	Effective Date
34	Financial Aid	04/03/2017

This section has been updated to include the following language:

NOTE: As of 2018, Financial Aid coverage for students eligible for Financial Aid and attending 8-week sessions will be available ONLY if students register for Late SU or Late FA sessions in October 2017.

Page #	Policy/Section	Effective Date
35	Financial Aid: Scholarship Programs	04/03/2017

This section has been updated to include the following language:

NOTE: Scholarships will be prorated for students registered for either the Summer Semester or Late Semester Sessions.

Page #	Policy/Section	Effective Date
35	Financial Aid: Scholarship Programs	07/19/2017

The wording for this section shall be updated to read as follows:

Cogswell College offers and accepts several scholarships to help undergraduate students pay for their education. These scholarships may come from federal, state and private sources; unlike loans, these are funds that do not have to be repaid.

Cogswell College Scholarships are issued by academic year and are reserved for students with special qualifications, such as academic, financial need and/or artistic talent.

To be eligible for Cogswell College scholarships you must be enrolled as full time status for the required semesters (fall and spring) in a degree program at Cogswell College. Summer term will be prorated based on your enrollment status with a minimum of half time required. You must maintain the required cumulative grade point average throughout the program, submit a completed scholarship application by the deadlines indicated, and meet the requirements outlined/specified in the application. These scholarships have no cash value.

If the student withdraws during the term the Cogswell College scholarship is subject to the same prorated calculation as specified in the Cogswell College refund policy.

Students that lose eligibility may regain their eligibility in future semesters only if they successfully complete and meet all requirements for CPC scholarships.

The actual award criteria is established annually based on the availability of scholarship funds. Cogswell College reserves the right to revoke or change the awards terms at its discretion.

Scholarship applications will be reviewed by a panel of faculty and/or staff members.

ACCOMMODATION REQUESTS

Page #	Policy/Section	Effective Date
41	General Policies: Students with Disabilities Request Accommodations	07/19/2017

Text changed from citing "disability accommodations" to "accommodations" in general. Title of section will be changed from Students with Disabilities Requesting Accommodations to Students Requesting Accommodations. The updated section shall read as follows:

Students Requesting Accommodations

Cogswell College provides accommodations for students with disabilities. Each student must initiate an Accommodations Request Form each semester. It is recommended that students begin the 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 accommodations 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 the accommodation request. The College has the discretion to determine what type of professional documentation is necessary.

Once appropriate documentation has been received, the Dean of Students will determine the appropriate, reasonable accommodations or aids. The Dean of Students will notify affected faculty members and housing partners of the accommodation and provide assistance and guidance to ensure appropriate implementation. The student will receive a copy of this notification. All records related to disability and accommodation registration are confidential and private.

GRIEVANCE UPDATE

Page #	Policy/Section	Effective Date
41	**Student Grievance and Complaint Policy**	**03/01/2018**

Policy Statement

The Grievance Policy provides students with an avenue to report grievances, seek resolution, and request Escalation. This policy affects all department and is primarily implemented by Student Services, Academics, and Human Resources

Policy Details

Purpose:

The purpose of the Student Grievance Policy is to provide an opportunity for students to seek redress for an action by a member of the faculty, administration, or staff. Unless the grievance alleges discrimination (see steps to redress outlined on page 22), the Student Grievance Policy does not apply to decisions rendered by individuals, the Campus Judicial Committee, or Administrative Hearing Officers regarding violations to the Code of Conduct. Furthermore, this is not the appropriate procedure to follow when appealing an academic decision, such as a final grade. Appeals of academic decisions are explained in the College Catalog.

Cogswell College is committed to maintaining a stimulating environment for work, study, and recreation for its students, faculty, administration, and staff. The College will not tolerate any behavior by students, staff or faculty members that constitutes sexual or other unlawful harassment, discrimination, or other inappropriate action.

Steps to Redress

Step One. Cogswell College recognizes that problems, complaints, or grievances may arise in the daily relationships between faculty, staff, and students. Individuals are encouraged to first attempt to resolve their differences with one another. Informal discussion between persons directly involved in a grievance is an essential first step in attempting to informally resolve the dispute and should be encouraged.

Step Two. If a satisfactory solution is not reached at Step One or if the student is legitimately apprehensive about pursuing Step One, the grievance should be taken to the individual's supervisor (i.e. Program Director, head of department, Dean). Grievances can be submitted in oral or written form. The supervisor is responsible for tracking the reported grievance and providing the student and impacted employee with written feedback regarding the resolution within five (5) business days. (Procedural note, not for handbook: the supervisor should inform their supervisor of the reported grievance and proposed resolution.)

Step Three. If a satisfactory solution is not reached at Step Two, or if the student is legitimately apprehensive about pursuing Step Two, the grievance should be taken to the Dean of the College or the Dean of Students. The student must explicitly state that they are initiating a formal grievance. Formal grievances can be submitted in oral or written form. The Dean of the College or the Dean of Students is responsible for documenting the grievance by

using the Student Grievance Documentation Form. The Dean of the College or Dean of Students will inform the student of the timeline for resolution and to whom the report will be sent. If the Dean of the College or the Dean of Students is the individual against whom the student is grieving, the grievance should be presented directly to Human Resources.

Within three (3) business days of the receipt of the report, and in order to provide appropriate support for the resolution process, the Dean of the College or the Dean of Students will provide simultaneous notification to Human Resources *and* the executive team member who has oversight of the reported individual's department

The corresponding executive team member will then work with the department head, faculty/staff/administrator, and student, to reach an agreeable resolution. Written feedback regarding the resolution will be provided to the student within ten (10) business days of the receipt of the report from the Dean of the College or Dean of Students. The Student Grievance Documentation Form will only be kept in the employee file if repercussive action is taken. The Student Grievance Documentation Form will always be maintained by the Dean of Students.

Step Four. If the student deems the resolution to be unsatisfactory, the student may submit a written request to the Dean of Students in order to petition the convening of the Campus Judicial Committee. The request to convene the Campus Judicial Committee must be submitted within three (3) business days of the date of the written resolution provided in Step Three. The petition shall include information regarding the previous attempts at resolution and an indication of why the results are not satisfactory.

Upon receipt of the petition to convene the Campus Judicial Committee, the individual against who the student is grieving and their supervisor shall be informed, in writing, of the student's request to pursue Step Four remediation.

The Campus Judicial Committee shall meet to review the case within five (5) business days after the receipt of the petition to convene the committee. The Campus Judicial Committee shall be convened based on the guidelines set forth in the Conduct Proceedings and Judicial Committee section of the Student Handbook.

Three members of the Campus Judicial Committee shall satisfy itself first that it has a general understanding of the basic facts of the dispute. The committee shall follow the procedures outlined below. All other rights applicable to the student are available equally to the employee.

Any written grievance filed with the Campus Judicial Committee or his/her designee must be given simultaneously to the employee.

Decision of the Campus Judicial Committee

1. The Campus Judicial Committee shall transmit its written recommendation to the President and CEO within three (3) business days after the hearing.
2. The recommendation shall include:
   a. A statement of the grievance;
   b. The dates Step One, Two, and Three were satisfied;
   c. Summary of the information presented at the hearing; and
   d. Findings and rationale for the recommendation.
3. The committee's recommendation may include, but is not limited to, a verbal or written warning, probation, suspension, or termination.
4. After reviewing the recommendation, the President and CEO shall decide as follows:
   a. Affirm and seek implementation of the committee's recommendation;
   b. Refer the case with additional information back to the committee with his/her recommendation.
5. If the case is referred back to the committee, the committee, after reviewing the recommendation of the President and CEO, shall re-visit and if in agreement revise its recommendation to the President and CEO.
6. The President and CEO shall implement, after affirming or modifying, the final recommendation of the committee. Written notification of the conclusion of the grievance process must be sent to the student, by the President and CEO, within five (5) business days after the receipt of the Judicial Committee's recommendations.
7. The decision of the President and CEO is final and binding on the student and the college and shall be communicated in writing to all appropriate persons.

Students requesting total confidentiality

If the student requests that their identity remain confidential, but wishes to make a report, they may report a grievance to the Dean of the College or the Dean of Students. The Dean of the College or Dean of Students will intake and document the report, however it will be addressed outside of the grievance policy. The report will be sent, without student identifying information, to the letusknow@cogswell.edu email address to allow the College to address the grievance in a general, student non-specific manner.

If after completing the steps in the grievance policy outlined above you are still unsatisfied with the results you may file a complaint with the following agencies:

1) 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.
2) The Department of Consumer Affairs, Consumer Information Division, 1635 North Market Blvd., Suite N 112, Sacramento, CA 95834, or call (916) 574-7720.
3) You may also contact the State of California, Department of Justice, Office of the Attorney General, at https://oag.ca.gov/contactMaintenance of Physical Plant Facilities with

The Office of Institutional Research, Quality Assurance, and Compliance provides students with alternate methods by which they can file a concern or comment with the College, outside of the Grievance Policy. Those methods include:

1) Email the letusknow@cogswell.edu email address with information regarding your comment, concern, or suggestion.
2) Entering a comment or suggestion into the Suggestions & Concerns Box, located above the sink in the Dragon's Den. Comments entered into the Suggestions & Concerns Box are checked on a weekly basis. Comments can be entered anonymously.

COURSE REQUIREMENT SUBSTITUTION

Page #	Policy/Section	Effective Date
44	**Academic Policies: Course Requirement Substitution**	**01/01/2017**

The following policy has been revised to read as follows:

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

ATTENDANCE POLICY

Page #	Policy/Section	Effective Date
45	**Attendance Policy: Instructional Delivery Methods**	**01/01/2017**

The following policy has been revised to read as follows:

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. Online faculty are responsive: the institution's best practice is to respond within 48 business hours, and students receive feedback on submissions in no more than 5 business days as certain project-based assignments and examinations may require in-depth feedback.

NOTE: On-campus students must have a minimum cumulative grade point average (CGPA) of 2.0 to register for an online course. Incoming new students (i.e., freshman, transfer) will be assessed based on grades earned at the last attended academic institution.

Hybrid

Hybrid courses are offered as a combination of traditional classroom and/or laboratory environment learning 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 time is via LMS.

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

ATTENDANCE POLICY

Page #	Policy/Section	Effective Date	Updated Status	Date of Removal
45	Attendance Policy	09/01/2016	Removed	07/19/2017

The following policy has been revised to read as follows:

On-Campus Attendance Policy (addition)

A student that is absent from an individual course for 25% or more of the scheduled times will 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.

Online/Hybrid Attendance Policy (addition)

A student that does not participate in an individual course for 25% or more of the scheduled time will 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.

Page #	Policy/Section	Effective Date
45	Attendance Policy: Online/Hybrid Attendance Policy	07/19/2017

The Policy has been revised to read as follows:

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

Cogswell students registered for online courses must participate in each course in which 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 College 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.

Page #	Policy/Section	Effective Date	Updated Status	Date of Removal
46	Attendance Appeal Policy and Reinstatement	01/01/2017	Removed	07/19/2017

The following statement has been added for inclusion in this section:

Students may only file up to two (2) appeals per course. Second appeal must be reviewed by the student's Program Director and Academic Advisor.

ATTENDANCE POLICY

Page #	Policy/Section	Effective Date
46	Attendance Appeal Policy and Reinstatement	07/19/2017

The section has been updated to read as follows:

Students seeking to be readmitted to class after having been withdrawn for excessive absences must complete an Appeal Form. The form must be approved by the faculty, indicating successful academic progress, and acknowledged by the Academic Advisor. The form can be obtained from the Registrar's Office. Students will have three (3) business days from the date of the withdrawal to submit form. If form is not submitted, student will not be reinstated and allowed to continue. If form is denied, it will automatically be submitted to the Dean of College as a direct appeal. If the Dean of College also denies the appeal, the student will not be reinstated nor allowed to continue.

Students may continue to attend the course(s) while awaiting the completion of the Request to be Reinstated Form.

PRESIDENT'S HONOR ROLL AND DEANS HONOR ROLL

Page #	Policy/Section	Effective Date
48	Academic Honors	03/01/2018

Current text:

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.

CHANGE TO 12 CREDITS AND REQUIRE ALL CREDITS TO BE COMPLETED AT COGSWELL.

New text:

The President's Honor Roll:

Recognizes undergraduate students who have completed twelve (12) or more credits of coursework at Cogswell College during the semester with a 3.80 grade point average or better.

The Dean's Honor Roll:

Recognizes undergraduate students who have completed twelve (12) or more credits of coursework at Cogswell College in a semester with a 3.50-3.79 grade point average.

COMMENCEMENT CEREMONY

Page #	Policy/Section	Effective Date	Updated Status	Date of Revision
53	Graduation Commencement Ceremony	01/01/2017	Revised (see below)	09/29/2017

The following policy has been revised to read as follows:

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 to participate in the commencement ceremony one (1) semester prior to

completion of degree requirements if they meet the following criteria:

- Cumulative and term grade point average of 2.5
- Registered for remaining courses to be completed during the summer semester following the commencement ceremony

COMMENCEMENT CEREMONY

Page #	Policy/Section	Effective Date
53	Commencement Ceremony	09/29/2017

The following policy has been revised to read as follows:

The Commencement Ceremony is a celebration of the completion of one's degree program. Commencement is differentiated from graduation as graduation is the formal completion of the student's degree program. Please see page 52 for a detailed description of the graduation requirements. Commencement is a celebration of graduation.

As such, we welcome those who have graduated to participate in Commencement. To signal your interest in participating in Commencement, you must complete the Commencement section on the Graduation Application. The Graduation Application must be submitted by the spring deadline listed in the Academic Calendar.

All students who have completed their program prior to Commencement, held annually in May, and who have completed the Commencement section on the Graduation Application, are qualified to participate in the Commencement Ceremony.

Exceptions may be made for those students who were scheduled to graduate in spring, but due to extenuating circumstances were unable to complete some of their spring courses. Students seeking this form of an exception may have no more than six (6) remaining credits, must be registered for these credits in the next semester that they will attend (summer or fall), and must submit a formal appeal to the Dean of Students. This appeal will be reviewed by the Registrar, Dean of Students, and Dean of the College, who will make a recommendation to the President/CEO.

The President/CEO will make a final determination regarding the student's participation in the Commencement Ceremony.

STUDENT HOUSING 8-WEEK SESSION STUDENTS

Page #	Policy/Section	Effective Date
55	Student Housing	04/03/2017

This section has been updated to include the following language:

NOTE: Students attending 8-week sessions may obtain housing at the cost of a full semester.

PROGRAM SOC CODES

Page #	Policy/Section	Effective Date
55	Career Services	01/01/2017

The following section was updated to include the following:

Below are the Standard Occupational Classification (SOC) Codes associated with each program. For more information on SOC Codes please see one of our Career Services professionals.

Program	Code
Business Administration/Digital Media Management	11-9199
Digital Art and Animation	27-1014
Digital Audio and Technology	27-4014
Digital Arts Engineering	15-1131, 15-1132, 15-1133
Game Design Art	27-1014

Game Design Engineering	15-1131, 15-1132, 27-1014
Software Engineering	15-1132, 15-1131

TUTORING SERVICES

Page #	Policy/Section	Effective Date
55	Tutoring	01/01/2017

The following statement has been revised to read as follows:

Cogswell College provides tutoring to students in need of academic assistance on a wide variety of subjects. Tutoring is available for almost every class. Academic tutoring is provided by Cogswell College students who have both excellent academic records and a high degree of professionalism. Students can sign up for tutoring by contacting the Student Academic Specialist, at tutoring@cogswell.edu, by calling 408-498-5124, or visiting the tutoring office in the library, room 107.

COMPUTER SCIENCE – WEB AND MOBILE CONCENTRATION

Page #	Policy/Section	Effective Date
71	Web and Mobile Concentration	09/29/2017

The curriculum for B.S. in Computer Science: Web and Mobile Concentration has been revised follows:

B.S. in Computer Science: Web and Mobile Concentration (CS)		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 50 Credits		
CS100	Introduction to Scripting: Python	3
CS110	C Programming	4
CS115	Web Programming: HTML5, CSS and JavaScript	3
CS190	Digital Systems	3
CS212	Java Programming	4
CS221	Linux Programming Environment	3
CS285	C++ Programming: Object Oriented Programming	4
CS295	Data Structures and Algorithms	4
CS320	Operating Systems Concepts	3
CS341	Network Systems	3
CS361	Introduction to Compilers	3
SWE351	Computer Architecture	3
SWE360	Database Management Systems	4
CSE480	Senior Project 1: Planning	3
CSW485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 13 Credits		
SCI345	College Physics 3	3
MATH145	Calculus 2	4
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
Concentration 9 credits		
CS316	Advanced Web Programming	3
SWE375	Mobile Programming for iOS	3
SWE376	Mobile Programming for Android	3
Electives 9 credits		
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
General Education Classes for Engineering Majors 48 credits		
		Total 129 Credits

COMPUTER SCIENCE – SOFTWARE ENGINEERING CONCENTRATION

Page #	Policy/Section	Effective Date
71	Software Engineering Concentration	09/29/2017

The curriculum for B.S. in Computer Science: Software Engineering Concentration has been revised follows:

B.S. in Computer Science: Software Engineering Concentration (CS)

Course Number	Course Name	Credits
Core Classes for Engineering 50 Credits		
CS100	Introduction to Scripting: Python	3
CS110	C Programming	4
CS115	Web Programming: HTML5, CSS and JavaScript	3
CS190	Digital Systems	3
CS212	Java Programming	4
CS221	Linux Programming Environment	3
CS285	C++ Programming: Object Oriented Programming	4
CS295	Data Structures and Algorithms	4
CS320	Operating Systems Concepts	3
CS341	Network Systems	3
CS361	Introduction to Compilers	3
SWE351	Computer Architecture	3
SWE360	Database Management Systems	4
CSE480	Senior Project 1: Planning	3
CSW485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 13 Credits		
SCI345	College Physics 3	3
MATH145	Calculus 2	4
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
Concentration 9 credits		
CS340	Software Engineering Methods and Project 1	3
SWE361 or BUS270	Software QA, Testing and Validation or Project Management	3
SWE442 or BUS270	Software Engineering Methods and Project 2 or Project Management	3
Electives 9 credits		
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
General Education Classes for Engineering Majors 48 credits		
		Total 129 Credits

COMPUTER SCIENCE – DATA SCIENCE CONCENTRATION

Page #	Policy/Section	Effective Date
71	Data Science Concentration	09/29/2017

The curriculum for B.S. in Computer Science: Data Science Concentration has been revised follows:

B.S. in Computer Science: Data Science Concentration (CS)		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 50 Credits		
CS100	Introduction to Scripting: Python	3
CS110	C Programming	4
CS115	Web Programming: HTML5, CSS and JavaScript	3
CS190	Digital Systems	3
CS212	Java Programming	4
CS221	Linux Programming Environment	3
CS285	C++ Programming: Object Oriented Programming	4
CS295	Data Structures and Algorithms	4
CS320	Operating Systems Concepts	3
CS341	Network Systems	3
CS361	Introduction to Compilers	3
SWE351	Computer Architecture	3
SWE360	Database Management Systems	4
CSE480	Senior Project 1: Planning	3
CSW485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 13 Credits		
SCI345	College Physics 3	3
MATH145	Calculus 2	4
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
Concentration 9 credits		
CS457	Machine Learning	3
CS459	Data Mining and Visualization	3
CS446	High Performance Computing	3
Electives 9 credits		
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
General Education Classes for Engineering Majors 48 credits		
		Total 129 Credits

COMPUTER SCIENCE – NO CONCENTRATION

Page #	Policy/Section	Effective Date
71	Computer Science No Concentration	09/29/2017

The curriculum for B.S. in Computer Science: No Concentration has been revised follows:

B.S. in Computer Science: No Concentration (CS)		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 50 Credits		
CS100	Introduction to Scripting: Python	3
CS110	C Programming	4
CS115	Web Programming: HTML5, CSS and JavaScript	3
CS190	Digital Systems	3
CS212	Java Programming	4
CS221	Linux Programming Environment	3
CS285	C++ Programming: Object Oriented Programming	4
CS295	Data Structures and Algorithms	4
CS320	Operating Systems Concepts	3
CS341	Network Systems	3
CS361	Introduction to Compilers	3
SWE351	Computer Architecture	3
SWE360	Database Management Systems	4
CSE480	Senior Project 1: Planning	3
CSW485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 13 Credits		
SCI345	College Physics 3	3
MATH145	Calculus 2	4
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
Electives 18 credits		
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 Engineering Majors 48 credits		
		Total 129 Credits

Game Design and Development (GDD) Program

Page#	Policy/Section	Effective Date
73	**Game Design and Development (GDD) Program: GDD Program Learning Outcomes**	01/10/2018

The wording for GDD PLO6 has been changed as follows:

Cogswell graduates in Game Design and Development will:

GDD PLO6: Demonstrate application of gameplay, narrative, and/or visual aesthetics within game development.

GDD Majors

Page#	Policy/Section	Effective Date
74	**Game Design and Development (GDD) Program: Game Design Art Major (Description)**	**01/10/2018**

The wording for GDA description has been changed asfollows:

Game Design Art students will graduate with expertise in the creative aspects of game design. Students within the GDA Game Art concentration focus on topics such as 2D art, 3D art, level design, storytelling, and team-oriented project creation for multiple platforms. Students in the GDA Game Writing concentration learn game and level design while taking a deep dive into the narrative side of gamedevelopment.

GDA classes provide many opportunities for collaborations with students in other programs at Cogswell, including Digital Audio Technology and Game Design Engineering. The Portfolio classes provide a format for bringing all elements of a concept to the delivery pipeline as students collaborate on multidisciplinary teams to complete real world projects. Students learn to work on teams that mirror real development teams consisting of artists, writers, engineers, audio specialists, and management.

GDD Majors

Page#	Policy/Section	Effective Date
74	**Game Design and Development (GDD) Program: Game Design Art Major (Curriculum)**	**01/10/2018**

The GDA curriculum has been changed as follows to accommodate the current "Game Art" and the new "Game Writing" concentrations:

B.A. Game Design Art – Game Art Concentration 120 Credits

Course #	Course Name	Credits
Core Classes for Game Design Art – 33 Credits		
GAM225	Introduction to Game Production	3
GAM220	Introduction to Game Storytelling (or GAM235 Game Usability if GAM235 already taken)	3
GAM295	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
BUS110 or BUS270	Principles of Management, or Project Management	3
ART100	2D Design 1	3
CS100	Introduction to Scripting: Python	3
Concentration Classes for Game Art – 36 credits		
ART105	Color Theory	3

ART110	Sketching	3
DAA106	Digital Imaging Concepts	3
DAA245	Texturing	3
DAA267	Character Rigging	3
DAA340	Modeling 1	3
ART115	Figure Drawing	3
DAA320	Digital Painting	3
ART212	Perspective and Rendering	3
DAA240	Introduction to 3D Modeling	3
DAA244	Introduction to 3D Animation Principles	3
GAM370	Environment Art	3
Electives – 6 credits		
Variable	Director-approved Elective or Internship	3
Variable	Director-approved Elective or Internship	3
General Education Classes for Non-Engineering Majors – 45 credits		

B.A. Game Design Art – Game Writing Concentration 120 Credits

Course #	Course Name	Credits
Core Classes for Game Design Art – 33 Credits		
GAM225	Introduction to Game Production	3
GAM220	Introduction to Game Storytelling (or GAM235 Game Usability if GAM235 already taken)	3
GAM295	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
BUS110 or BUS270	Principles of Management, or Project Management	3
ART100	2D Design 1	3
CS100	Introduction to Scripting: Python	3
Concentration Classes for Game Writing – 33 credits		
ENG228	Creative Writing	3
ENG227	Scriptwriting	3
GAM260	Game Writing 1	3
GAM340	Game Writing 2	3
GAM420	Narrative Design and Leadership	3
ENG310	Classics of Western Drama	3
ART200	Acting	3
HUM225 or HUM226 or HUM227	The Horror Film, or Science Fiction Cinema, or Film History	3

DAA240 or CS285	Introduction to 3D Modeling, or C++ Programming: Object-Oriented Programming	3
ENG220	Technical and Professional Writing	3
Concentration Elective	Any GAM, DAA or CS course	3
Electives – 9 credits		
Elective	Director-approved Elective or Internship	3
Elective	Director-approved Elective or Internship	3
Elective	Director-approved Elective or Internship	3
General Education Classes for Non-Engineering Majors – 45 credits		
HUM228	Video Games and Society (recommended)	3
SSC180	Introduction to Psychology (recommended)	3
HUM210	The Experimental Tradition in Film, Music and Literature (recommended)	3

GDD Majors

Page#	Policy/Section	Effective Date
75	**Game Design and Development (GDD) Program: Game Design Engineering Major (Curriculum)**	**01/10/2018**

The GDE curriculum has been changed as follows to align with the GDA curriculum changes:

B.S. Game Design Engineering (GDE) 130 Credits

Course #	Course Name	Credits
Core Classes for Game Design Engineering – 33 Credits		
GAM225	Introduction to Game Production	3
GAM220	Introduction to Game Storytelling (or GAM235 Game Usability if GAM235 already taken)	3
GAM295	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
BUS110 or BUS270	Principles of Management, or Project Management	3
ART100	2D Design 1	3
CS100	Introduction to Scripting: Python	3
Concentration Classes for Game Design Engineering – 47 credits		
ART105	Color Theory	3
ART110	Sketching	3
DAA240	Introduction to 3D Modeling	3
DAA245	Texturing	3
DAA267	Character Rigging	3
MATH144	Calculus 2	3

MATH295	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
CS115	Web Programming: HTML5, CSS and JavaScript	3
CS285	C++ Programming: Object Oriented Programming	4
CS295	Data Structures and Algorithms	4
SWE375 or SWE376	Mobile Programming for iOS or Mobile Programming for Android	3
CS445	Advanced C++ Programming	3
SWE447	GUI and Graphics Programming	3
SWE449	Tools Programming	3
Electives – 3 credits		
Elective	Director-approved Elective or Internship	3
General Education Classes for Engineering Majors – 47 credits		

GENERAL EDUCATION

Page #	Policy/Section	Effective Date
76	**General Education Requirements**	**09/29/2017**

The following general education course has been updated to be included in the following areas:

HUM228 Video Games and Society – Creative Writing and Social Issues

Page #	Policy/Section	Effective Date
76	**General Education Requirements**	**01/01/2017**

The following general education course has been updated to be included in the following areas:

HUM361 Contemporary Ethical Issues – Critical Thinking, Human Behavior, Social Issues and Written Communication II

Graduate Program

Page#	Policy/Section	Effective Date
81	**MA in Entrepreneurship and innovation**	**10/1/2018**

The Program introduction, learning outcomes and degree plan has been changed to align with business best practices as follows:

The Master of Arts in Entrepreneurship and Innovation (MA ENT) provides graduate students an opportunity to learn startup business lessons, techniques and tools. It is designed for students seeking to pursue their own business ventures, transition to a new career, manage an entrepreneurial enterprise, or bring about innovations within a company. The courses cover the basic skills required to create, grow and manage business ventures and innovations. The practicum serves as the capstone of the program. Members of the faculty will lend direction to the students' entrepreneurial plans and mentor students so that they benefit from the instructors' practical experiences. The MA ENT program is hands-on and project-based, using the students' own entrepreneurial ventures, ideas and innovations 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, logically and compellingly in writing, meetings and presentations.
- ENT PLO 2. Apply management and leadership best practices in an entrepreneurial setting.
- ENT PLO 3. Integrate business analysis and various tools into the discovery and implementation of innovative solutions to business problems.
- ENT PLO 4. Develop entrepreneurial marketing plans, business and financial models.
- ENT PLO 5. Design a comprehensive strategic plan for a new venture and/or innovation.
- ENT PLO 6. Recognize and evaluate opportunities for promoting creativity and innovation in the global marketplace.

MA ENT Degree Plan

MA in Entrepreneurship and Innovation – Degree Plan 30 credit units				
Term	Course Number	Course Title	Credits	Prerequisites
Module 1	ENT520	Business Models and Planning	3	None
	ENT535	Entrepreneurial Marketing	3	None
	ENT530	Finance and Accounting	3	None
Module 2	ENT525	Legal Structures, Contracts and Risk Management	3	None
	ENT550	Digital Transformation and Social Media	3	None
	ENT560	Managing Entrepreneurial Operations	3	None
	ENT590	Entrepreneurship and Innovation Practicum 1	3	None
Module 3	ENT555	Leadership and Management	3	None
	ENT540	Negotiation, Sources and Uses of Power	3	None
	ENT595	Entrepreneurship and Innovation Practicum 2	3	ENT590
Total number of units:			30	

PREFIX CHANGES

Page #	Policy/Section	Effective Date
All	**Course Information: Course Prefix Changes**	**01/01/2017**

The following course prefixes have been updated as follows. Any reference to the following courses has been updated to read as follows:

Old Prefix	New Prefix
DAA100 2D Design 1	ART100 2D Design
DAA105 Color Theory	ART105 Color Theory
DAA108 Introduction to Photography	ART108 Introduction to Photography
DAA110 Sketching	ART110 Sketching
DAA115 Figure Drawing 1	ART115 Figure
Drawing 1 DAA120 Traditional Painting	ART120 Traditional Painting
DAA210 Figure Drawing 2	ART210 Figure Drawing 2
DAA212 Perspective and Rendering	ART212 Perspective and Rendering
DAA230 Introduction to Sculpture is now	ART230 Introduction to Sculpture

DAA330 Figure Sculpture	ART330 Figure Sculpture
Old Prefix	**New Prefix**
DAA335 Portrait Sculpture	ART335 Portrait Sculpture
SWE100 Introduction to Scripting: Python	CS100 Introduction to Scripting: Python
SWE110 C Programming	CS100 C Programming
SWE115 Web Programming: HTML5, CSS, and JavaScript	CS115 Web Programming: HTML5, CSS, and JavaScript
SWE212 Java Programming	CS212 Java Programming
SWE221 LINUX Programming Environment is now	CS221 LINUX Programming Environment
SWE285 C++ Programming: Object Oriented Programming	CS285 C++ Programming: Object Oriented Programming
SWE295 Data Structures and Algorithms	CS295 Data Structures and Algorithms
SWE320 Operating Systems Concepts	CS320 Operating Systems Concepts
SWE340 Software Engineering Methods and Project 1	CS340 Software Engineering Methods and Project 1
SWE442 Software Engineering Methods and Project 2	CS442 Software Engineering Methods and Project 2
SWE445 Advanced C++ Programming	CS445 Advanced C++ Programming

SPECIAL TOPIC COURSES

Page #	Policy/Section	Effective Date
83	**Course Information: Special Topic Courses**	**01/01/2017**

The following statement has been added at the end of all special topics courses in the following areas: ART, BUS, CS, DAA, DAT, GAM, SWE, and VIRT:

Special topics courses are designed to cover specialized content or emerging issues not represented in the broader course offerings. They may be one-time offerings, or courses that are being "piloted" prior to being offered on an ongoing basis by the institution. Credits assigned to a special topics course are determined by the complexity of the subject and required contact hours. Credit hour determinations are consistent with the institution's Credit Hour Policy.

PREREQUISITE CHANGES

Page #	Policy/Section	Effective Date
83	**Course Information: Prerequisite Changes**	**01/01/2017**

DAT202 Music Theory 3
Current Prerequisite: DAT107 Music Theory 2
New Prerequisite: DAT102 Music Theory 1

DAT207 Music Theory 4
Current Prerequisite: DAT202 Music Theory 3
New Prerequisite: DAT102 Music Theory 1

DAT282 DAT Professional Practices Seminar
Current Prerequisite: DAT107 Music Theory 2
New Prerequisite: DAT115 Desktop Audio Production

DAT404 The Ultimate Electronic Music Production
Current Prerequisite: DAT320 Studio Production 2, Faculty Approval and Junior Status
New Prerequisite: DAT210 Digital Sound Synthesis 1

CS221 LINUX Programming Environment (was SWE 221)

Current Prerequisite: CS100 C Programming or SWE110 C Programming

New Prerequisite: CS100 C Programming or CS285 C++ Programming: Object Oriented Programming

DAT202 Music Theory 3

Current Prerequisite: DAT107 Music Theory 2

New Prerequisite: DAT102 Music Theory 1

DAT207 Music Theory 4

Current Prerequisite: DAT202 Music Theory 3

New Prerequisite: DAT102 Music Theory 1

DAT212 Interactive Audio Production

Current Prerequisite: DAT210 Digital Sound Synthesis 1

New Prerequisite: DAT115 Desktop Audio Production

HUM329 COG 2: Advanced Literary Studies

Current Prerequisite: ENG229 prerequisite removed

New Prerequisite: ENG100 English Composition

PREREQUISITE CHANGES

Page #	Policy/Section	Effective Date
83	Course Information: Prerequisite Changes	03/01/2018

SWE449 Tools Programming

Current Prerequisite: SWE100
New Prerequisite: SWE110 and DAA240

DAT355 Audio for Video Games

Current Prerequisite: DAT324 or DAT326
New Prerequisite: DAT212

ADDED COURSES

Page #	Policy/Section	Effective Date
83	Course Information: Added Courses	09/01/2016

The following courses have been added:

VIRT299 Special Topic

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

Course on a special topic in Virtual Reality and/or Augmented Reality. May be used as an elective and repeated as topic changes.
Prerequisite: As Appropriate

VIRT499 Special Topic

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

Advanced course on a special topic in Virtual Reality and/or Augmented Reality. May be used as an elective and repeated as topic changes.
Prerequisite: As Appropriate

ADDED COURSES

Page #	Policy/Section	Effective Date
83	Course Information: Added Courses	01/01/2017

The following courses have been added:

ART299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
TBD	TBD	TBD	TBD

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

ART499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
TBD	TBD	TBD	TBD

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

ADDED COURSES

CS299 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
TBD	TBD	TBD	TBD

Course on a special topic in Computer Science. May be used as elective and repeated as topic changes.

Prerequisite: As Appropriate

CS499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
TBD	TBD	TBD	TBD

Advanced course on a special topic in Computer Science. May be used as elective and repeated as topic changes.
Prerequisite: As appropriate

DAA474 Animated Film Pre-Production

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

Students work on a team to create the previsualization of 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 work on storyboards, concept art, matte paintings, texture paintings or creature design. Training in all of these fields is comprehensive and will prepare student for entry into the job market. May be repeated once for credit.
Prerequisite: Faculty Approval

DAA477 Animated Film Post-Production

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

Students work on a team to finish the production of 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 work on lighting, shading, composting, rendering and editing. Training in all of these fields is comprehensive and will prepare student for entry into the job market. May be repeated once for credit.
Prerequisite: Faculty Approval

HUM329 COG 2: Advanced Literary Studies

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

This in-depth examination of the literary genre is open to students who have served for one semester on the staff of COG, a multimedia publication with print and online components published by Cogswell College. While continuing as staff and mentoring classmates enrolled in ENG229, students will gain exposure to major American literary works, movements and trends – and mine the current literary landscape to uncover correlations between contemporary content, culture and industry. Topics will include literary analysis techniques, brand archetypes, representation and identity politics within today's American literary community, and how technology and market factors affect literary creation and distribution.
Prerequisite: ENG229

ADDED COURSES

Page #	Policy/Section	Effective Date
83	**Course Information: Added Courses**	**07/15/2017**

The following courses have been added:

DAA468 VR Animation 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 will be working as an effective team while delivering individual specialized skills. The animation pipeline, project management, and communication skills are covered in depth. The course will engage both theory and practice of HCI with hands-on VR and/or AR projects. Training in all of these fields is comprehensive and will prepare student for entry into the job market.
Prerequisite: Instructor Approval

DAA357 Project Avatarah

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

In this course students will create assets for animation production. Students will focus on various components of the pipeline such as concept art, modeling, texturing, rigging and animation. Students will utilize individual specialized skills towards creating industry standard character rigs. Emphasis is given on good communication skills and effective delivery. Character rigs produced in this class will be used in various classes at Cogswell, and will be released periodically to the public for download.
Prerequisite: Instructor Approval

DAA483 MediaWorks

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

MediaWorks is a collaborative, interdisciplinary, practical project. It may include a live project with real-life clients and strict deadlines. Students work on one or two full-cycle audiovisual productions in a visual production team, where they fulfill various roles including storyboard artist, concept designer, texture artist, 3D modeler, animator, motion graphics designer, compositor, video editor, colorist and project manager. Full-cycle production may include client meetings, concept development, production, post-production and delivery of final product. The deliverables of the course can be integrated into individual student portfolios.
Prerequisite: Instructor Approval

MATH145 Calculus 2

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	60	0	60

A second course in differential and integral calculus of a single variable: integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for Science, Technology, Engineering & Math Majors.
Prerequisite: MATH143 Calculus1

SCI101 Basic Physics 1

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

Students are introduced to the fundamentals of physics. Topics include basic principles of motion, gravitation, fluids, thermodynamics, kinetic theory, and entropy. Course is intended for students not majoring in engineering.
Prerequisite: MATH115 or MATH116 or MATH143

SCI102 Basic Physics 2

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

This course provides a grounding in the fundamentals of classical and modern physics. Topics include basic principles of electricity, magnetism, waves and motion, sound, light, and an introduction to modern physics.
Prerequisite: MATH115 or MATH116 or MATH143

DAT260 Audio Theater Production

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

Audio Theater Production focuses on the creation of recorded narrative or dramatic works for audio only. This entails the creation or selection of a suitable script, casting actors to play assigned roles, rehearsing actors and recording their parts, editing and mixing dialog to create a suitable narrative flow, creating a sound design, composing or selecting appropriate music, both for underscoring and introducing scenes, and final mixing to create the finished product. The course is intended to offer opportunities for audio students to gain experience in a variety of soundtrack tasks and to encourage Cogswell writers who seek a dynamic outlet for their writing skills.
Prerequisite: DAT115 or BUS270 or ENG227

ADDED COURSES

Page #	Policy/Section	Effective Date
83	**Course Information: Added Courses**	**09/29/2017**

The following courses have been added:

CS050 Introduction to Computer Science and Programming

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

This course introduces students to the basic concepts of computers, computing, programming, flow charting, binary arithmetic.
Prerequisite: None

CS190 Digital Systems

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

Students learn the basics of boolean algebra and digital systems, logic, abstract logic gates, operations of flip-flops, Karnaugh maps and optimizations of digital circuits.
Prerequisite: MATH143

CS316 Advanced Web Programming

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

Students learn different JavaScript frameworks, Java servlets and architectural concepts of a web applications. Students also learn about security of web applications.
Prerequisite: CS115

CS341 Network Systems

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

This course introduces the ideas and different protocols and tools used in computer communication. It covers the OSI model and functions of different layers in that model. Students are also introduced to the TCP/IP. Students will learn to write programs (either C or Java) that communicate with each other. The course will also cover some network technologies like ATM.
Prerequisite: CS110 & CS221

CS361 Introduction to Compilers

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

This course familiarizes students with the concepts involved in writing a compiler such as parsing and lexical analysis and different types of grammars and syntax tree, code generation and optimization. Students will learn by writing different parts of a compiler.
Prerequisite: CS110 &CS295

CS446 High Performance Computing

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

High Performance Computing (HPC) will impart the knowledge of design and analysis of high performance computational concepts like computer architecture, parallelization.
Prerequisite: CS295 & MATH290 or MATH320

CS457 Machine Learning

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

This course will acquaint students with basics of machine learning and pattern recognition and different learning techniques like generative, discriminative and parametric. Some applications of machine learning to data mining, speech-recognition, and robotics will also be discussed.
Prerequisite: CS295 & MATH240

CS459 Data Mining & Visualization

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

Data Mining will introduce students to the science of recognizing patterns and structures in large complex data sets and applying tools from statistics to do predictions.
Prerequisite: CS295 &MATH240

CSE480 Senior Project 1: Planning

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

Students select a relevant problem or task to address in the Senior Project, build the project plan, and acquire knowledge needed for the specific task, including generating 'proof-of-concept' cases to demonstrate the viability of the suggested solution. At the conclusion of this phase the senior project will have clear written product specifications, engineering specifications, and a project plan.
Prerequisite: Senior level

CSE485 Senior Project 2: Execution

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

Students implement the project plan, and deliver a working solution. Being a real-world project, this involves iterative refinement of the approach to solution, and trade-offs 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:** CSE480

DAT489 MediaWorks 2

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

MediaWorks 2 will allow students the opportunity to perform new production tasks such as lead other production team members as a project manager, or to assist in the on-boarding of students new to the MediaWorks workflow. This course presents a full production cycle that may include client meetings, concept development, production and delivery. The deliverables of the course can be integrated into individual student portfolios.
Prerequisite: DAT 483

ADDED COURSES

Page #	Policy/Section	Effective Date
83	**Course Information: Added Courses**	**01/10/2018**

GAM220 Introduction to Game Storytelling

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

This course provides an overview of Western-style fiction development as seen through the lens of story-driven video games. Starting with general theories of story such as the Monomyth and progressing to characterization tips and storytelling best practices, the course segues into an exploration of how these principles have been and can be applied by game developers to their own craft. Through a combination of lectures, readings, writing assignments, case studies, analytical exercises and storytelling problem-solving, students will gain a better understanding of what it can take to bring a video game story to vibrant life.
Prerequisite: ENG100 or Instructor Approval

GAM260 Game Writing 1

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

In this project-intensive course, students will learn and practice basic, in-the-trenches writing and narrative development for video games, including story outlines, cutscenes, scripted dialogue, systemic dialogue and mission writing and design.
Students' efforts will be fully contextualized, making it clear how their work fits in with the rest of a typical game development team's structure, with a particular emphasis on the all-important aspect of flexibility.
Prerequisite: ENG227, ENG228, GAM220

GAM340 Game Writing 2

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

Having experienced a simulation of acting as a junior game writer working on existing intellectual properties (IP) in Game Writing 1, students now step up to the role of lead writer on a major simulated game project featuring a totally original IP. Participants in this course will pitch and develop original characters, world and story to match existing, proven gameplay mechanics.
Prerequisite: GAM260

GAM420 Narrative Design and Leadership

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

Video game story development involves not only writing but also what is known in the industry as "narrative design." In this course we will examine the increasingly common role of the narrative designer and its relationship to storytelling, game design, systems planning, scope analysis, scheduling, and more.
Students will also take on the lead narrative role on a large, simulated video game project, learning how to allocate resources, mentor junior writers, react to changing circumstances, and make crucial storytelling decisions.
Prerequisite: GAM340

ADDED COURSES

Page #	Policy/Section	Effective Date
83	Course Information : Added Courses	03/01/2018

BUS480 Senior Project 1: Research and Planning

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

Students apply their management skills in actual business as they design and build a company around an innovative idea. The course emphasizes venture formation from the point of view of the founder or executive team and will train students to practice managing risks and return or learn from a failure. The course focuses on the research and planning aspect of the senior project.
Prerequisite: BUS141 and BUS250.

BUS485 Senior Project 2: Strategy and Implementation

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

Students apply their management skills in actual business as they design and build a company around an innovative idea. The course emphasizes venture formation from the point of view of the founder or executive team and will train students to practice managing risks and return or learn from a failure. The course focuses on the implementation aspect of the senior project.
Prerequisite: BUS480.

ENG105 Critical Reading, Thinking and Writing

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

This course is designed to advance students' critical reading, thinking and writing skills beyond ENG100: English Composition. It builds upon students' understanding of the demands and conventions of academic reading and writing through a focus on textual analysis and the use of evidence and secondary source materials to build effective arguments. Students learn to differentiate fact from opinion; draw sound inferences from variegated data forms; identify and avoid logical fallacies. They practice inductive and deductive reasoning via the examination, evaluation and synthesis of written work. They practice argumentation through the creation of multiple drafts of research-based, expository writing.
Prerequisite: ENG100 or Instructor approval.

GAM250 Game 3D Asset Creation

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

Students learn the technical and creative skills involved in creating high quality 3D art assets for video games on various platforms. Students develop in-game assets from concept to model and texture with an emphasis on the production pipeline and delivery to current game engines.
Prerequisite: DAA240.

GAM480 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.
Prerequisite: Faculty Approval.

GAM485 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.
Prerequisite: Faculty Approval.

MATH112 College Algebra

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

Topics include principles and applications of factoring, rational expression, radicals, solutions and graphs of linear, quadratic equations and inequalities; polynomials, rational, exponential, and logarithmic functions; matrices, determinants, complex numbers.
Prerequisite: MATH003 or an appropriate score on math placement test.

MATH114 Trigonometry

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

This course covers the fundamentals of analytic trigonometry. Topics include identities, trigonometric equations, inverse trig functions, graphs of trig functions, and solutions of right and oblique triangles with applications. Vectors, operations, and the dot product are also covered.
Prerequisite: Recommended two years high school math including intermediate algebra and a passing score on the math placement test.

MATH285 Abstract Algebra

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

Detailed study of abstract algebra: Set Theory (Operations on sets, Set Properties, Functions and Relations), Group Theory (Cyclic Groups, Permutation Groups, Normal Groups, Homomorphism, Isomorphism, Finite Abelian Groups), Ring Theory (Integral Domains, Prime and Maximal Ideals, Quotients, PID's and UFD's), Introduction to Matrix Theory and Vectors.
Prerequisite: MATH144 or MATH145.

MATH290 Linear Algebra and Transformations

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

Graphical representation of vectors and vector projection. Eigenvalues and Eigenvectors. Linear Transformations. Matrix theory and its association with linear transformations. Complex Plane and Rotations, Reflections and Projections therein. Unit Circle and its Applications in Rotations. Quaternion Algebra. Bezier Curves and its applications.
Prerequisite: MATH144.

DAT490 Media Works 3

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

Media Works 3 allows students the opportunity to perform new production tasks such as a Project Manager and/or Assistant Audio Director, and lead production team members, including Visual Team members, in the concept generation, production and presentation phases of Media Works. This course presents a full production cycle that may include client meetings, concept development, production and delivery. The deliverables of the course can be integrated into individual student portfolios.
Prerequisite: DAT486.

UPDATED COURSE NAMES

Page #	Policy/Section	Effective Date
83	**Course Information: Updated Course Names**	**09/28/2017**

The following course(s) names have been updated to read:

Course Number	Old Course Name	New Course Name
BUS120	Introduction to Business and Technology	Business Communications

UPDATED COURSE NAMES

Page #	Policy/Section	Effective Date
83	**Course Information: Updated Course Names**	**03/01/2018**

The following course(s) names have been updated to read:

Course Number	Old Course Name	New Course Name
SL101	Cogswell XL	Cogswell 101

UPDATED COURSE DESCRIPTIONS

Page #	Policy/Section	Effective Date
83	**Course Information: Updated Course Descriptions**	**09/01/2016**

The following course(s) descriptions have been updated to read:

GAM360 Game Animation

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

In this course students will create In-Game animations such as Cycles, Hit Reacts, Melees and Prototypes. Students will get familiar with the animation pipelines, tools, and game engine. Project Management and Version Control system will be used during production. Students will work in teams as well as individually as they produce assets through a typical video game development production cycle with guidelines similar to those in the industry. Students will also have opportunities to network with industry professionals.
Prerequisite: As Appropriate

UPDATED COURSE DESCRIPTIONS

Page #	Policy/Section	Effective Date
83	**Course Information: Updated Course Descriptions**	**01/01/2017**

The following course(s) descriptions have been updated to read:

SL101 Cogswell XL

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
0	9	0	9

Cogswell XL is designed to assist incoming students with adapting to college life at Cogswell. All incoming students will learn how to navigate the Student Portal and the learning management system. Additionally, first-time freshmen with less than 12 incoming credits will participate in discussions about college academic expectations, time management, organizational skills, communication skills, college social life, registration, portfolio development, and professionalism. Transfer students with 12 or more credits will be required to take Cogswell XL for the first three weeks of the semester in order to address portfolio development, use of the student portal, and use of the learning management system.

Page #	Policy/Section	Effective Date
83	Course Information: Updated Course Descriptions	07/19/2017

The following course(s) descriptions have been updated to read:

ART210 Figure Drawing 2 (was DAA210)

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

This course serves as a continuation of Figure Drawing 1. Students study life drawing with professional unclothed models. Students study techniques in contour and gesture drawing. The course addresses advanced human anatomy and structure of the human form. Students refine their drawing skills with techniques in proportion, volume, light and shade using a variety of drawing media.
Prerequisite: ART115 or DAA115.

ART212 Perspective and Rendering (was DAA212)

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

This course provides an in-depth study of perspective and the application of light and dark values to convey a sense of form. Students learn to create core shadows and shadow projections to achieve believable grounding in space. The course covers multiple visualization techniques to create the desired shape and material finish.
Prerequisite: ART110 or DAA110

ART230 Introduction to Sculpture (was DAA230)

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

In this course, students develop their understanding of three-dimensional gesture and form. Students study concept development, expression and spatial concepts of representational 3D space. Coursework includes the exploration of primary, secondary, and tertiary form for humans, animals, and environments. Students learn the techniques and tools used to create representational sculpture in traditional clay media.
Prerequisite: ART115 or DAA115

ART330 Figure Sculpture (was DAA330)

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

This course develops the student's understanding of the gestural, constructive and anatomical structures of the human figure. Students apply this knowledge to unique character and figurative sculpture in traditional sculpting media. Coursework includes advanced study of human skeletal and muscle systems.
Prerequisite: ART230 or DAA230

ART335 Portrait Sculpture (was DAA335)

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

In this course, students explore portrait sculpture for character development. The emotive qualities of human expression are sculpted using Plastalina modeling clay. Students focus on the anatomy of the head and neck as critical to the development of emotionally convincing characters.
Prerequisite: ART230 or DAA230

BUS100 Computer Applications for Business

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

Students will become familiar with the general technology used to communicate, organize, and present ideas, information and data within a business environment. Students learn the Microsoft Office Suite™, including Word™, Excel™, and PowerPoint™. Students are also exposed to the general concepts of databases for data storage and retrieval. **Prerequisite:** None

ENG100 English Composition

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

This course introduces students to the challenges and demands of college-level writing: clear language that explains, describes or informs. It explores basic critical thinking, as well as the techniques and practices of expository and argumentative writing. Students learn to generate ideas for writing based on readings, to organize and support their ideas, and to apply revision strategies to the production of polished work with accurately cited sources. The course emphasizes content, format and correct grammatical structure and requires students to write and revise a minimum of 6,000 words.
Prerequisite: Passing grade on English Placement Test or ENG050

MATH143 Calculus 1

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	60	0	60

A first course in differential and integral calculus of a single variable. Topics include functions, limits, derivatives, Mean Value Theorem, trigonometric functions, related rates, maximum-minimum problems, inverse functions, definite and indefinite integrals; logarithmic, exponential, and hyperbolic functions. Students learn basic applications of integration and simple differential equations.
Prerequisite: MATH116

MATH245 Calculus 3

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

A third course in differential and integral calculus of a single variable. Students are introduced to calculus concepts for science and engineering, including: vectors, lines, planes, quadratic surfaces, cylindrical and spherical coordinates, partial derivatives, directional derivatives, gradient, divergence, curl, chain rule, and multiple integrals.
Prerequisite: MATH144 or MATH145

UPDATED COURSE DESCRIPTIONS

Page #	Policy/Section	Effective Date
83	**Course Information: Updated Course Descriptions**	**09/28/2017**

The following course(s) descriptions have been updated to read:

CS110 C Programing

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

An introduction computer programming using the C programming language. Students learn practical hardware topics such as CPU, memory, disks and files as well as lexical elements, operators, fundamental data types, flow of controls, functions, recursions, arrays, pointers, strings, bitwise operators, structures, unions and file manipulation. The standards of program development flow and structured programming paradigm are also covered.
Prerequisite: MATH115 OR MATH116

CS115Web Programming: HTML5, CSS and JavaScript

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

An introduction to the Internet, emergence of the Web (World Wide Web, www). Students learn how web sites work as well as the basic anatomy of a web-page, different tags/elements of HTML and their syntax and usage, and styling using CSS. Students are introduced to JavaScript and how to combine it with HTML5 and CSS to develop very useful and intelligent web pages/applications. Hands on web development provides practical insights into these concepts.
Prerequisite: None

CS212 Java Programming

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

Students develop a working understanding of Java Programming and the object-oriented paradigm. Topics include primitive types, strings, classes, objects, methods, references, polymorphisms, inheritance, exception handling, streams and file I/O, arrays, vectors, and applets. Students are also introduced to multi-threaded programming.
Prerequisite: None

CS221 LINUX Programming Environment

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

Students learn the principles needed to program in the UNIX/LINUX environment. Through practical, hands-on programming, students develop an understanding of the structure of UNIX/LINUX file systems, shell programming filters and UNIX/LINUX system calls. Other topics include standard I/O library, shell programming, AWK programming language, and SED editor.
Prerequisite: CS100 or CS285 (or SWE110 or SWE285)

CS285 C++Programming: Object Oriented Programming

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

Students learn the common features of C as well as C++. Objected oriented features of C++. Constructors and Destructors. Type Conversions. Friends. Overloading functions and operators. References. Polymorphisms. I/O streams. Multiple inheritances. Templates. Memory Management. Students practice the structured programming paradigm as well as the objected oriented paradigm.
Prerequisite: CS100, CS110, OR CS212 (or SWE100, SWE110, OR SWE212)

CS320 Operating Systems Concepts

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

Students learn how UNIX, LINUX, and Windows operating systems are designed. Students practice data structures in operating system design. Topics include: general multitasking operating systems, scheduling algorithms, deadlocks, concurrency problems and solutions, process management, thread management, disk management, memory management, virtual memory, file system organization, and security.
Prerequisite: CS221 AND SWE310 (or SWE221 AND SWE310)

CS340 Software engineering Methods and Project 1

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

Students develop an advanced understanding of 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: CS285 (or SWE285)

CS445 Advanced C++ Programming

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

An advanced class in C++ and object-oriented programming. 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:** CS285 (or SWE285)

HUM329 Cog2 Advanced Literary Studies

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

This course comprises an in-depth examination of the literary genre and industry. Working alongside classmates enrolled in ENG229, students comprise the staff of COG - a multimedia literary journal published by Cogswell College - while gaining exposure to major American literary works, movements and trends. Students mine the current literary landscape to uncover correlations between contemporary content, culture and industry. Topics include literary analysis techniques, brand archetypes, representation and identity politics within today's American literary community, as well as how technology and market factors affect literary creation and distribution.
Prerequisite: ENG229

UPDATED COURSE DESCRIPTIONS

SWE351 Computer Architecture

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

This course provides a strong foundation in modern computer architecture structured around processors and memory. It introduces students to instructions sets (like CISC and RISC), principles of pipe-lining, memory management, and computer arithmetic algorithms and number representations.
Prerequisite: SWE295

SWE360 Database Management Systems

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

Students apply concepts from data structures and compiler design in database management. Topics include: file organization, indexing techniques, data models, query languages, B-trees, B*-trees, B+-trees. Study design and implementation of a relational database.
Prerequisite: None

SWE375 Mobile Programming for iOS

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

This course involves hands-on application and implementation for the iOS mobile platform. Mobile is everywhere, and programming for mobile devices has specific characteristics that set it apart from conventional programming, including small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors.
Prerequisite: SWE212 OR SWE285

SWE376 Mobile Programming for Android

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

This course involves hands-on application and implementation for the Android mobile platform. Mobile is everywhere, and programming for mobile devices has specific characteristics that set it apart from conventional programming, including small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors.
Prerequisite: SWE212 OR SWE285

SWE442 Software Engineering Methods and Project 2

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

Students apply object oriented principles in a large project and analyze case studies of object-oriented analysis and design. Other topics include design patterns, component architecture, and component frameworks.
Prerequisite: SWE340

Updated Course Descriptions

Page #	Policy/Section	Effective Date
83	**Course Description / Undergraduate Course Descriptions**	**03/01/2018**

BUS141 Principles of Marketing

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

Students examine marketing concepts and apply these using traditional and digital media tools. Students are introduced to strategic marketing through segmentation, positioning, market analysis, marketing mix, metrics, as well as the social and ethical responsibilities.
Prerequisite: None.

BUS150 Principles of Economics

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

Students explore concepts of supply and demand, purchasing behavior, circular flow, interest rates, inflation, unemployment, supply and demand curves, and factors of production, international trade, monetary and fiscal policy. Students are introduced to the basic tools of economic forecasting.
Prerequisite: MATH115.

BUS235 Group Behavior in Organizations

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

Students learn and explore multiple aspects of collaboration and team work as they create and test their own leadership styles. Team building is explored through case studies and role plays of team formation, brainstorming and collaboration.
Prerequisite: BUS110.

BUS250 Finance

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

Students learn how to measure, analyze, and manage business through the creation and collection of financial data. Students will learn the fundamentals of decision making on the basis of financial statements and key return metrics.
Prerequisites: MATH115 and BUS110.

BUS275 Managerial Accounting

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

Students learn the managerial applications of accounting information. Students are introduced to traditional cost behavior concepts, cost-volume-profit (CVP) analysis, product costing, basic cost analysis, decision definitions, relevant information formatting, and how to use these information to make informed decisions to achieve the business goals of the organization.
Prerequisite: BUS105.

SL101 Cogswell 101

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

This course is designed to assist incoming students with adapting to college life at Cogswell College. All incoming students will participate in discussions about college academic expectations, time management, organizational skills, communication skills, college social life, registration, portfolio development, and professionalism.
Prerequisites: None.

SWE449 Tools Programming

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

This course in an advanced scripting course that will teach students how to use Maya Python command engine and Maya Python API to write and deploy production tools in Maya (workflow optimization tools. Modeling, and rigging, animation tools). It will introduce students to Maya architecture and data flow. Students will learn how to write a simple command plugin and dependency node plugin. Other types of plugins will be analyzed and demonstrated.
Prerequisites: SWE110 and DAA240.

FACULTY PROFILES

Page #	Policy/Section	Effective Date
136	**Faculty Profiles**	**01/01/2017**

The following section has been updated to read as follows:

Cogswell College prides itself on providing our students with highly-qualified faculty. We select faculty with the education and industry expertise needed to teach our students.

These academic credentials are often complemented by years of industry experience – making our faculty knowledgeable in the tools and techniques they teach. Our faculty's resources and teaching methodologies are directly aligned with supporting student success. The institution's curriculum is guided by industry advisory boards that seat current professionals in notable companies.

Working closely with faculty in their target industries, students learn from supportive and caring qualified professionals. Our faculty challenge and coach students to put forth their best effort. In turn, our students bring focus, hard work, and dedication. This is Cogswell College.

Faculty information, including biographies, backgrounds, and links to each educator's projects and portfolios located here: http://www.cogswell.edu/academics/faculty.php.

CERTIFICATE PROGRAM UPDATES

Page #	Policy/Section	Effective Date
143	**Certificate Student Admissions Requirements**	**01/01/2017**

The following statement under Professional Experience has been updated to read:

- Recommendation Form completed by current or prior supervisor, personal reference, or business colleague.

Page #	Policy/Section	Effective Date
149	**Certificate Program(s): Career Services**	**01/01/2017**

The following section was updated to include the following:

Below are the Standard Occupational Classification (SOC) Codes associated with each program. For more information on SOC Codes please see one of our Career Services professionals.

Program	Code
Virtual Reality and Augmented Reality	15-1131, 15-1132

CERTIFICATE PROGRAM UPDATES

Page #	Policy/Section	Effective Date
151	**Certificate Program(s): Course Descriptions**	**01/01/2017**

The following courses have been added:

VRAR499 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
TBD	TBD	TBD	TBD

Course on a special topic in virtual and/or augmented reality. May be repeated as topic changes. **Prerequisite**: As appropriate

VRAR599 Special Topic

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
TBD	TBD	TBD	TBD

Course on a special topic in virtual and/or augmented reality. May be repeated as topic changes. **Prerequisite**: As appropriate