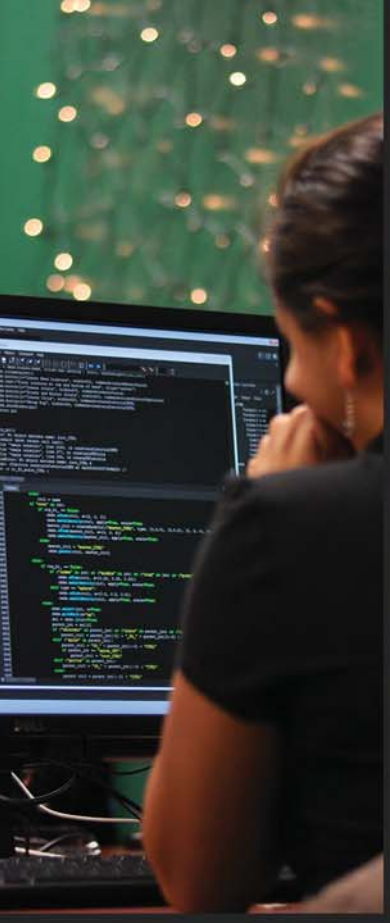
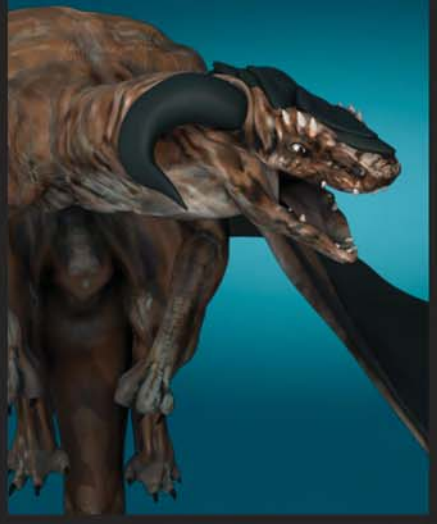


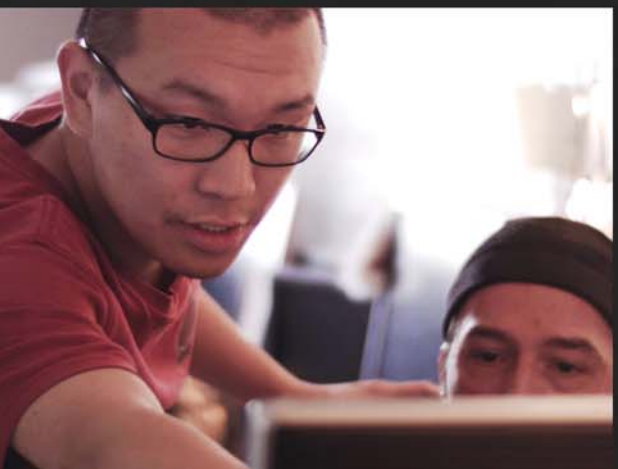


Cogswell
Polytechnical College

createsomething extraordinary

COLLEGE CATALOG | 2016 - 2018

VERSION 1



Page Left Blank Intentionally

DISCLAIMERS AND DISCLOSURES

Catalog Disclaimer

This catalog is intended to provide general information to students and prospective students. The College reserves the right to make changes to this catalog to reflect changes to federal and state regulations and any other changes the College deems necessary which may be in the form of an addendum. This catalog covers July 1, 2016 through June 30, 2018 academic year.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the Bureau for Private Postsecondary Education at:

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

Disclosures

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

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

TABLE OF CONTENTS

DISCLAIMERS AND DISCLOSURES 2
CATALOG DISCLAIMER 2
DISCLOSURES 2
TABLE OF CONTENTS 3
WELCOME MESSAGE 10
ABOUT COGSWELL COLLEGE 11
MISSION STATEMENT 11
FOUNDING 11
ACCREDITATION AND APPROVALS 12
DEGREES 12
FACILITY 12
DESCRIPTION 12
Location: 13
Business Hours: 13
COLLEGE ADMINISTRATION 13
BOARD OF TRUSTEES 13
ACADEMIC CALENDAR 14
2016-2017 UNDERGRADUATE ACADEMIC CALENDAR 14
2017-2018 UNDERGRADUATE ACADEMIC CALENDAR 15
ADMISSION POLICIES 16
GENERAL POLICIES AND PROCEDURES 16
Application Procedures 16
Rolling Admissions 16
Notification of Admission 17
Undergraduate Student Admissions Requirements 17
Undergraduate Portfolio Entrance Requirement 17
Graduate Admissions Requirements 18
Enrollment Statuses 18
Requirements for Visitor Students 19
Requirements for Auditing Students 19
Requirements for Readmission 20
Right of Acceptance or Enrollment 20
Requirements for International Applicants 20
TRANSFER OF CREDIT POLICY 21

Evaluation of Transfer Credit 21
Residency Requirements 21
Credits Earned At the U.S. Armed Forces Institute 22
College Level Examination Program (CLEP) and DSST 22
Advanced Placement Program 23
Credit by Examination 24
Transfer of Credit after Matriculation 25
Notice Concerning Transferability of Credits and Credentials Earned at Our College 25
Articulation Agreements 25
REGISTRATION AND RECORDS 26
REGISTRATION 26
PREREQUISITES 26
DEVELOPMENTAL/REMEDIAL COURSEWORK 26
ADD/DROP PERIOD 26
WAITLIST 26
TRANSCRIPTS AND OTHER OFFICIAL DOCUMENTS 27
DOCUMENT HOLD 27
STUDENT RECORD RETENTION 27
CHANGE OF CONTACT INFORMATION 27
FINANCIAL INFORMATION 28
TUITION INFORMATION FOR REGISTRATION 28
SPECIAL TUITION POLICY FOR COGSWELL GRADUATES 28
WITHDRAWAL FROM COLLEGE AND IMPACT ON FINANCIAL AID 28
PROCESS FOR WITHDRAWING FROM THE COLLEGE 28
STUDENT'S RIGHT TO CANCEL 29
REFUND POLICY 29
Refunds for Dropped Classes 29
Refunds for Students Withdrawing from the College 29
Refunds for Credit Balances 30
RETURN OF TITLE IV 30
POST-WITHDRAWAL DISBURSEMENTS 30
TUITION AND FEES UNDERGRADUATE AND GRADUATE PROGRAMS 31
STUDENT TUITION RECOVERY FEE 32
FINANCIAL AID 34
HOW TO APPLY FOR FINANCIAL AID 34
GRANT AND LOAN PROGRAMS 34
Grants (Gift Aid). 34
Self-Help (Loans or Work Assistance) 35
SCHOLARSHIP PROGRAMS 35
COST OF ATTENDANCE 35

STATEMENT OF EDUCATIONAL PURPOSE 36
ADDITIONAL INFORMATIONAL RESOURCES 36
About the General Financial Aid Process: 36
SUSPENSION AND REINSTATEMENT OF FINANCIAL ASSISTANCE 36
RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL ASSISTANCE 36
Students have the right to: 36
Students have the responsibility to: 37
GENERAL POLICIES 38
FAMILY EDUCATION RIGHTS AND PRIVACY ACT 38
THE CLERY ACT 38
CRIME AWARENESS AND CAMPUS SECURITY POLICY 39
SECURITY SERVICES ON CAMPUS 39
CRIME PREVENTION 39
DRUG-FREE ENVIRONMENT STATEMENT 39
HARASSMENT AND DISCRIMINATION 40
Statement of Nondiscrimination 40
Sexual Misconduct 40
Harassment 40
STUDENTS WITH DISABILITIES REQUESTING ACCOMMODATIONS 41
STUDENT GRIEVANCE AND COMPLAINT POLICY 41
MAINTENANCE OF PHYSICAL PLANT FACILITIES WITH SECURITY CONSIDERATIONS 42
COPYRIGHT INFRINGEMENT 42
VOTER REGISTRATION 42
ACADEMIC POLICIES 43
ACADEMIC FREEDOM 43
MAXIMUM ACADEMIC LOAD 43
CREDIT HOUR DEFINITION 43
COURSE REQUIREMENT SUBSTITUTION 44
ADDITIONAL DEGREES 44
CHANGE OF PROGRAM 44
ADD/DROP AND WITHDRAWAL FROM A CLASS 44
WITHDRAWAL FROM THE COLLEGE 44
ATTENDANCE POLICY 45
Instructional Delivery Methods 45
On-Campus Attendance Policy 45
Online/Hybrid Attendance Policy 45
Holidays and Scheduled Breaks 46
ATTENDANCE APPEAL POLICY AND REINSTATEMENT 46
LEAVE OF ABSENCE POLICY 46
INTERNSHIP PROGRAM 47

CLASS STANDING 47
GRADING SYSTEM AND GRADE POINTS 47
ACADEMIC HONORS 48
The President's Honor Roll 48
The Dean's Honor Roll 48
INCOMPLETE 48
PASS/NO PASS 48
AUDIT 48
WITHDRAWALS 49
REPEATED COURSES 49
GRADE APPEAL 49
SATISFACTORY ACADEMIC PROGRESS 49
MIDTERM ACADEMIC PERFORMANCE 52
UNDERGRADUATE GRADUATION REQUIREMENTS 52
GRADUATE GRADUATION REQUIREMENTS 52
APPLICATION FOR GRADUATION PROCEDURE 52
GRADUATION COMMENCEMENT CEREMONY 53
GRADUATION WITH HONORS 53
STUDENT ACADEMIC RESPONSIBILITIES 53
ACADEMIC HONESTY 53
INDEPENDENT STUDY 54
STUDENT AFFAIRS 55
NEW STUDENT ORIENTATION 55
ID CARDS 55
STUDENT HOUSING 55
CAREER SERVICES 55
TUTORING 55
ASSOCIATED STUDENT BODY 55
STUDENT CLUBS 56
STUDENT LOUNGE 56
STUDENT HANDBOOK 56
LIBRARY 56
ACADEMIC DEGREE PROGRAMS 57
INSTITUTIONAL LEARNING OUTCOMES (ILO) 57
UNDERGRADUATE PROGRAMS 58
BACHELOR OF BUSINESS ADMINISTRATION (BBA) 58
BBA Introduction 58
BBA Program Learning Outcomes 58
BBA Concentrations 58
DIGITAL ART AND ANIMATION (DAA) 61

DAA Introduction 61
DAA Program Learning Outcomes 61
DAA Concentrations 62
DIGITAL AUDIO TECHNOLOGY (DAT) 66
DAT Introduction 66
DAT Program Learning Outcomes 66
DAT Concentrations 66
ENGINEERING (ENGR) 69
ENGR Introduction 69
ENGR Program Learning Outcomes 69
ENGR Concentrations 70
GAME DESIGN AND DEVELOPMENT (GDD) 73
GDD Introduction 73
GDD Program Learning Outcomes 73
GDD Majors 74
GENERAL EDUCATION 76
General Education Introduction 76
General Education Curriculum 76
GRADUATE PROGRAMS 81
ENTREPRENEURSHIP AND INNOVATION (MA ENT) 81
MA ENT Introduction 81
MA ENT Program Learning Outcomes 81
MA ENT Degree 82
COURSE DESCRIPTIONS 83
COURSE NUMBERING TAXONOMY 83
UNDERGRADUATE COURSE DESCRIPTIONS 83
GRADUATE COURSE DESCRIPTIONS 133
FACULTY PROFILES 136
ACADEMIC LEADERSHIP 136
FULL TIME FACULTY 138
CERTIFICATE PROGRAMS 142
CERTIFICATE CALENDAR 142
2016-2017 TERM CALENDAR 142
CERTIFICATE ADMISSION POLICIES 143
GENERAL POLICIES AND PROCEDURES 143
Application Procedures 143
Rolling Admissions 143
Notification of Admission 143
Certificate Student Admissions Requirements 143

Enrollment Statuses 144
Right of Acceptance or Enrollment 144
TRANSFER OF CREDIT POLICY 144
Notice Concerning Transferability of Credentials Earned at Our College 144
REGISTRATION AND RECORDS 144
REGISTRATION 144
PREREQUISITE/CO-REQUISITE 144
ADD/DROP PERIOD 144
TRANSCRIPT AND OTHER OFFICIAL DOCUMENTS 144
DOCUMENT HOLD 144
STUDENT RECORD RETENTION 145
CHANGE OF CONTACT INFORMATION 145
FINANCIAL INFORMATION 145
TUITION INFORMATION FOR REGISTRATION 145
PROCESS FOR WITHDRAWING FROM THE COLLEGE 145
STUDENT'S RIGHT TO CANCEL 145
REFUND POLICY 146
TUITION AND FEES CERTIFICATE PROGRAMS 146
STUDENT TUITION RECOVERY FEE 146
FINANCIAL AID 147
GENERAL POLICIES 147
ACADEMIC POLICIES 147
ACADEMIC FREEDOM 147
GRADING SYSTEM AND GRADE POINTS 148
PASS/NO PASS 148
COMPLETION REQUIREMENTS 148
STUDENT ACADEMIC RESPONSIBILITIES 148
ACADEMIC HONESTY 148
STUDENT AFFAIRS 149
NEW STUDENT ORIENTATION 149
ID CARDS 149
STUDENT HOUSING 149
CAREER SERVICES 149
TUTORING 149
STUDENT CLUBS 149
STUDENT LOUNGE 149
STUDENT HANDBOOK 149
LIBRARY 149
CERTIFICATE PROGRAMS 150

VIRTUAL REALITY AND AUGMENTED REALITY (VRAR) 150
VRAR Description 150
CERTIFICATE COURSE DESCRIPTIONS 151
CATALOG ADDENDUMS 153

WELCOME MESSAGE

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

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

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

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

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

Sincerely yours,

Kenneth Banks

Senior Vice President of Operations

ABOUT COGSWELL COLLEGE

Mission Statement

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

Founding

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

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

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

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

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

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

ACCREDITATION AND APPROVALS

- 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/
- Cogswell College is approved to participate in federal financial aid programs. For a listing of those programs please refer to the Financial Aid section within this college.
- Cogswell College is approved to participate in the state aid program.
- Cogswell College is certified with the Student and Exchange Visitor Program (SEVP) to issue the Form I-20 to nonimmigrant students seeking admissions under an F1 Student Visa. http://www.ice.gov/sevis/
- Cogswell College is approved for the training of veterans by the California State Approving Agency for Veteran's Education (CSAAVE). For benefit eligibility information, call 1-888-GIBILL1.
    - Master of Art in Entrepreneurship and Innovation
    - Bachelor of Art – Digital Art and Animation
    - Bachelor of Art – Game Design Art
    - Bachelor of Science – Digital Art Engineering
    - Bachelor of Science – Digital Audio Technology
    - Bachelor of Science – Game Design Engineering
    - Bachelor of Science – Software Engineering
- Cogswell College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

DEGREES

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

FACILITY

Description

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

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

Location:

191 Baypointe Parkway
San Jose, CA 95134
Website|www.cogswell.edu
Telephone|408-498-5100 / 800-264-7955

Business Hours:

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

COLLEGE ADMINISTRATION

- Aaron Kark, Executive Director of Enrollment Services
- 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
- Lauren Miklovic, Librarian and Resource Center Manager
- 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

BOARD OF TRUSTEES

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

2016-2017 Undergraduate Academic Calendar

Fall 2016 Semester On-Campus and Online

April 4, 2016	Registration Begins
August 7, 2016	Registration deadline
August 8, 2016	Late registration fees begin
August 30, 2016	In-state new student orientation
September 1, 2016	Out-of-state new student orientation
September 5, 2016	*Labor day (Holiday) - College Closed*
September 6, 2016	**First day of classes**
September 12, 2016	Last day to ADD/DROP classes
October 17-21, 2016	Midterm week
October 24, 2016	Fall graduation applications due
October 26, 2016	Midterm grades due from faculty
November 13, 2016	Last day to WITHDRAW from classes
November 23-27, 2016	*Thanksgiving Break – College Closed*
December 17, 2016	**Last day of classes**
December 20, 2016	Final grades due from faculty
December 23, 2016 - January 2, 2017	*Winter Break - College Closed*

Spring 2017 Semester On-Campus and Online

November 7, 2016	Registration begins
December 4, 2016	Registration deadline
December 5, 2016	Late registration fees begin
January 19, 2017	New student orientation
January 16, 2017	*Martin Luther King Day (Holiday) College Closed*
January 23, 2017	**First day of classes**
January 29, 2017	Last day to ADD/DROP classes
February 20, 2017	*President's Day (Holiday) - College* closed
March 3, 2017	Spring graduation applications due
March 6 – 10, 2017	Midterm week
March 15, 2017	Midterm grades due from faculty
April 2, 2017	Last day to WITHDRAW from class
May 6, 2017	**Last day of classes**
May 9, 2017	Final grades due from faculty
May 13, 2017	Commencement Ceremony

Summer 2017 Semester On-Ground and Online

April 3, 2017	Registration begins
May 7, 2017	Registration deadline
May 8, 2017	Late registration fees begin
May 25, 2017	New student orientation
May 29, 2017	*Memorial Day (Holiday) - College closed*
May 30, 2017	**First day of classes/HS Summer Program**
June 5, 2017	Last day to ADD/DROP classes
July 3-4, 2017	*Independence Day (Holiday) - College closed*
July 3-7, 2017	Midterm week
July 12, 2017	Midterm grades due from faculty
July 14, 2017	Summer graduation applications due
July 23, 2017	Last day to WITHDRAW from classes
August 19, 2017	**Last day of classes/HS Summer Program**
August 22, 2017	Final grades due from faculty

2017-2018 Undergraduate Academic Calendar

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 30, 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 16-21, 2017	Midterm week
October 20, 2017	Fall graduation applications due
October 24, 2017	Midterm grades due from faculty
November 12, 2017	Last day to WITHDRAW from classes
November 22-26, 2017	*Thanksgiving Break – College Closed*
December 16, 2017	**Last day of classes**
December 19, 2017	Final grades due from faculty
December 25, 2017 - January 1, 2018	*Winter Break - College Closed*

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 15, 2018	*Martin Luther King Day (Holiday) College Closed*
January 18, 2018	New student orientation
January 22, 2018	**First day of classes**
January 28, 2018	Last day to ADD/DROP classes
February 19, 2018	*President's Day (Holiday) - College* closed
March 2, 2018	Spring graduation applications due
March 5 – 9, 2018	Midterm week
March 13, 2018	Midterm grades due from faculty
March 30, 2018	Last day to WITHDRAW from class
May 5, 2018	**Last day of classes**
May 8, 2018	Final grades due from faculty
May 12, 2018	Commencement Ceremony

Summer 2018 Semester On-Ground and Online

April 2, 2018	Registration begins
April 29, 2018	Registration deadline
April 30, 2018	Late registration fees begin
May 17, 2018	New student orientation
May 21, 2018	**First day of classes/HS Summer Program**
May 27, 2018	Last day to ADD/DROP classes
May 28, 2018	*Memorial Day (Holiday) - College closed*
June 25-29, 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 15, 2018	Last day to WITHDRAW from classes
August 11, 2018	**Last day of classes/HS Summer Program**
August 14, 2018	Final grades due from faculty

General Policies and Procedures

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. An official high school transcript, or an official report of scores earned on the General Educational Development (GED) test, or proof of completion in a home schooling program or equivalent.

   Note: The College does not accept Ability-to-Benefit students,
5. A portfolio of original work for the Digital Art and Animation (DAA), the Digital Audio Technology (DAT), Game Design Art (GDA), and Bachelor of Business Administration (BBA) programs, where applicable,
6. Complete placement tests in Mathematics, English and Music Theory, if applicable, to assess the competency level of each subject.

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

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

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.

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

Rolling Admissions

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

Notification of Admission

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

Undergraduate Student Admissions Requirements

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

- Proof of high school graduation, successful completion of General Education Development (GED), or home schooling program in form of official transcript/document. 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 Polytechnical College
  Attention: Registrar's Office
  191 Baypointe Parkway, San Jose, California 95134
  registrarsoffice@cogswell.edu

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

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

In the event that the student fails to provide proof of official documentation showing completion of secondary education, their status will be cancelled. Any monies paid will be refunded according to the cancellation policy.

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

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

Undergraduate Portfolio Entrance Requirement

Digital Art and Animation (DAA) Portfolio Requirements:

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

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

Game Design Art (GDA) Program Portfolio Requirements:

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

1. Photos of artwork or sculpture
2. Printouts of computer-created images

3. Video game levels, Images, or animations delivered in an electronic format

Digital Audio Technology (DAT) Program Portfolio Requirement:

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

1. Digital recordings of original electronic music
2. Digital recordings of instrumental or vocal performance
3. Digital recordings of original studio engineering work
4. Evidence of high school band, orchestra or chorus experience
5. Written summary of private music lessons (instrument, years, and teacher).

BBA - Digital Media Management (BBA) Program Requirement:

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

Graduate Admissions Requirements

Master of Arts in Entrepreneurship and Innovation (ENT)

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

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

Desired qualifications:

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

Enrollment Statuses

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

- **Matriculated Degree student**: A degree candidate who has applied, been admitted, registered and is actively pursuing a degree. Matriculated degree students are further classified as:
  - **First Time Freshman** – a degree seeking student who has no prior experience attending any post-secondary institution for the first time at the undergraduate level. Students who entered with advanced standing (college credits earned before graduation from high school) are also included.
  - **Freshman Student** – a degree seeking student who transfers less than 12 credits from another institution
  - **Transfer Student** – a degree seeking student who transfers 12 or more credits from another institution
  - **Returning Student** – a degree seeking student who re-applies to continue his/her education at the college after not attending for one (1) or more years.

- **International Student** – a) student who does not hold a U.S. citizenship or permanent residency in the U.S. or b) a student who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa, and who is not an immigrant (permanent resident with an I-551 or form I-151), or an undocumented immigrant or refugee. (UNESCO)

- **Non-matriculated student**: A student, who is not seeking a degree at the time of admission, is not interested in receiving financial aid and who wishes to waive placement testing and academic advisement. Non-matriculated students do not follow the admission requirement of matriculated students. The Non-matriculated student status is designed to allow any interested individual to attend college credit courses without declaring a major or seeking a degree. Students who register under this status for a given semester may not matriculate until the following semester. A non-matriculated student that wishes to become a matriculated student must follow the admission requirement for the matriculated students. This status is most suited to students who wish to enroll in courses for personal enrichment, learning/upgrading job skills or fulfilling degree requirements for another institution. Matriculated students take precedence over non-matriculated students for classes with limited class size.
    - **Visitor** – a non-matriculated domestic student enrolled in classes. These students will earn credits for coursework taken at Cogswell.

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

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

Requirements for Visitor Students

Visitors may enroll and register for classes by completing the following:

1. Sign Visitor Enrollment Agreement
2. Complete Visitor Registration Form
3. Pay appropriate tuition and fees prior to class start

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

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

Requirements for Auditing Students

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

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

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

Requirements for Readmission

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

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

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

Right of Acceptance or Enrollment

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

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

Requirements for International Applicants

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

1. A completed application
2. An official transcript from each college attended. Applicants must have transcripts translated, if applicable, and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credentials Evaluators (AICE).
3. All instruction is conducted in English. Proof of English language proficiency is required using one the following methods:

    - TOEFL test results; the minimum accepted score is 525 (paper-based), 197 (computer-based), and 69 (internet-based)
    - IELTS test results: the minimum accepted score is 6.5 for undergraduate and 7.0 for graduate students.
    - Unless the native language of the international student is English, and the College can confirm the native language, then the student is not required to take the TOEFL or IELTS test.
      There is no limited amount of times a student can take the tests; test scores are valid for two (2) years after the test date. The official scores becomes part of the permanent student record once the student has enrolled with the College.
    - Students may also waive the English proficiency tests (TOEFL and IELTS) if students can provide evidence of receiving at least four (4) years educational training in English language. Students will then take Cogswell's placement exam to assess competency in English.
4. An affidavit of financial support.

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

Transfer of Credit Policy

Evaluation of Transfer Credit

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

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

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

1. For undergraduate students, coursework completed must have a minimum grade of "C". For graduate students, coursework completed must have a minimum grade of "B". Courses taken for credit with a "P" grade may be transferred if a clearly defined institutional policy identifies the "P" grade as equivalent to a "C" or better for undergraduate work, or a grade of "B" or better for graduate study.
2. Cogswell does not accept work experience, physical education, English as a second language (ESL), or developmental/remedial courses.
3. Cogswell will consider foreign postsecondary official transcripts if evaluated and translated by a member of National Association of Credential Evaluation Services (NACES) or Association for International Credentials Evaluators, INC. (AICE).
4. Courses completed beyond ten (10) years are evaluated on a case-by-case basis.
5. Coursework must have been completed at the same level (upper or lower) as course for which is deemed comparable.
6. Coursework must be awarded for credit value comparable to, or greater than, that required for Cogswell course (i.e., semester or quarter converted basis must equal or exceed that required by Cogswell).
    a. Conversion of quarter credit to semester credits is as follows:
    3 semester credits equate to 4.5 quarter credits. (multiply semester credits by 1.5)
    4.5 quarter credits are equal to 3 semester credits (divide credits by 2/3rds)
7. Official Transcripts must be sent directly to the Registrar's Office within 14 calendar days of the start of a semester. Transcripts marked "Unofficial" or "Issued to Student" will not be considered for evaluation for transfer credit.

Residency Requirements

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

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

Credits Earned At the U.S. Armed Forces Institute

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

College Level Examination Program (CLEP) and DSST

Students may receive college credit for certain courses through exams administered by the College Level Examination Program (CLEP) and the DSST. Minimum passing scores are detailed in the tables below.

CLEP Subject	Pass	Cogswell Equivalent
American Government	49+	GE: Social Sciences
American Literature	49+	GE: Humanities and Arts
Analyzing and Interpreting Literature	49+	GE: Humanities and Arts
Biology	49+	GE: Physical and Biological Sciences (Non-Engineering)
Calculus	49+	MATH143 Calculus 1
Chemistry	49+	GE: Physical and Biological Sciences (Non-Engineering)
College Algebra	49+	MATH115 College Algebra and Trigonometry
College Composition	49+	GE: Basic Skills
English Literature	49+	GE: Humanities and Arts
Financial Accounting	49+	DMM250 Financial Models and Management 1 BUS250 Finance
French Language	49+	GE: Letters
German Language	49+	GE: Letters
History of the US I: Early Colonization to 1877	49+	GE: Social Sciences
History of the US II: 1865 to the Present	49+	GE: Social Sciences
Humanities	49+	GE: Humanities and Arts
Introductory to Business Law	49+	DMM125 Cover Your Assets BUS125 Business Law
Introductory Psychology	49+	GE: Social Sciences
Introductory Sociology	49+	GE: Social Sciences
Natural Sciences	49+	GE: Physical and Biological Sciences (Non-Engineering)
Pre-Calculus	49+	MATH116 Pre-Calculus
Principles of Management	49+	DMM110 Beta Business From the Ground Up 1 BUS110 Principles of Management
Principles of Marketing	49+	DMM141 Digital Media Marketing BUS141 Principles of Marketing
Principles of Macroeconomics	49+	GE: Social Sciences
Social Sciences and History	49+	GE: Social Sciences
Spanish Language	49+	GE: Letters
Western Civilization I: Ancient Near East to 1648	49+	GE: Social Sciences
Western Civilization II: 1648 to the Present	49+	GE: Social Sciences

DSST Subject	Pass	Cogswell Equivalent
Art of Western World	400+	GE: Arts

Business Ethics and Society	400+	DMM365 Ethics, Development and Responsibility Management BUS365 Personal and Organizational Ethics
Ethics in America	400+	GE: Social Science
Principles of Finance	400+	DMM250 Financial Models and Management 1 BUS250 Finance
Principles of Physical Science I	400+	GE: Physical and Biological Sciences (Non-Engineering)
Technical Writing	400+	GE: Written Communication II

Advanced Placement Program

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

AP Test	Cogswell Class
AP Art History	GE: Art
AP Biology	GE: Physical and Biological Sciences (Non-Engineering)
AP Calculus AB	MATH143 Calculus 1
AP Calculus BC	MATH144 Calculus 2
AP Chemistry	GE: Physical and Biological Sciences (Non-Engineering)
AP Chinese Language and Culture	GE: Letters
AP Comparative Government and Politics	GE: Social Sciences
AP Computer Science A	SWE 212 Java Programming
AP English Language and Composition	GE: Basic Skills
AP English Literature and Composition	GE: Humanities and Arts
AP European History	GE: Social Sciences
AP French Language and Culture	GE: Letters
AP German Language and Culture	GE: Letters
AP Italian Language and Culture	GE: Letters
AP Japanese Language and Culture	GE: Letters
AP Latin	GE: Letters
AP Macroeconomics	GE: Social Sciences
AP Microeconomics	GE: Social Sciences
AP Music Theory	DAT102 Music Theory 1
AP Physics 1, or **AP Physics 2**	GE: Physical and Biological Sciences (Non-Engineering)
AP Psychology	GE: Human Behavior
AP Spanish Language and Culture	GE: Letters
AP Spanish Literature and Culture	GE: Letters
AP Studio Art 2D Design Portfolio	DAA100 2D Design 1
AP Studio Art Drawing Portfolio	DAA110 Sketching
AP United States Government and Politics	GE: Social Sciences

AP United States History	GE: Social Sciences
AP World History	GE: Social Sciences

Credit by Examination

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

Credit by examination is only available for lower division courses, excluding developmental/remedial courses. A course previously failed, withdrawn, audited, enrolled in, or one in which a student has received an Incomplete grade, may not be challenged.

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

Upon approval, there is a $75.00 non-refundable fee for taking a challenge examination. Examination may only be taken one (1) time. Student will have 30 calendar days from the date of approval to take examination.

See course listings for challenge examination availability.

Program	Course
Digital Art and Animation	DAA100 2D Design 1
Digital Art and Animation	DAA105 Color Theory
Digital Art and Animation	DAA106 Digital Imaging Concepts
Digital Art and Animation	DAA108 Introduction to Photography
Digital Art and Animation	DAA109 Web Design
Digital Art and Animation	DAA110 Sketching
Digital Art and Animation	DAA115 Figure Drawing 1
Digital Audio Technology	DAT102 Music Theory 1
Digital Media Management	DMM120 Communicating for Success
General Education	ENG100 English Composition
General Education	ENG227 Scriptwriting
General Education	ENG228 Creative Writing
General Education	ENG250 Speech and Oral Communication
General Education	HUM120 The Nature and History of Western Art
General Education	HUM122 World Music
General Education	HUM125 Music in Western Culture
General Education	HUM130 Modern Art History
General Education	HUM200 History of the Modern World
General Education	HUM227 Film History
General Education	MATH115 College Algebra and Trigonometry
General Education	MATH116 Pre-Calculus
General Education	MATH143 Calculus 1
General Education	MATH144 Calculus 2
General Education	MATH245 Calculus 3
General Education	SSC200 U.S. Government
Engineering	SWE100 Introduction to Scripting: Python

Engineering	SWE110 C Programming
Engineering	SWE115 Web Programming: HTML5, CSS, and JavaScript
Engineering	SWE212 Java Programming

Transfer of Credit after Matriculation

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

Approval requires the action of the Program Director and Registrar.

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

- Name of Institution
- Course Numbering System
- Credit Hour Policy
- Course Description
- Cogswell Equivalency

Students that are attending another academic institution should consult with the Registrar; it is advised that students register for at least six credits with Cogswell Polytechnical College to be an active student.

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

Notice Concerning Transferability of Credits and Credentials Earned at Our College

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

Articulation Agreements

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

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

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

REGISTRATION AND RECORDS

Registration

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

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

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

Prerequisites

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

Developmental/Remedial Coursework

Students who do not pass Cogswell's placement tests must register and satisfactorily complete remedial coursework within the first three (3) semesters of enrollment. Students are also required to register and satisfactorily complete any developmental coursework within the first semester. Freshman and Transfer students with twelve credits or less will be required to meet this requirement.

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

Add/Drop Period

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

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

Waitlist

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

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

5. If seats become available students will be registered into the course(s) by order listed on the waitlist.

Transcripts and Other Official Documents

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

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

Document Hold

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

Student Record Retention

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

Change of Contact Information

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

FINANCIAL INFORMATION

Tuition Information for Registration

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

Tuition payments may be paid by credit card through the on-line student portal, over the phone, or via individual Pay Pal account by sending payment to paypal@cogswell.edu and referencing the students first and last name. Visa, MasterCard, American Express, and Discover cards are accepted. Payments may also be made by personal check, money order, or cashiers' check made payable to Cogswell College.

All payments should be sent to:

Cogswell Polytechnical College
Business Office
191 Baypointe Parkway
San Jose, CA 95134

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

Special Tuition Policy for Cogswell Graduates

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

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

Withdrawal from College and Impact on Financial Aid

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

Process for Withdrawing from the College

Students must provide written notice to the Registrar's Office of intent to withdraw from the College. All College property: i.e., ID Badge, library books and equipment, etc. must be returned or the student may be billed at reasonable cost for the unreturned item.

Student's Right to Cancel

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

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

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

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

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

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

Refund Policy

Refunds for Dropped Classes

- Classes Dropped during the Add/Drop Period

  Students who drop classes, within the designated add/drop period are entitled to a full refund of tuition charges for each class dropped.

- For Classes Dropped after the Add/Drop Period

  Students who drop classes after the add/drop period but do not withdraw from the college (remain enrolled in other courses) are not eligible for a refund of tuition for the dropped classes.

Refunds for Students Withdrawing from the College

Students who withdraw from the College after the add/drop period will be subject to a pro-rata refund of institutional charges, based on the last day of attendance, up to the 60% completion point in the term. Institutional charges include tuition, the campus fee, and the housing fee as shown in the Tuition and Fees section. Students who withdraw after the 60% completion point in the term are not eligible for a refund.

Students who withdraw from all classes on or after the start of the semester will be subject to a pro-rata tuition charge. They will owe a percentage of their fees corresponding to the last day of recorded class attendance. A prorated refund from the first day of instruction, up to the 60th percent point in the academic period, will be applied to students who withdraw from the college. For example, the 55th percentile point will be equivalent to a 45% refund of tuition charges.

Refunds owed to agencies, private loans, scholarships, and to the student will be paid within 30 days. Other Charges and Fees listed in the Tuition Pricing Schedule may be non-refundable.

Scheduled breaks of five or more consecutive calendar days are excluded from the calculation.

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

Refunds for Credit Balances

Refund checks will be issued whenever the student has a credit balance (overpayment) on account for the current term. Refund checks will be issued to the student within 30 days, or within 14 days if the credit was caused by Federal Student Aid (Title IV) Funding. Students may choose to authorize the college to retain these funds to pay for a future term or to return these funds to the lender in lieu of receiving a check. The college will notify students via email when refund checks have been issued.

Return of Title IV

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

When a student who is a Title IV recipient withdraws, the College must determine how much Federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy.

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

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

Return of Title IV Calculation

When a Title IV recipient withdraws, Cogswell College will perform a pro-rata return to lender calculation up to the 60% completion point in each term. If the student withdraws after the 60% point, Cogswell will retain all Title IV funds and apply it as payment on the students account.

Under a pro-rata return to lender calculation, Cogswell College is entitled to retain only the percentage of Title IV funding proportional to the percentage of the term completed by the student. The portion of the term completed by the student is calculated by dividing the number of calendar days completed by the student in the term (as of the last date of attendance) by the total number of calendar days in the term. This percentage multiplied by the students TIV funding for the term will be the amount retained by the college and applied to the student's account as payment. The remainder will be returned to the lender.

Scheduled breaks of five or more consecutive calendar days are excluded from the return calculation.

Return of Title IV Program Hierarchy

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

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

Post-Withdrawal Disbursements

Students who have earned more aid than had been disbursed at the time of withdrawal will be eligible for a Post Withdrawal Disbursement. The Financial Aid Office must notify the student within 30 days of the withdrawal date of the availability of Post-Withdrawal funds. The student will have 15 days to respond to the

notice. It is at the discretion of the College to allow a Post-Withdrawal Disbursement for a student who fails to respond to the school within the 15-day period. Once the student accepts the Post-Withdrawal Disbursement, the College has 90 days from the withdrawal date to disburse those funds to the student's account.

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

Tuition and Fees Undergraduate and Graduate Programs

Tuition Pricing for Undergraduate

Tuition and Expenses Per Semester (Institutional Charges)		
Cost Per Credit	$754	
Campus Fee*	$500	
Housing Fee	$4,250	
Examples	*Without Housing*	*With Housing*
Full-Time Student (12 Credits)	$9,048	$9,048
Campus Fee*	$500	$500
Housing Fee	$0	$4,250
Estimated Total	**$9,548**	**$13,798**
Part-Time Student (9 Credits)	$6,786	$6,786
Campus Fee*	$500	$500
Housing Fee	$0	$4,250
Estimated Total	**$7,286**	**$11,536**

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

Tuition Pricing for Graduate

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

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

Other Charges and Fees	Amount
Late Registration Fee (continuing students)	$20 per class (non-refundable)
Late Payment Fee	$20 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	$500 per course (non-refundable)
Diploma Reprint	$75 (non-refundable)
Student ID Card Replacement	$10
Student Housing Deposit (yearly)	$100 (non-refundable)
Textbooks	Varies per course
Student Tuition Recovery Fee	$0 (non-refundable)

- Tuition is the same for in and out-of-state students.
- Housing fees are $4,250 for a shared room in a shared apartment per semester. Students must be registered for at least nine (9) credits per semester.
- Tuition and fees are subject to change upon approval by the Board of Trustees.

STUDENT TUITION RECOVERY FEE

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

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

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

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

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

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

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

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

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

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

Bureau for Private Postsecondary Education (BPPE)
Web site: www.bppe.ca.gov
Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833
Mailing address: P.O. Box 980818, West Sacramento, California 95798-0818
Phone Number: Toll Free (888) 370-7589; (916) 431-6959
Fax: (916) 263-1897

FINANCIAL AID

The primary responsibility for meeting college costs rests with the student and his/her family. However, we recognize that many students are not able to pay the full costs of a college education. For this reason, Cogswell College offers programs that provide financial assistance for students who need or would like help in funding their college education. The Financial Aid Office is available to help students and their families in developing a financial plan and offering funding options to meet their educational costs.

All students who receive Federal or State sponsored financial assistance must maintain satisfactory academic progress (SAP) as defined in the academic policies. Students are encouraged to call or visit the Financial Aid Office for more information.

How to Apply for Financial Aid

To Apply for Financial Aid student must complete the Free Application for Federal Student Aid (FAFSA) using the website www.fafsa.ed.gov and listing the Cogswell College school code 001177. If required, additional documents must be submitted to the Financial Aid Office.

FAFSA Application may be selected by the Department of Education for a process called verification. If an application is selected for verification, the student (and parent, if applicable) will be asked to verify that the information reported on the FAFSA is correct. Required documents may include, but are not limited to an IRS Tax transcript, verification of untaxed income, household size, other family members in college, and proof of certain benefits received. To prevent delays and loss of eligibility, all requested documents must be submitted to the Financial Aid Office within 30 days from the date of notification.

Grant and Loan Programs

Financial aid consists of programs that are funded and regulated by federal and state governments. The programs consist of two different types of aid: Gift Aid and Self-Help.

Grants (Gift Aid).

A grant is money for college that does not have to be repaid. Students with bachelor's degrees are not eligible for grants. For federal grants, students must possess a high school diploma, or GED.

Cogswell College participates in the following grant programs:

Federal Grants - The U.S. Department of Education offers a variety of grants to students who can demonstrate financial need to assist them in paying for educational costs. Cogswell College participates in the following federal grant programs:

- **Federal Pell Grant -** This grant provides federal money for students with financial need. The federal government uses the family information from your FAFSA to determine who is eligible and how much each student is eligible to receive.

- **Federal Supplemental Education Opportunity Grant (FSEOG) -** This grant provides supplemental federal money for students with exceptional need.

Veterans Education Benefit - The Department of Veterans Affairs provides education benefits to veterans and eligible service members and/or their families. Cogswell College participates in multiple VA programs based on the student's specific eligibility.

State Grants - The State of California, through the Student Aid Commission, offers and administers several grant programs for undergraduate students. Cogswell College participates in the Cal Grant and Chafee Programs.

- Cal Grant recipients must meet both academic and financial requirements. Cogswell College is eligible for and accepts **Cal-Grant A** and **Cal-Grant B**.
- **Chafee Grants** provide money for foster youth.

Self-Help (Loans or Work Assistance)

Self-Help is either money borrowed that must be repaid (Loans) or money earned through institutional work (FWS). Cogswell College participates in the following self-help program:

Loan Programs. - A loan is money that a student and/or parent borrow that must be repaid with interest. Student Loans can be obtained from the federal government or private sources.

- **Federal Student Loans** – These loans are from the U.S. Department of Education and usually offer borrowers lower interest rates and have more flexible repayment options.

  Cogswell College participates in the following types of Federal Direct Loan Programs:
  - **Direct Subsidized Loans -** These loans are for undergraduate students who demonstrate financial need. Interest charges and payments begin six months after the students last day of attendance or when the student has reached 150% of the Direct Subsidized loan limit.
  - **Direct Unsubsidized Loans -** These loans are for undergraduate students. Students are not required to demonstrate financial need to be eligible for these loans. Interest charges begin thirty days after loan funding and payments are not required while still attending college, up to six academic years.
  - **Direct Plus Loans -** These loans are for parents of dependent undergraduate students. The parent is legally responsible for repayment of the loan. These loans charge interest and are subject to credit check.

- **Private Student Loans -** These loans are non-federal loans, made by a private lender such as a bank, credit union, or state agency.

Federal Work-Study (FWS) - Provides partial funding to colleges to assist in employing students with financial need. Eligibility is based on available funds.

Scholarship Programs

Cogswell College offers and accepts several scholarships to help undergraduate students fund their education. These scholarships may come from various federal, state and private sources. Scholarships typically do not need to be repaid. Cogswell College Scholarships are issued by academic year and are reserved for students with special qualifications, such as academic performance, financial need and/or artistic talent. The award amounts are based on the specific scholarship program and may be limited to program funding availability. Cogswell College reserves the right to revoke or change the award terms at its discretion.

For more award details, please visit our website or contact the Financial Aid Office.

Cost of Attendance

Financial Aid eligibility is based on enrollment status and the cost of attendance (COA) as determined by the Higher Education Act (HEA). COA establishes a students' financial need and sets limits on the total aid that a student may receive based on geographic region.

COA criteria include:

- Tuition and Fees (charged by the institution)
- Housing (charged by the institution)
- Allowances for Expenses (Books, Transportation, Personal, Loan Fees etc.)

"Financial Need" is then calculated using the following formula:

Cost of Attendance - Expected Family Contribution (determined by the FAFSA) = Financial (Remaining) Need

Statement of Educational Purpose

All recipients of Federal Student Aid are required to sign a Statement of Educational Purpose stating that all Federal aid received will be used solely for college related expenses.

Additional Informational Resources

About the General Financial Aid Process:

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

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

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

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

www.fsaid.ed.gov – To create a new FSA id and gain access to various federal Student Aid online systems.
www.studentloans.gov - To obtain more information or apply for Federal Direct Loans.
www.benefits.va.gov – To obtain more information about Veterans benefits.
www.csac.ca.gov – To obtain more information about Cal Grant.

www.chafee.csac.ca.gov – To obtain more information about Chafee Grant.

Suspension and Reinstatement of Financial Assistance

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

Rights and Responsibilities of Students Receiving Financial Assistance

Students have the right to:

- Know what financial aid programs are offered at Cogswell College
- Know the criteria for continued student eligibility under each program
- Know how the college determines whether the student is making satisfactory academic progress (SAP), what the consequences are of failing to make SAP, and how to reestablish eligibility for financial assistance
- Know the method of disbursement of financial aid funds and the frequency of the disbursements
- Know the terms of any loans received as part of the financial aid package; receive a sample loan repayment schedule, and the necessity for repaying the loans.
- Know the general conditions and terms applicable to any employment provided as part of the financial aid package
- Be supplied with exit counseling information upon graduation, dropping below half-time status, or exiting the College
- Know how financial need is determined

- Know how cost of attendance is determined
- Know the institutional policy and the Title IV policy for withdrawals refunds
- Know the terms and conditions under which students receiving Federal education loans may obtain deferments and/or loan forgiveness.

Students have the responsibility to:

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

Family Education Rights and Privacy Act

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

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

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

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

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

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

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

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

The Clery Act

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

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

Crime Awareness and Campus Security Policy

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

The campus safety and security report may be viewed in full at:

http://www.cogswell.edu/pdf/Annual-Security-Report-2015-Cogswell-College.pdf

Security Services on Campus

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

Crime Prevention

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

Drug-Free Environment Statement

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

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

Harassment and Discrimination

Statement of Nondiscrimination

Cogswell College is an equal opportunity institution of higher education and is firmly committed to non-discrimination in its delivery of educational services. These practices include, but are not limited to, admission to, and participation in the benefits and services of educational programs or related activities sponsored by the College. In compliance with all applicable federal and state laws, decisions will be made irrespective of the individual's sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation or any other basis prohibited by federal or state law or local ordinance. This policy is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1975; and any applicable state and local laws. When necessary, the College will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements of the College's educational program and/or is able to safely perform all essential functions, without undue hardship to the College.

Sexual Misconduct

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

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

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

Harassment

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

For a more detailed explanation of the policy, reporting options and investigative procedures please refer to the student handbook.

Students with Disabilities Requesting Accommodations

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

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

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.

Student Grievance and Complaint Policy

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

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

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

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

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

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

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

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

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.
- The Department of Consumer Affairs, Consumer Information Division, 1635 North Market Blvd., Suite N 112, Sacramento, CA 95834, or call (916) 574-7720.
- You may also contact the State of California, Department of Justice, Office of the Attorney General, at http://oag.ca.gov/contact

Maintenance of Physical Plant Facilities with Security Considerations

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

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

Copyright Infringement

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

Civil and criminal penalties for copyright infringement may include:

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

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

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

Voter Registration

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

Links to register to vote will be made available on the College Website. Students are notified via email each fall.

For more information on participating in elections, go to: http://www.usa.gov/Citizen/Topics/Voting.shtml

For information on voting in California, go to: http://www.sos.ca.gov/elections/

ACADEMIC POLICIES

Academic Freedom

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

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

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

Academic Freedom:

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

Maximum Academic Load

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

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

Credit Hour Definition

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

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

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

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

Lecture Credit Hour

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

Laboratory Credit Hour

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

Internship/Practica Credit Hour

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

Course Requirement Substitution

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

Additional Degrees

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

Change of Program

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

Add/Drop and Withdrawal from a Class

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

Withdrawal from the College

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

Attendance Policy

Instructional Delivery Methods

On-Campus (Residential)

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

Online

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

Students must have a minimum cumulative grade point average (CGPA) of 2.0 to register for an online course. Incoming new students (i.e., freshman, transfer) will be assessed on the last attended academic institution.

Hybrid

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

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

On-Campus Attendance Policy

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

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

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

Online/Hybrid Attendance Policy

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

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

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

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

- A student that does not participate in an individual class for 14 consecutive calendar days (two (2) weeks) may be withdrawn from the class by the College. A withdrawal "W" grade will be given if

withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade.

- A student that is absent from all classes for 14 consecutive calendar days (two (2) weeks) may be withdrawn from the 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.

Holidays and Scheduled Breaks

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

Attendance Appeal Policy and Reinstatement

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

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

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

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

Leave of Absence Policy

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

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

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

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

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

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

Internship Program

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

Class Standing

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

Freshman 0 - 30 semester credits successfully completed

Sophomore 31 - 60 semester credits successfully completed

Junior 61 - 90 semester credits successfully completed

Senior More than 90 semester credits successfully completed

Grading System and Grade Points

The College uses the following four-point grading system:

Cogswell Grade Scale

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

W	N/A	N/A	Withdrawal	No	No
WF	0.0	0.0	Withdrawal Fail	Yes	No

Academic Honors

The President's Honor Roll

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

The Dean's Honor Roll

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

Incomplete

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

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

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

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

Pass/No Pass

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

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

Audit

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

Withdrawals

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

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

Repeated Courses

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

Grade Appeal

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

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

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

Satisfactory Academic Progress

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

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

Qualitative Standard

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

Quantitative Standard

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

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

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

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

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

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

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

Financial Aid/Academic Warning

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

Financial Aid/Academic Probation

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

SAP Appeals Process

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

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

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

Plan of Action (Academic Plan)

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

1. Reduction in number of hours attempted
2. Change in program (major)
3. Enrollment in specific courses prescribed by the Advisor
4. Re-enrollment in courses in which the student previously received a low or failing grade
5. Other measures recommended by the Advisor

Regaining Financial Aid Eligibility

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

Maximum Time Frame

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

The following is the treatment of other areas impacting SAP:

- Remedial coursework is included in the qualitative assessment of SAP but is not included in the cumulative GPA.
- Transfer credits and credits earned through other institutionally accepted methods (i.e. CLEP) are included in units attempted and completed but not in the CGPA.
- Incomplete ("I") grade will not be counted as credits completed, however, the "I" grade does count as credits attempted. Once the "I" grade is replaced, at that point, SAP will be reevaluated.

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

Midterm Academic Performance

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

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

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

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

Undergraduate Graduation Requirements

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

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

Graduate Graduation Requirements

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

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

Application for Graduation Procedure

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

To initiate a graduation audit a student must:

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

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

Graduation Commencement Ceremony

Students who have completed the requirements for graduation are invited to participate in the Commencement Ceremony that is held in May each year.
Cogswell College seniors may apply early to participate in the commencement ceremony if they meet certain criteria. A student must be registered for the remaining courses to complete their program of study within 18 credits or one (1) term after the commencement ceremony.

Graduation with Honors

A student who earns cumulative GPA of:

3.5-3.79 Cum Laude

3.8-3.99 Magna Cum Laude

4.0 Summa Cum Laude (highest honors)

Student Academic Responsibilities

It is the responsibility of students to:

1. Be aware of and comply with policies and procedures, deadlines, and graduation requirements found within this Catalog and the Student Handbook.
2. Monitor progress toward completion of graduation requirements.
3. Comply with the content of the Student Handbook and Student's Rights and Responsibilities.

Academic Honesty

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

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

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

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

- Facilitation or assistance in any act of academic dishonesty

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

Independent Study

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

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

Procedures to be followed are:

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

STUDENT AFFAIRS

New Student Orientation

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

ID Cards

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

Student Housing

Cogswell College does not have dormitory facilities under its control. The College utilizes local apartment complexes in which students are assigned to apartments with other students. Cogswell College housing is for students who are enrolled in at least 9 credits per semester.

Alternatively there are independent housing options available in the vicinity of the campus, but Cogswell does not maintain relationships with these complexes and does not guarantee assistance to students in locating non-College sponsored housing. Apartment complexes are within a five (5) mile radius and range from $2,400 to $4,000.

If you are interested participating in housing, please contact the Dean of Students for an application and more information. The College assumes no responsibility to assist or find housing for students who are ineligible for or not interested in participating in College sponsored housing.

Career Services

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

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

Tutoring

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

Associated Student Body

The Associated Student Body (ASB) is the general student membership organization of the College. The purpose of the ASB is to give students the opportunity to plan and direct their own activities, to become involved with co-curricular campus activities, and to influence the decisions that affect the quality of

education and student life at the College. All enrolled students are members of the ASB. The general student membership provides feedback to the Associated Student Body Executive Board.

The Associated Student Body Executive Board is comprised of elected and appointed officers. In conjunction with the ASB advisor, the Executive Board is responsible for administering the ASB budget and coordinating student activities.

Student Clubs

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

Student Lounge

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

Student Handbook

The Student handbook provides students with information about campus resources, student life, and the College procedures.

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

LIBRARY

Cogswell Library connects the college to ideas and information through a variety of formats. The library holds over 5,000 print books and over 1,000 DVDs, magazines, and e-books. In addition, the library subscribes to academic databases, serving as the gateway to thousands of scholarly articles, digital journals, and electronic books. Wireless access, a scanner, and photocopier are also available, as well as a knowledgeable librarian and staff to help the Cogswell community find the best resources.

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

Institutional Learning Outcomes (ILO)

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

Bachelor of Business Administration (BBA)

Richard Schimpf
Interim Director of Bachelor of Business Administration

BBA Introduction

Business Administration (BBA) offers students preparation in two concentration areas: Digital Media Management and Project Management. The program offers a strong foundational understanding of business with a focus on the practices and knowledge necessary to excel in the new media and digital industries. The program equips students with the theoretical frameworks, knowledge, networks and integrated hands-on practice to understand and evaluate business opportunities, the financing of new ventures, the management of various stages of growth, and the factors most likely to influence success. This education will be beneficial for students joining innovation-focused companies or students who wish to partner with or launch their own ventures.

BBA Program Learning Outcomes

Cogswell Graduates in Bachelor of Business Administration will:

- BBA PLO 1. Apply decision making tools.
- BBA PLO 2. Prepare documents and presentations for evidence based-decision making.
- BBA PLO 3. Develop a management plan leveraging existing resources and utilizing concepts in functional areas.
- BBA PLO 4. Evaluate the political, economic, socio-economic and technological shifts to formulate and implement decisions based on analysis of data.
- BBA PLO 5. Identify responsibilities of business and ethical issues.
- BBA PLO 6. Lead a team project to completion within set parameters.

BBA Concentrations

BBA Digital Media Management Concentration

Description

The Digital Media Management concentration is geared towards those interested in the intersection of arts, technology, and business – specifically management in digital media industries such as video games, animated films, audio studios, and beyond. Cogswell has the distinct advantage of being located in the heart of Silicon Valley, the capital of innovation and the headquarters of some of the leading companies occupying the digital media space. Infused with the entrepreneurial spirit that permeates the Bay Area, this program combines entrepreneurship and innovation with best business practices, business theory, and hand-on project learning. Utilizing theory and real-world experience from industry-experienced faculty, students build the skills to become managers or producers within a media industry, freelancers, and entrepreneurs.

Curriculum

B.B.A. in Digital Media Management Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Business Administration 51 Credits		
BUS100	Computer Applications for Business	3
BUS105	Financial Accounting	3
BUS110	Principles of Management	3
BUS120	Introduction to Business and Technology	3
BUS125	Business Law	3
BUS141	Principles of Marketing	3
BUS145	Data Analysis with Spreadsheets	3
BUS150	Principles of Economics	3
BUS235	Group Behavior in Organizations	3
BUS250	Finance	3
BUS270	Project Management	3
BUS275	Managerial Accounting	3
BUS280	Human Resources Management	3
BUS365	Personal and Organizational Ethics	3
BUS430	Fundamentals of E-Commerce	3
BUS450	Operations	3
BUS490	Strategic Management	3
Concentration Classes for Digital Media Management 12 Credits		
	Project Course or Internship	3
	Collaborative Project Course	3
	Advisor-approved Course	3
	Advisor-approved Course	3
Electives 12 Credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 120 Credits

BBA Project Management Concentration

Description

The Project Management concentration of Cogswell's BBA program addresses critical competencies by combining foundational knowledge in business, economics, finance, management, marketing, law, human-resources, and distribution with a deep integration into media and software projects from inception through release. This specialization includes additional learning in cost management, performance and quality assurance and control, and risk management.

Curriculum

B.B.A. in Project Management Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Business Administration 51 Credits		
BUS100	Computer Applications for Business	3
BUS105	Financial Accounting	3
BUS110	Principles of Management	3
BUS120	Introduction to Business and Technology	3
BUS125	Business Law	3
BUS141	Principles of Marketing	3
BUS145	Data Analysis with Spreadsheets	3
BUS150	Principles of Economics	3
BUS235	Group Behavior in Organizations	3
BUS250	Finance	3
BUS270	Project Management	3
BUS275	Managerial Accounting	3
BUS280	Human Resources Management	3
BUS365	Personal and Organizational Ethics	3
BUS430	Fundamentals of E-Commerce	3
BUS450	Operations	3
BUS490	Strategic Management	3
Concentration Classes for Project Management 12 Credits		
BUS220	Advanced Cost Management	3
BUS310	Advanced Project Management	3
BUS350	Performance and Quality Assurance	3
BUS415	Project Risk Management	3
Electives 12 Credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective	3
Elective	Advisor-approved elective	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 120 Credits

Digital Art and Animation (DAA)

Karen Keister
Director of Digital Art and Animation

DAA Introduction

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

DAA Program Learning Outcomes

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

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

DAA Concentrations

DAA 3D Animation Concentration

Description

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

Curriculum

B.A. in Digital Art and Animation: 3D Animation Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA264	Drawing Animation 1	3
DAA310	Storyboarding	3
BUS110, BUS125, BUS270 or DAT484	Principles of Management, Business Law, Project Management or MediaWorks for Animation Students	3
SWE100	Introduction to Scripting: Python	3
Concentration Classes for 3D Animation 33 credits		
DAA200	Acting	3
DAA244	Introduction to 3D Animation Principles	3
DAA265	2D Animation 1	3
DAA267	Character Rigging	3
DAA360	3D Animation 1	3
DAA364 or DAA312	Drawing Animation 2 or Animal Drawing and Motion	3
DAA365 or DAA321	3D Animation 2 or Quadruped Animation	3
DAA460	2D Animation 2	3
DAA465	3D Animation 3	3
DAA480A or DAA476	Animation Portfolio 1 or Animated Film Production	3
DAA485A or DAA476	Animation Portfolio 2 or Animated Film Production	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 123 Credits

DAA 3D Modeling Concentration

Description

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

Curriculum

B.A. in Digital Art and Animation: 3D Modeling Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA108, DAA109, or DAA264	Introduction to Photography, Web Design, or Drawing Animation 1	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA310	Storyboarding	3
BUS110, BUS125, BUS270 or DAT484	Principles of Management, Business Law, Project Management or MediaWorks for Animation Students	3
SWE100	Introduction to Scripting: Python	3
Concentration Classes for 3D Modeling 33 credits		
DAA120 or DAA270 or DAA320	Traditional Painting, Illustration 1 or Digital Painting	3
DAA245	Texturing	3
DAA248	Lighting and Layout 1	3
DAA267	Character Rigging	3
DAA330 or DAA335	Figure Sculpture or Portrait Sculpture	3
DAA340	Modeling 1	3
DAA345	Modeling 2	3
DAA370	Concept Design	3
DAA440	Modeling 3	3
DAA480M or DAA476	Modeling Portfolio 1 or Animated Film Production	3
DAA485M or DAA476	Modeling Portfolio 2 or Animated Film Production	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 123 Credits

DAA Entertainment Design Concentration

Description

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

Curriculum

B.A. in Digital Art and Animation: Entertainment Design Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA108, DAA109, or DAA264	Introduction to Photography, Web Design, or Drawing Animation 1	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA310	Storyboarding	3
BUS110, BUS125, BUS270 or DAT484	Principles of Management, Business Law, Project Management or MediaWorks for Animation Students	3
SWE100	Introduction to Scripting: Python	3
Concentration Classes for Entertainment Design 33 credits		
DAA120	Traditional Painting	3
DAA210	Figure Drawing 2	3
DAA245	Texturing	3
DAA270	Illustration 1	3
DAA320	Digital Painting	3
DAA335 or DAA330	Portrait Sculpture or Figure Sculpture	3
DAA340	Modeling 1	3
DAA370	Concept Design	3
DAA470	Illustration 2	3
DAA480E or DAA476	Entertainment Design Portfolio 1 or Animated Film Production	3
DAA485E or DAA476	Entertainment Design Portfolio 2 or Animated Film Production	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 123 Credits

DAA Technical Art Concentration

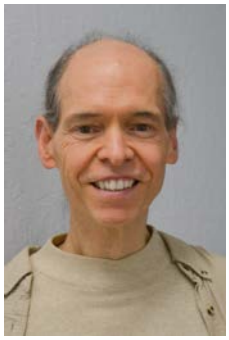
Description

The Technical Art concentration combines a student's artistic abilities along with the technical toolkit of the CG world. Traditional courses like drawing, painting, and sculpting help the student develop an artistic eye. Industry standard software programs are used in 3D Modeling, 3D Animation, and Texturing and Lighting courses. Coursework includes computer programming courses which enable the student to customize tools in CG software programs. The concentration allows the student to focus on lighting and compositing or rigging and scripting. Students can complete their program of study by working on one of the many large projects on campus.

Curriculum

B.A. in Digital Art and Animation: Technical Art Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Art and Animation 39 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA106	Digital Imaging Concepts	3
DAA108	Introduction to Photography	3
DAA110	Sketching	3
DAA115	Figure Drawing 1	3
DAA212	Perspective and Rendering	3
DAA220	Video Editing	3
DAA230	Introduction to Sculpture	3
DAA240	Introduction to 3D Modeling	3
DAA310	Storyboarding	3
BUS110, BUS125, BUS270 or DAT484	Principles of Management, Business Law, Project Management or MediaWorks for Animation Students	3
SWE100	Introduction to Scripting: Python	3
Concentration Classes for Technical Art 37 credits		
DAA244	Introduction to 3D Animation Principles	3
DAA245	Texturing	3
DAA248	Lighting and Layout	3
DAA267	Character Rigging	3
DAA340	Modeling 1	3
DAA325 or DAA442	Advanced Character Rigging or Advanced Lighting and Layout	3
DAA326 or DAA358	Advanced Texturing or Dynamics	3
DAA400 or SWE449	Compositing and Special Effects or Tools Programming	3
DAA480T or DAA476	Technical Art Portfolio 1 or Animated Film Production	3
DAA485T or DAA476	Technical Art Portfolio 2 or Animated Film Production	3
MATH215	Mathematics for Computer Graphics	3
SWE285	C++ Programming: Object Oriented Programming	4
Electives 3 credits		
Elective	Advisor-approved elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 124 Credits

Digital Audio Technology (DAT)



Dr. Tim Duncan
Director of Digital Audio Technology

DAT Introduction

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

DAT Program Learning Outcomes

Cogswell Graduates in Digital Audio Technology (DAT) will:

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

DAT Concentrations

DAT Audio and Music Production Concentration

Description

Central to the DAT program is audio and music production, which consists of desktop audio production, studio production, and soundtrack production/postproduction for motion pictures and videogames. The primary emphasis of this concentration is mastery of the concept-to-delivery pipeline for audio production: students produce audio content-to-order for clients and collaborative projects, or original creative work to market and distribute themselves. The senior-level portfolio classes provide a format for bringing together all of the elements of concept-to-delivery in a major collaborative or solo project. Cogswell College provides many opportunities for collaborative work and project-based learning for DAT students, particularly in the crafting of soundtracks for animations and videogames.

Curriculum

B.S. in Digital Audio Technology: Audio and Music Production Concentration

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

DAT Audio Software Development and Engineering Concentration

Description

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

Curriculum

B.S. in Digital Audio Technology (DAT): Software Development and Engineering Concentration		
Course Number	**Course Name**	**Credits**
Core Classes Digital Audio Technology 24 credits		
DAT110	Desktop Production Fundamentals	3
DAT115	Desktop Audio Production	3
DAT210	Digital Sound Synthesis 1	3
DAT212	Interactive Audio Production	3
DAT220	Studio Production 1	3
DAT320	Studio Production 2	3
DAT335	Music Perception and Cognition	3
DAT483	DAT Collaborative Project	3
Concentration Classes for Audio Software Development 19 credits		
DAT350	Audio Programming	3
DAT360	Digital Signal Processing	3
DAT365	Digital Filter Design	4
DAT450 or DAT455	Audio Software Development or Game Audio Programming	3
DAT481	Audio Engineering Project 1	3
DAT487	Audio Engineering Project 2	3
Concentration Classes for Engineering 22 Credits		
SWE100	Introduction to Scripting: Python	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE285	C++ Programming: Object Oriented Programming	4
SWE295	Data Structures and Algorithms	4
SWE340	Software Engineering Methods and Project 1	3
Mathematics and the Sciences Core 9 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
Electives 9 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 47 credits		
		Total 130 Credits

Engineering (ENGR)

Mohan Shah

Director of Engineering

ENGR Introduction

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

ENGR Program Learning Outcomes

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

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

ENGR Concentrations

Digital Arts Engineering (DAE) Concentration

Description

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

Curriculum

B.S. in Digital Arts Engineering (DAE)		
Course Number	**Course Name**	**Credits**
Core Classes Digital Arts 33 credits		
DAA100	2D Design 1	3
DAA105	Color Theory	3
DAA110	Sketching	3
DAA240	Introduction to 3D Modeling	3
DAA244	Introduction to 3D Animation Principles	3
DAA245	Texturing	3
DAA248	Lighting and Layout 1	3
DAA267	Character Rigging	3
DAA356	Production Pipeline	3
DAA358	Dynamics	3
DAA400	Compositing and Special Effects	3
Mathematics and the Sciences Core 12 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
Core Classes for Engineering 25 credits		
SWE100	Introduction to Scripting: Python	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE221	Linux Programming Environment	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE295	Data Structures and Algorithms	4
SWE449	Tools Programming	3
Electives 9 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 47 credits		
		Total 126 Credits

Web and Mobile Concentration

Description

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

Curriculum

B.S. in Software Engineering: Web and Mobile Concentration (SWE)		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 46 Credits		
BUS270	Project Management	3
SWE100	Introduction to Scripting: Python	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE221	Linux Programming Environment	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE295	Data Structures and Algorithms	4
SWE320	Operating Systems Concepts	3
SWE340	Software Engineering Methods and Project 1	3
SWE351	Computer Architecture	3
SWE352	Embedded Software Systems	3
SWE445	Advanced C++ Programming	3
SWE484	Senior Project 1: Planning	3
SWE485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 12 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
Concentration 15 **credits**		
SWE115	Web Programming: HTML5, CSS and JavaScript	3
SWE120	Flash Programming: ActionScript	3
SWE125	Introduction to Mobile Programming: iOS	3
SWE375 or SWE376	Mobile Programming for iOS or Mobile Programming for Android	3
SWE475	Mobile Programming Graphics	3
Electives 6 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 48 credits		
		Total 127 Credits

Software Development Concentration (SWE)

Description

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

Curriculum

B.S. in Software Engineering: Software Development Concentration		
Course Number	**Course Name**	**Credits**
Core Classes for Engineering 46 Credits		
BUS270	Project Management	3
SWE100	Introduction to Scripting: Python	3
SWE110	C Programming	4
SWE212	Java Programming	4
SWE221	Linux Programming Environment	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE295	Data Structures and Algorithms	4
SWE320	Operating Systems Concepts	3
SWE340	Software Engineering Methods and Project 1	3
SWE351	Computer Architecture	3
SWE352	Embedded Software Systems	3
SWE445	Advanced C++ Programming	3
SWE484	Senior Project 1: Planning	3
SWE485	Senior Project 2: Execution	3
Mathematics and the Sciences Core 12 Credits		
MATH144	Calculus 2	3
MATH245	Calculus 3	3
MATH295	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
Concentration 9 **credits**		
SWE115	Web Programming: HTML5, CSS and JavaScript	3
SWE125	Introduction to Mobile Programming: iOS	3
SWE442	Software Engineering Methods and Project 2	3
Electives 12 credits		
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
Elective	Advisor-approved elective or Internship	3
General Education Classes for Engineering Majors 48 credits		
		Total 127 Credits

Game Design and Development (GDD)

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

GDD Introduction

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

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

GDD Program Learning Outcomes

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

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

GDD Majors

Game Design Art Major

Description

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

Curriculum

B.A. in Game Design Art		
Course Number	**Course Name**	**Credits**
Core Classes for Game Design Art 45 Credits		
DAA100	2D Design 1	3
DAA106	Digital Imaging Concepts	3
DAA110	Sketching	3
DAA245	Texturing	3
DAA267	Character Rigging	3
DAA340	Modeling 1	3
BUS110, BUS125, or BUS270	Principles of Management, Business Law, or Project Management	3
GAM225	Introduction to Game Production	3
GAM235	Game Usability	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
Concentration Classes for Game Design Art 24 credits		
DAA105	Color Theory	3
DAA115	Figure Drawing 1	3
DAA120 or DAA320	Traditional Painting Or Digital Painting	3
DAA212	Perspective and Rendering	3
DAA240	Introduction to 3D Modeling	3
DAA244	Introduction to 3D Animation Principles	3
GAM370	Environment Art	3
SWE100	Introduction to Scripting: Python	3
Electives 6 Credits		
Elective	Game Animation or Advisor-approved Elective or Internship	3
Elective	Game Animation or Advisor-approved Elective or Internship	3
General Education Classes for Non-Engineering Majors 45 credits		
		Total 120 Credits

Game Design Engineering Major

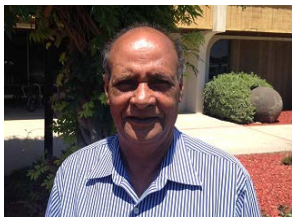
Description

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

Curriculum

B.S. in Game Design Engineering (GDE)		
Course Number	**Course Name**	**Credits**
Core Classes for Game Design Engineering 45 credits		
DAA100	2D Design 1	3
DAA106	Digital Imaging Concepts	3
DAA110	Sketching	3
DAA240	Introduction to 3D Modeling	3
DAA245	Texturing	3
DAA267	Character Rigging	3
BUS110, BUS125, or BUS270	Principles of Management, Business Law, or Project Management	3
GAM225	Introduction to Game Production	3
GAM235	Game Usability	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
Concentration Classes for Game Design Engineering 35 credits		
MATH144	Calculus 2	3
MATH295	Discrete Mathematics	3
MATH320	Geometry and Transformation	3
SWE100	Introduction to Scripting: Python	3
SWE115	Web Programming: HTML5, CSS and JavaScript	3
SWE285	C++ Programming: Object Oriented Programming	4
SWE295	Data Structures and Algorithms	4
SWE375 or SWE376	Mobile Programming for iOS or Mobile Programming for Android	3
SWE445	Advanced C++ Programming	3
SWE447	GUI and Graphics Programming	3
SWE449	Tools Programming	3
Electives 3 credits		
Elective	Advisor-approved elective or Internship	3
General Education classes for Engineering Majors		**47 credits**
		Total 130 Credits

General Education



Nirmal Singh
Chair of Mathematics and the Sciences

Soma Frazier
Chair of English and the Humanities

General Education Introduction

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

General Education Curriculum

General Education Requirements for Non-Engineering Students

BASIC SKILLS – 1 class from each category. 3 classes total.			
Category 1: WRITTEN COMMUNICATION			
ENG100	English Composition	3	ENG050 or Placement Exam
Category 2: ORAL COMMUNICATION			
ENG229	Cog: The Publishing Experience	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
Category 3: CRITICAL THINKING			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG100
ENG229	Cog: The Publishing Experience	3	ENG 100
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM225	The Horror Film	3	ENG100
HUM226	Science Fiction Cinema	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
SSC235	Race, Gender and Technology in the Music Industry	3	ENG100

HUMANITIES AND ARTS - 1 class from each category. 3 classes total.			
Category 1: ARTS			
ENG229	Cog: The Publishing Experience	3	ENG100
HUM120	The Nature and History of Western Art	3	None
HUM122	World Music	3	None
HUM125	Music in Western Culture	3	None
HUM130	Modern Art History	3	None
HUM140	Modern Art History and Film	3	None
HUM225	The Horror Film	3	ENG100
HUM226	Science Fiction Cinema	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC235	Race, Gender and Technology in the Music Industry	3	ENG100
Category 2: LETTERS			
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG229	Cog: The Publishing Experience	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
Category 3: WRITTEN COMMUNICATION II			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG100
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG229	Cog: The Publishing Experience	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
ENG310	Classics of Western Drama	3	ENG100
HUM225	The Horror Film	3	ENG100
HUM226	Science Fiction Cinema	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
SCC235	Race, Gender and Technology in the Music Industry	3	ENG100
SOCIAL SCIENCES – 4 classes total. 1 class from each area, and a fourth from any category.			
Category 1: HUMAN BEHAVIOR			
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM228	Video Games and Society	3	ENG100
SSC180	Introduction to Psychology	3	None
SSC210	Introduction to Consciousness	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
Category 2: COMPARATIVE SYSTEMS			
DMM150	Digital Media Forecasting	3	MATH115
HUM200	History of the Modern World	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
SSC332	Global Political Economics	3	ENG100
Category 3: SOCIAL ISSUES			
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM200	History of the Modern World	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100

SSC235	Race, Gender and Technology in the Music Industry	3	ENG100
MATH AND SCIENCES for Non-Engineering Majors – 1 class from Category 1 and 2 from Category 2.			
Category 1: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING			
MATH115	College Algebra and Trigonometry	3	MATH003 or Placement Exam
MATH116	Pre-Calculus	4	MATH003 or Placement Exam
MATH143	Calculus 1	4	MATH116
Category 2: PHYSICAL AND BIOLOGICAL SCIENCES			
SCI100	Basic Concepts in Physics	3	MATH115, 116, or 143
SCI110	Science of Motion: Humans, Animals, Objectives	3	MATH115, 116, or 143
SCI130	Basic Concepts of Anatomy and Physiology	3	MATH115, 116 or 143
SCI145	College Physics 1	4	MATH143
SCI200	General Physics	3	SCI100, SCI110, SCI130, or SCI145
SCI220	Foundations of Musical Acoustics (Required for DAT)	3	SCI100 or SCI145
UPPER-DIVISION GENERAL EDUCATION – 1 class from each category.			
Category 1: 300-LEVEL GE ELECTIVE			
ENG300	Essentials of Written Communication	3	Junior Status
ENG310	Classics of Western Drama	3	Junior Status
HUM361	Contemporary Ethical Issues	3	Junior Status
SSC332	Global Political Economics	3	Junior Status
Category 2: SENIOR-LEVEL RESEARCH AND WRITING			
HUM400	Research and Writing Capstone Project	3	Senior status

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

Class	*Applicable Courses*	*Credits*	*Prerequisites*
**Remedial Classes*			
DAT050	Music Fundamentals	******3***	***None***
ENG050	Grammar and Composition	*****3***	***None***
MATH003	Intermediate Algebra	*****3***	***None***

General Education Requirements for Engineering Students

BASIC SKILLS – 1 class from each category. 3 classes total.			
Category 1: WRITTEN COMMUNICATION			
ENG100	English Composition	3	ENG050 or Placement Exam
Category 2: ORAL COMMUNICATION			
ENG229	Cog: The Publishing Experience	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
Category 3: CRITICAL THINKING			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG 100
ENG229	Cog: The Publishing Experience	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG250	Speech and Oral Communication	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100

HUM225	The Horror Film	3	ENG100
HUM226	Science Fiction Cinema	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
HUMANITIES AND ARTS - 1 class from each category. 3 classes total.			
Category 1: ARTS			
ENG229	Cog: The Publishing Experience	3	ENG100
HUM120	The Nature and History of Western Art	3	None
HUM122	World Music	3	None
HUM125	Music in Western Culture	3	None
HUM130	Modern Art History	3	None
HUM140	Modern Art History and Film	3	None
HUM225	The Horror Film	3	ENG100
HUM226	Science Fiction Cinema	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
Category 2: LETTERS			
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG229	Cog: The Publishing Experience	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM210	The Experimental Tradition in Film, Music, and Literature	3	ENG100
Category 3: WRITTEN COMMUNICATION II			
ENG110	Critical Thinking	3	ENG100 or Approval
ENG220	Technical Writing	3	ENG100
ENG227	Scriptwriting	3	ENG100
ENG228	Creative Writing	3	ENG100
ENG229	Cog: The Publishing Experience	3	ENG100
ENG230	Classics of the World Stage	3	ENG100
ENG235	Art of Argumentation	3	ENG100
ENG280	Apocalypse and The American Imagination	3	ENG100
ENG300	Essentials of Written Communication	3	ENG100
ENG310	Classics of Western Drama	3	ENG100
HUM225	The Horror Film	3	ENG100
HUM226	Science Fiction Cinema	3	ENG100
HUM227	Film History	3	ENG100
HUM228	Video Games and Society	3	ENG100
HUM230	History of Animation	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
SOCIAL SCIENCES – 4 classes total. 1 class from each area, and a fourth from any category.			
Category 1: HUMAN BEHAVIOR			
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM228	Video Games and Society	3	ENG100
SSC180	Introduction to Psychology	3	None
SSC210	Introduction to Consciousness	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
Category 2: COMPARATIVE SYSTEMS			
DMM150	Digital Media Forecasting	3	MATH115
HUM200	History of the Modern World	3	ENG100
HUM240	Space, Time, Mind	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC210	Introduction to Consciousness	3	ENG100

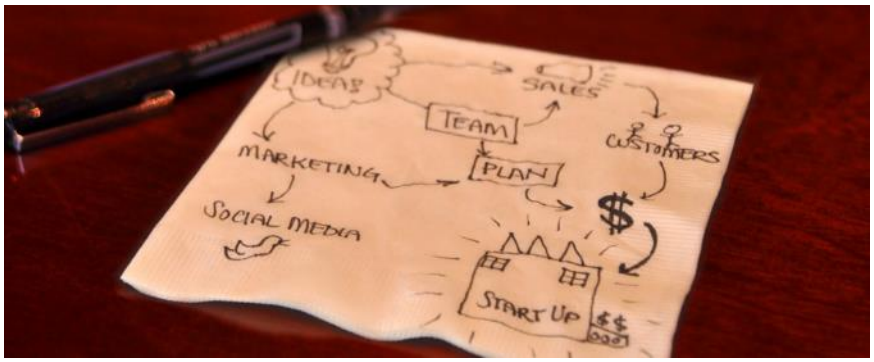
SSC332	Global Political Economics	3	ENG100
Category 3: SOCIAL ISSUES			
ENG280	Apocalypse and The American Imagination	3	ENG100
HUM200	History of the Modern World	3	ENG100
SSC200	U.S. Government	3	ENG100
SSC230	Human Behavior and Entrepreneurship	3	ENG100
MATH AND SCIENCES for Engineering Majors – 1 class from Category 1 and 2 from Category 2.			
MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING – 4 credits			
MATH143	Calculus 1	4	MATH116
PHYSICAL and BIOLOGICAL SCIENCES – 7 or 8 credits			
SCI145	College Physics 1 (Required for engineering)	4	MATH143
SCI245	College Physics 2 (Required for SWE)	4	MATH143
SCI200	General Physics	3	SCI100, SCI110, SCI130, or SCI145
SCI220	Foundations of Musical Acoustics (Required for DAT)	3	SCI100 or SCI145
UPPER-DIVISION GENERAL EDUCATION – 1 class from each category.			
Category 1: 300-LEVEL GE ELECTIVE			
ENG300	Essentials of Written Communication	3	Junior Status
ENG310	Classics of Western Drama	3	Junior Status
HUM361	Contemporary Ethical Issues	3	Junior Status
SSC332	Global Political Economics	3	Junior Status
Category 2: SENIOR-LEVEL RESEARCH AND WRITING			
HUM400	Research and Writing Capstone Project	3	Senior status

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

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

ENTREPRENEURSHIP AND INNOVATION (MA ENT)

TBA



MA ENT Introduction

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

MA ENT Program Learning Outcomes

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

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

MA ENT Degree

Curriculum

M.A. in Entrepreneurship and Innovation		
Core Classes		
Course Number	**Course Name**	**Credits**
ENT520	Business Models and Planning	3
ENT525	Legal Structures, Contracts and Risk Management	3
ENT530	Finance and Accounting	3
ENT535	Entrepreneurial Marketing	3
ENT540	Sales and Negotiations	3
ENT545	Creativity and Innovation	3
ENT550	Social Media and Online Marketing	3
ENT555	Leadership and Management	3
ENT590	Practicum 1	3
ENT595	Practicum 2	3
Total		30
Additional Classes (Optional)		
ENT598	Special Project	3
ENT599	Special Topic	3

COURSE DESCRIPTIONS

Course Numbering Taxonomy

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

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

Undergraduate Course Descriptions

BUS100 Computer Applications for Business

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

Students will assess the technology needs of their business. Students then learn programming by developing web pages and database queries.Students They are exposed to programming languages and learn the basics of algorithm construction. **Prerequisite:** None

BUS105 Financial Accounting

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

Students study corporate financial accounting concepts and theories Coverage involves the process of analyzing, processing, interpreting and ethically communicating financial information to aid in decision making. **Prerequisite:** None

BUS110 Principles of Management

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

Students develop entrepreneurial and managerial skills for the global dynamic business environment. Students explore functional areas in business making decisions on feasibility, finance, operations, marketing, recruitment, execution and pitching among other topics. **Prerequisite:** None

BUS120 Introduction to Business and Technology

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

Students are taught the essential techniques for communicating effectively in business as well as portfolio management. This course applies communication theory to gain key management skills such as communicating with constituencies, writing memos and emails, communicating ethically, working in groups, and giving presentations. **Prerequisite:** None

BUS125 Business Law

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

Students gain a basic understanding of U.S. intellectual property law as it applies to business. This course provides students with a fundamental framework for analyzing and understanding issues connected to intellectual property including copyright, patent and trademark law. **Prerequisite:** None

BUS130 Creativity

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

Students explore the inspiration behind creativity, how new ideas are generated, how concepts are iterated upon, and different creative processes that can be utilized to think outside the box. Students collaborate to create new ideas and improve them. **Prerequisite:** None

BUS141 Principles of Marketing

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

Students examine marketing concepts are apply them using traditional and digital media tool. Students are introduced to tactical marketing through segmentation, situation analysis, marketing mix, implementation and metrics. **Prerequisite:** None

BUS145 Data Analysis with Spreadsheets

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

Students are introduced to a range of quantitative tools commonly used to inform business decisions. This course covers descriptive statistics, probability theory, statistical inference, and regression analysis, with an emphasis on the ways in which they are applied to practical business situations. **Prerequisite:** MATH115 and BUS120

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, factors of production, international trade, monetary and fiscal policy. In addition they learn tools to do economic forecasting. **Prerequisite:** MATH115

BUS200 Business Systems Analysis

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

Students explores the use of computer-based information systems in all functional areas of business. This course will cover everything from management information systems to decision making. **Prerequisite:** BUS100

BUS220 Advanced Cost Management

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

Students are equipped with knowledge of contemporary cost management systems development. Application of this knowledge is applied to real world decisions so that students learn how to participate in decision making. **Prerequisite:** BUS105

BUS230 Contracts and Procurement

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

Students learn the basic foundations and processes of securing strategic partners and negotiations. Students explore the principles of relationship networking and negotiations traditionally and digitally. **Prerequisite:** BUS110 or BUS120

BUS235 Group Behavior in Organizations

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

Students learn multiple aspects of collaboration are studied with models of team work as students create and test their own leadership styles. Team building is explored during cycles of team formation, brain storming and collaboration. **Prerequisite:** BUS110

BUS241 Consumer and Marketing Behavior

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

Students study on what motivates consumers. Students learn the bases for consumer behavior, which include information from social psychology, sociology, and cultural anthropology. **Prerequisite:** MATH115 and BUS141

BUS245 Market Research

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

Students study the concepts and techniques useful in the solution of marketing problems and in the identification of marketing opportunities. This course emphasizes the design of information acquisition, evaluation and interpretation of research findings. **Prerequisite:** MATH115 and BUS141

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 fundamental methods by which decisions are made based on financial statements and key return metrics. **Prerequisite:** MATH115 and BUS110

BUS270 Project Management

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

Students learn the discipline of project management. Students will become fluent in project management tools through the creation and management of timetables, schedules, project completion, progress tracking and results evaluation. **Prerequisite:** ENG100

BUS275 Managerial Accounting

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

Students learn the managerial uses of accounting information. Traditional cost behavior concepts, cost-volume-profit (CVP) analysis, and product costing as well as measures for relevant costs reflected performance reports are examined through real world examples and decision cases. **Prerequisite:** BUS105

BUS280 Human Resources Management

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

Students are familiarized with major topics in Human Resource Management. Human Resource Management's critical role in every function of business is analyzed. **Prerequisite:** BUS235

BUS299 Special Topic

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

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

BUS310 Advanced Project Management

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

Students learn management of individual projects but also a portfolio of projects. Students will translate and relate organizational mission and goals into strategic decisions with plans for implementation and allocation of resources. **Prerequisite:** BUS270

BUS340 Social Media, Engagement and Analytics

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

Students will study social engagement and social value models for a range of entities, including not-for-profits and social enterprises as well as commercial organizations. Principles of social and conventional media engagement are presented as well as techniques for measuring metrics. **Prerequisite:** BUS110 or BUS141

BUS350 Project Performance and Quality Assurance

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

Students learn the most current information about quality management and performance excellence approaches in manufacturing or service organizations. The course will cover the fundamental quality management principles, criteria, and historical foundations. **Prerequisite:** BUS270

BUS365 Personal and Organizational Ethics

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

Students create an on-going self-development. This course pushes students to develop a mental model of who they want to be as an manager and track skill development. **Prerequisite:** BUS235 or BUS270

BUS410 Strategic Brand Management

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

Students learn concepts, models and methods to address building and maintaining strong brands. Students explore brand equity as well as the management of brands across multiple market segments. **Prerequisite:** BUS141 and BUS340

BUS415 Project Risk Managemet

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

Students learn risk management in the project environment and enhance the understanding of how these factors may affect the project both positively and negatively. This course is designed to provide students with the processes, tools and techniques they need to develop teams and workable project risk management plans. **Prerequisite:** BUS270 and BUS310

BUS430 Fundamentals of E-Commerce

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

Students will become familiar with publishing software, server technologies and transaction systems. The goal of this course is to provide the students with an implementation perspective of how technology supports digital media development and distribution. **Prerequisite:** BUS230 or BUS235 or BUS270

BUS440 Business Storytelling and Brand Development

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

Students are trained on the ability both to recognize and communicate effectively in speech or writing in order to garner the enthusiasm and support of others. Provides practice in presenting oneself, one's organization, and one's ideas orally, in writing, social media and marketing materials. **Prerequisite:** ENG100 AND BUS120 AND BUS141

BUS450 Operations

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

Students will explore the design, scheduling and control of systems that efficiently use human and capital inputs to create products and services for companies and consumers. Coursework will explore the growth cycles of a company and gain an understanding of different issues, options and strategies to consider as the company reaches each growth cycle. **Prerequisite:** BUS110 and BUS145

BUS490 Strategic Management

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

Students develop skills in identifying problems, evaluating possible solutions and making recommendations in situations representative of real companies. Students simulate the role of managers of the organization. **Prerequisite:** BUS141, BUS250, BUS280 and BUS450

BUS499 Special Topic

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

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

DAA100 2D Design 1

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

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

DAA105 Color Theory

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

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

DAA106 Digital Imaging Concepts

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

This course explores advanced image processing using image editing software and graphics tablets. Coursework addresses image creation and manipulation, color and contrast adjustment, compositing,

image matching, and non-destructive editing techniques. An emphasis is placed on creating photorealistic illusions. **Prerequisite:** DAA100

DAA108 Introduction to Photography

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

This course serves as an introduction to traditional photographic image making with the addition of a digital perspective. Through a combination of lectures, demonstrations, assignments and critiques students learn the technical issues of photography and learn to control the photographic medium. Students examine various photographic approaches and philosophies to explore how photographic imagery can be used for personal artistic expression. **Prerequisite:** DAA100

DAA109 Web Design

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

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

DAA110 Sketching

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

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

DAA115 Figure Drawing 1

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

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

DAA120 Traditional Painting

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

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

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

DAA200 Acting

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

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

DAA210 Figure Drawing 2

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

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

DAA212 Perspective and Rendering

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

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

DAA220 Video Editing

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

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

DAA230 Introduction to Sculpture

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

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

DAA240 Introduction to 3D Modeling

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

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

DAA244 Introduction to 3D Animation Principles

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

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

DAA245 Texturing

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

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

DAA248 Lighting and Layout 1

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

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

DAA250 Digital Sculpting

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

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

DAA264 Drawing Animation 1

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

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

DAA265 2D Animation 1

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

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

DAA267 Character Rigging

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

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

DAA270 Illustration 1

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

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

DAA299 Special Topic

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

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

DAA310 Storyboarding

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

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

DAA312 Animal Drawing and Motion

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

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

DAA320 Digital Painting

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

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

DAA321 Quadruped Animation

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

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

DAA325 Advanced Character Rigging

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

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

DAA326 Advanced Texturing

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

This course focuses on look development using advanced techniques in texturing and shader creation with idustry-standard software. Students will create high-wuality texture maps and use them in complex shader networks. Surface detail sculpting will be utilized to create bump, norma, grayscale displacement, and vector displacement maps. Students analyze a large collection of reference material in order to accurately create a photoreaslitc look for projects. **Prerequisite:** DAA245

DAA330 Figure Sculpture

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

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

DAA335 Portrait Sculpture

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

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

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

DAA340 Modeling 1

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

Introduces hard and organic surface modeling pertaining to control and refinement of form. Reproduction of machine made forms and detailed organic shapes. Advanced texturing for enhancement of models. Students apply these techniques to develop 3D models. **Prerequisite:** DAA240

DAA345 Modeling 2

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

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

DAA356 Production Pipeline

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

Workflow for efficient production in a multi-person environment. Distributed computing for high-throughput rendering. File and asset management and environment control. Scripting and programing for pipeline implementation and customization. User interfaces, reporting, notification tools for a render farm. **Prerequisite:** DAA240 AND SWE100

DAA358 Dynamics

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

Introduction to particle systems, sprites, soft and rigid bodies. Dynamic techniques for hair, cloth and fluids. Dynamics for games. Students will create professional grade particle simulation effects for CG production and game. **Prerequisite:** DAA244 AND SWE100

DAA360 3D Animation 1

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

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

DAA364 Drawing Animation 2

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

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

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

DAA365 3D Animation 2

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

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

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

DAA370 Concept Design

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

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

DAA399 Special Topic

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

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

DAA400 Compositing and Special Effects

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

Explores the digital motion picture production environment as 'illusion factory'. Both naturalistic/realistic and experimental modes of digital effects will be examined. The course will focus on the role played by storyboarding, scripting, and how these relate to the combination of live action with computer- generated images (CGI). Students work in teams to create video projects using special effects, match/moving lighting, blue/green screen compositing, color correction, and motion graphics. The relationship of 'pre-visualization' to a finished work will also be explored, and how these techniques are affecting the traditional working approach to movie making. **Prerequisite:** DAA245

DAA410 Storyboarding 2

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

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

DAA421 Advanced Quadruped Animation

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

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

DAA440 Modeling 3

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

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

DAA442 Advanced Lighting and Layout

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

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

DAA460 2D Animation 2

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

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

DAA465 3D Animation 3

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

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

DAA470 Illustration 2

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

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

DAA476 Animated Film Production

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

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

DAA478 Star Thief Studio

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

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

DAA479 Star Thief Studio

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

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

DAA480A Animation Portfolio 1

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

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

DAA480E Entertainment Design Portfolio 1

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

Portfolio 1 is the preparatory class for Portfolio 2, the final element in the DAA program. Students will use their skills in traditional and digital painting, texturing and lighting of 3D models, and portfolio preparation to scope and design a finished portfolio that demonstrates their abilities in Entertainment Design. The portfolio will have a recognizable aesthetic and professional presentation quality. **Prerequisite:** Senior Status

DAA480M Modeling Portfolio 1

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

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

DAA480T Technical Art Portfolio 1

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

This course allows the student to develop portfolio pieces in rigging, ligting, texturing and/or compositing. Students will define the scope of the portfolio and develop a timeline for completion. **Prerequisite:** Senior Status

DAA485A Animation Portfolio 2

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

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

DAA485E Entertainment Design Portfolio 2

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

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

DAA485M Modeling Portfolio 2

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

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

DAA485T Technical Art Portfolio 2

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

This course is a continuation of Portfolio 1. Students will complete portfolio pieces in rigging, lighting, texturing, and/or compositing. Students will complete a professional level portfolio and present it on a website. **Prerequisite:** DAA480T

DAA499 Special Topic

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

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

DAT050 Music Fundamentals

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

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

DAT051 Music Fundamentals

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

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

DAT102 Music Theory 1

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

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

DAT107 Music Theory 2

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

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

DAT110 Desktop Production Fundamentals

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

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

DAT115 Desktop Audio Production

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

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

DAT120 Introduction to the Techniques of Digital Signal Processing

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

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

DAT150 Beginning Audio Programming

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

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

DAT202 Music Theory 3

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

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

DAT207 Music Theory 4

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

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

DAT208 Live Sound

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

Introduction to the set up and operation of a live sound installation. Basic electrical and hearing safety in the presence of live sound. The acoustics of live sound. Live sound components and their uses.

Mixing and monitoring live performances. Ethical conduct in a live sound setting. Basic business transactions and contracts associated with technical services for live productions. **Prerequisite:** DAT115

DAT210 Digital Sound Synthesis 1

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

Introduction to the methods and techniques of digital waveform synthesis. Digital synthesis instrument design concepts. Waveforms and spectra, wavetable synthesis, additive synthesis, digital filters and subtractive synthesis. Noise and random event generation. Tuning and intonation systems. Linear and exponential envelopes, modulation techniques. Vibrato and tremolo, amplitude modulation, frequency modulation. Waveshaping, granular synthesis, basic physical modeling synthesis. Audio processing. Timbral consonance and dissonance. Synthesis and musical style. **Prerequisite:** DAT115 and MATH1115

DAT212 Interactive Audio Production

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

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

DAT220 Studio Production 1

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

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

DAT282 DAT Professional Practices Seminar

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

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

DAT299 Special Topic

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

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

DAT303 Cultural Trends and Musical Style 1

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

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

DAT404 The Ultimate Electronic Music Production may be used to satisfy course requirement in lieu of DAT303 Cultural Trends and Musical Style 1 or DAT338 Cultural Trends and Musical Style 2 for certain educational programs.

DAT320 Studio Production 2

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

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

DAT324 Studio Production 3

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

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

DAT326 Digital Sound Design

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

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

DAT335 Music Perception and Cognition

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

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

DAT338 Cultural Trends and Musical Style 2

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

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

DAT404 The Ultimate Electronic Music Production may be used to satisfy course requirement in lieu of DAT303 Cultural Trends and Musical Style 1 or DAT338 Cultural Trends and Musical Style 2 for certain educational programs.

DAT340 Film Scoring

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

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

DAT342 Interactive Game Composition

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

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

DAT350 Audio Programming

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

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

DAT355 Audio for Video Games

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

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

DAT360 Digital Signal Processing

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

Introduction to digital signal processing, sampling and quantization, A/D and D/A converters, discrete time systems, Discrete Fourier Transform, convolution, z-transforms, transfer functions, digital filter realizations, and fast Fourier transforms. Introduction to digital filter design and digital audio applications. **Prerequisite:** MATH245

DAT365 Digital Filter Design

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

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

DAT404 The Ultimate Electronic Music Production

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

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

DAT420 Audio Mastering

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

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

DAT450 Audio Software Development

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

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

DAT455 Game Audio Programming

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

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

DAT480 Portfolio 1

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

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

DAT481 Audio Engineering Project 1

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

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

DAT482 Game Studio 1

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

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

DAT483 DAT Collaborative Project

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

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

DAT484 MediaWorks for Animation Students

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

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

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

DAT485 Portfolio 2

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

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

DAT487 Audio Engineering Project 2

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

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

DAT488 Game Studio 2

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

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

DAT499 Special Topic

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

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

DMM110 Beta Business From The Ground Up 1

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

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

DMM120 Communicating For Success

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

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

DMM125 Cover Your Assets

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

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

DMM130 Digital Media Creativity

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

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

DMM141 Digital Media Marketing

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

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

DMM150 Digital Media Forecasting

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

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

DMM210 Digital Media Business Models 2

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

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

DMM230 Business Development and Negotiations

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

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

DMM241 Consumer and Market Behavior

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

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

DMM250 Financial Models and Management 1

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

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

DMM260 Team-building and Collaboration

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

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

DMM270 Project Management

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

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

DMM299 Special Topic

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

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

DMM340 Social Media, Engagement and Analytics

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

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

DMM365 Ethics, Development and Responsibility Management

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

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

DMM430 Digital Media Design Lab

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

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

DMM440 Business Storytelling and Brand Development

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

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

DMM450 Digital Media Operations

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

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

DMM499 Special Topic

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

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

ENG050 Grammar and Composition

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

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

ENG100 English Composition

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

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

ENG110 Critical Thinking

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

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

ENG199 Special Topic

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

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

ENG210 Cultural Diversity in Literature

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

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

ENG220 Technical and Professional Writing

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

Technical and Professional Writing prepares students to communicate effectively with stakeholders who may not be technically savvy. Emphasis is on improving basic writing skills through the creation of technical and non-technical documents. Creating clear and concise sentences and paragraphs, using correct punctuation and mechanics, using graphs and figures and the citation of sources are stressed. To support these writing tasks, the course guides students through the drafting and revision processes, and ensures readability and accessibility for technical and non-technical audiences. **Prerequisite:** ENG100

ENG227 Scriptwriting

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

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

ENG228 Creative Writing

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

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

ENG229 Cog: The Publishing Experience

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

This course provides students with the nuts and bolts experience of staffing a multimedia publication with print and online components. Students comprise the editorial staff of Cog, published by Cogswell Polytechnical College. Cog considers submissions from authors working in the United States and beyond. Students' production tasks include manuscript selection, editing, layout, promotion, vendor/printer relations and adjudicating first-round literary contest submissions and adapting the winning piece as a short animated film in collaboration with the Digital Art and Animation program. **Prerequisite:** ENG100

ENG230 Classics of the World Stage

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

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

ENG235 Art of Argumentation

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

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

ENG250 Speech and Oral Communication

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

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

ENG280 Apocalypse and The American Imagination

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

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

ENG299 Special Topic

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

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

ENG300 Essentials of Written Communication

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

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

ENG310 Classics of Western Drama

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

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

ENG399 Special Topic

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

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

ENG499 Special Topic

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

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

GAM225 Introduction to Game Production

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

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

GAM235 Game Usability

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

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

GAM295 Game Design 1

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

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

GAM299 Special Topic

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

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

GAM355 Level Design 1

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

Introduction to level design for video games from developing level ideas into executable level maps to implementation, play-testing and iteration. Exposure to level editors will provide hands-on experience in building levels. Level design principles include: pacing, balance, difficulty ramping, level flow, hooks and level progression. Proper level design methodology will be used to build game levels. **Prerequisite:** DAA240 AND SWE100

GAM360 Game Animation

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

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

GAM370 Environment Art

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

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

GAM376 Game Design 2

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

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

GAM415 Level Design 2

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

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

GAM475 Game Studio 1

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

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

GAM476 Game Studio 2

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

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

GAM477 Game Studio: Post Production

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

A small “core” multi-disciplinary team is guided through completion and “shipping” of a video game. The focus is on the last 10% of work that often takes 90% of the time to complete. Students work on an agile development team where quick response and problem solving is necessary. Students learn to deploy games for several platforms, go through testing, debugging cycles, device specific ptimizations, and become intimately familiar with the innards and more complex functionality in the game. Artists and Designers learn to polish and to revise other peoples work to ship a game while also focusing on maintaining quality. Team members assume roles similar to those in the video game industry. **Prerequisite:** None

GAM499 Special Topic

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

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

HUM120 The Nature and History of Western Art

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

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

HUM122 World Music

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

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

HUM125 Music in Western Culture

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

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

HUM130 Modern Art History

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

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

HUM140 Modern Art History and Film

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

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

HUM199 Special Topic

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

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

HUM200 History of the Modern World

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

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

HUM210 The Experimental Tradition in Film, Music, and Literature

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

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

HUM225 The Horror Film

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

Course traces the development of the horror film genre from "The Cabinet of Dr. Caligari" and Universal's "Frankenstein" cylce today's deconstructive entries, such as "Funny Games" and "What WE Do in the Shadows". Emphasis is placed on the evolution of literary and filmic roots in the genre and in the wider context of film and visual storytelling. **Prerequisite:** ENG100

HUM226 Science Fiction Cinema

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

A genre curvey course emphasizing socio-political and literary roots of classic science fiction films. Emphasis is also placed on evolving special effects, from Melies' in-camera tricks to latest CG. **Prerequisite:** ENG100

HUM227 Film History

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

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

HUM228 Video Games and Society

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

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

HUM230 History of Animation

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

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

HUM240 Space, Time, Mind

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

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

HUM299 Special Topic

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

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

HUM361 Contemporary Ethical Issues

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

Examines philosophical foundations of ethical theory and applied ethics. Students discuss historical approaches and contemporary case studies in relation to ethical theory and personal values. **Prerequisite:** ENG100

HUM399 Special Topic

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

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

HUM400 Research and Writing Capstone Project

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

Students develop an in-depth knowledge in a particular topic. They apply their skills of topic development, critical reading, research techniques, use of sources in arguments, and advanced composition to write a comprehensive research paper. **Prerequisite:** Senior Status

HUM499 Special Topic

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

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

IND201 Independent Study

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

Under supervision of a faculty member, this course will enable a student to pursue for course credit on an academic topic of interest. Faculty approval is required. **Prerequisite:** None

IND401 Independent Study

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

Under supervision of a faculty member, this course will enable a student to pursue for course credit on an academic topic of interest. Faculty approval is required. **Prerequisite:** None

IND501 Independent Study

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

Under supervision of a faculty member, this course will enable a student to pursue for course credit on an academic topic of interest. Faculty approval is required. **Prerequisite:** None

INT401 Internship 1

Semester Credits	Lecture Hours	Internship Hours	Total Contact Hours
3	0	135	135

Academic internships are online three-credit classes that run concurrently with external work-based experiential learning. As a faculty run course, students are required to complete academic assignments specifically designed to enhance the learning experience through in-depth reflection and critical analysis of the work environment. Students are expected to log on to canvas and/or meet weekly to complete assigned activities and interact with faculty assigned to the course. Along with the faculty interaction and assignments students are required to complete 135 hours contact hours with the internship site. **Prerequisite:** Junior Status

INT402 Internship 2

Semester Credits	Lecture Hours	Internship Hours	Total Contact Hours
3	0	135	135

Academic internships are online three-credit classes that run concurrently with external work-based experiential learning. As a faculty run course, students are required to complete academic assignments specifically designed to enhance the learning experience through in-depth reflection and critical analysis of the work environment. Students are expected to log on to canvas and/or meet weekly to complete assigned activities and interact with faculty assigned to the course. Along with the faculty interaction and assignments students are required to complete 135 hours contact hours with the internship site. **Prerequisite:** Junior Status

INT403 Internship 3

Semester Credits	Lecture Hours	Internship Hours	Total Contact Hours
3	0	135	135

Academic internships are online three-credit classes that run concurrently with external work-based experiential learning. As a faculty run course, students are required to complete academic

assignments specifically designed to enhance the learning experience through in-depth reflection and critical analysis of the work environment. Students are expected to log on to canvas and/or meet weekly to complete assigned activities and interact with faculty assigned to the course. Along with the faculty interaction and assignments students are required to complete 135 hours contact hours with the internship site. **Prerequisite:** Junior Status

MATH003 Intermediate Algebra

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

Intermediate Algebra including exponents and polynomials, equations and systems of equations in one and two variables, functions and graphs, and exponential and logarithmic functions. Credit earned does not count towards a degree. **Prerequisite:** None

MATH115 College Algebra and Trigonometry

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

Principles and applications of inequalities, functions and graphs, polynomials and rational functions, systems of equations and inequalities, matrices and determinants. Analytic geometry including conic sections. Trigonometric functions, identities, equations, inverse functions, trigonometric applications including vector definition, operations, and dot product. Students are introduced to the basic concepts for computer graphics. **Prerequisite:** Passing grade on Math Placement Exam or MATH003

MATH116 Pre-Calculus

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

Topics include principles and applications of factoring, rational expression, radicals, solutions and graphs of linear, quadratic equations and inequalities; polynomials, rational,exponential, trigometric, and logarithmic functions; matrices, determinants, complex numbers. **Prerequisite:** Placement Test or MATH003

MATH143 Calculus 1

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

Functions. Limits. Derivatives. Curve sketching. Mean Value Theorem. Trigonometric functions. Related rates. Maximum-minimum problems. Inverse functions. Definite and indefinite integrals. Logarithmic, exponential, and hyperbolic functions. Applications of integration. Simple differential equations. **Prerequisite:** MATH116

MATH144 Calculus 2

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

Integration by trigonometric substitution, by parts, and by partial fractions. Arc length. Indeterminate forms. Improper integrals. Taylor's Theorem including a discussion of the remainder. Sequences. Series. Powerseries. Separable differential equations. First order linear differential equations. Homogeneous second order linear differential equations with constant coefficients. **Prerequisite:** MATH143

MATH215 Mathematics for Computer Graphics

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

This course focuses on math concepts and algorithms used in the Computer Graphics field. It addresses mathematical topics and application of these topics in modeling, rigging, animation, texturing, shading, lighting and compositing. It also introduces techniques used in particle and lfuid simulationfor visual effects. This course will establish solid mathematical foundation and ability to apply basic principles of computer graphics. **Prerequisite:** DAA244, MATH115, and SWE100

MATH240 Applied Probability and Random Processes

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

Fundamental concepts of probability, discrete and continuous random variables, probability distributions, sampling, estimation, elementary hypothesis testing, basic random processes, correlation functions, and power-spectral-density functions. Applications include music, speech and image and processing. **Prerequisite:** MATH144

MATH245 Calculus 3

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

Vectors. Lines. Planes. Quadratic surfaces. Polar. Cylindrical and spherical coordinates. Partial derivatives. Directional derivatives. Gradient. Divergence. Curl. Chain rule. Maximum-minimum problems. Multiple integrals. Parametric surfaces and curves. **Prerequisite:** MATH144

MATH295 Discrete Mathematics

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

Logic. Set theory. Functions. Relations. Proofs by mathematical induction. Recursion and program correctness. Fundamentals of counting, and discrete probability. Elementary graph theory. Introduction to analysis of algorithms. **Prerequisite:** MATH144

MATH299 Special Topic

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

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

MATH320 Geometry and Transformation

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

Descriptive geometry: points, lines, planes, intersections, spatial relationships. Transformations. Projective Geometry: plane transformations, homogeneous coordinates, space transformations, perspective projection. Differential Geometry: Theory of curves and surfaces. Quaternions and rotation sequences. **Prerequisite:** MATH144

MATH499 Special Topic

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

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

SCI100 Basic Concepts of Physics

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

Basic principles: motion, gravitation, electricity and magnetism, light, relativity and atomic physics. Students are introduced to the fundamentals of physics. **Prerequisite:** MATH115, MATH116, MATH143

SCI110 The Science of Motion: Humans, Animals, Objects

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

Analysis of movement of biological systems and objects based on the mechanical principles of motion. Topics covered in lectures and labs: linear kinematics including walking, running, jumping, and climbing; kinematics of joints (elbows, knees, hips, etc.), angular kinematics, forces acting on a body and objects, work and energy, positive and negative work of muscles and total body, conservation of energy during body and object movement, center of mass and its calculation, torque, mechanical and anatomical levers, joint torque calculation and joint reaction force, rotational motion and angular momentum, buoyancy, lift and drag forces acting on wings, swimming propulsion. Fulfills the requirement for a basic lab science. **Prerequisite:** MATH115, MATH116, MATH143

SCI130 Basic Concepts of Anatomy and Physiology

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

This course presents a systematic approach to the study of the human body beginning with an introduction to anatomical terminology. Topics covered include the gross and microscopic anatomy of the following system: skeletal; muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive. Laboratory work will parrallel and reinforce concepts introduced in the lectures, using practical models and other visual aids. **Prerequisite:** MATH115, MATH116, MATH143

SCI145 College Physics 1

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

Fundamentals of mechanics, fluids, and heat, including vectors, translation and equilibrium, acceleration, projectile motion, Newton's Laws, work, energy, power, impulse, momentum, uniform circular notion, rotation of rigid bodies, simple changes, elasticity, simple harmonic motion, fluid statics and dynamics, temperature, thermal expansion, heat units, heat transfer, thermal properties of matter, the thermodynamics and wave motion. Illustrative laboratory work to complement theory. Students are introduced to physics concepts for science and engineering. **Prerequisite:** MATH143

SCI199 Special Topic

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

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

SCI200 General Physics

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 mechanics, fluids and thermodynamics, waves and motion, sound, light, electricity and magnetism, and an introduction to modern physics. **Prerequisite:** SCI100, SCI110, SCI130, OR SCI145

SCI220 Foundations of Musical Acoustics

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

Waves and wave propagation, sound pressure level and measurement, reflection, absorption and diffusion. Acoustic characteristics of building materials, room acoustics. Bass traps, diffusers and other acoustic interventions. Acoustic aspects of studio design. **Prerequisite:** SCI100 OR SCI145

SCI245 College Physics 2

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

Fundamentals of sound, light electricity and magnetism, and modern physics, including illumination, reflection, refraction, interference, diffraction, polarization, DC and AC circuits, magnetism, electrochemistry and electronics. Illustrative work to compliment theory. Students are introduced to physics concepts for science and engineering. **Prerequisite:** SCI145

SCI299 Special Topic

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

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

SCI345 College Physics 3

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

This course introduces the fundamentals of classical and modern physics. Topics include principles of Newtonian mechanics, thermodynamics, electricity and magnetism, and modern physics, including special theory of relativity, quantum mechanics, atomic and nuclear physics, and subatomic particle physics. **Prerequisite:** SCI245

SCI399 Special Topic

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

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

SCI499 Special Topic

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

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

SL101 Cogswell XL

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

Cogswell XL is designed to assist first time freshmen in adapting to college life. Students will participate in discussions about college academic expectations and standards, time management and organizational skills, college social life and positive social skills such as boundary setting, assertiveness and self-confidence, drugs, alcohol and sexuality, and more. This course is mandatory for all first time freshmen and is taught during the first six weeks of the semester. **Prerequisite:** None

SL102 Strategies for Student Success

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
30	0	0	30

This course gives students skills and guidance needed to successfully navigate academic environments. Students will establish their own values and identity and discover their own strengths and challenges. The course covers learning to manage time effectively, communicating with instructors, and developing a range of skills that will make them successful within their learning community. Students will define good learning environments and role-play assertive communication scenarios. They will also review and implement effective test-taking strategies, note-taking, and learning techniques. At the conclusion of the course, students will present a final project that utilizes skills learned throughout the course. **Prerequisite:** None

SSC180 Introduction to Psychology

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

Introduces students to the scientific study of human behavior. Topics may include natural foundations of behavior, motivation and emotion, critical thinking processes, personality traits, developmental, cognitive and social behaviors. **Prerequisite:** None

SSC199 Special Topic

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

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

SSC200 U. S. Government

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

Introduces students to the American constitutional system, parties, elections, media, interest groups, branches of government, and public policy issues. Comparison with California constitution and institutions. **Prerequisite:** ENG100

SSC210 Introduction to Consciousness

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

Conceptual and experiential investigation of theories of consciousness. Consideration of theories drawn from psychology, neuroscience and philosophical traditions. Topics include defining "consciousness", theories of the self, the evolution of consciousness, the neural correlates of consciousness, altered states of consciousness, paranormal experiences and consciousness contemplating itself. Exercises and experiments to accompany reading and discussion. **Prerequisite:** ENG100

SSC230 Human Behavior and Entrepreneurship

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

This course addresses the psychology of entrepreneurism: conceiving, creating, bootstrapping, managing, leading and potentially selling an innovative business idea. Our goal is to offer mission-critical concepts and best practices of entrepreneursim with a focus on psychology of business, social networking, influence, and leadership. Basic literacy in key areas of marketing, management, and finance combine with psychological profiling of entrepreneurs:creative, innovative, passionate; self-confident; obsessive; oppositional-defiant. The course features discussions, peer engagement, and social networking, case analysis, behavior journaling, and building a business plan for your own creative entrepreneurial idea. **Prerequisite:** ENG100

SSC235 Race, Gender and Technology in the Music Industry

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

The class will explore and discuss the aspects of technology, culture, and business, as well as the many colorful personalities that have shaped this industry. We will also consider how diversity, or lack thereof, has impacted popular culture, as well as specific careers of musicians and music managers throuhgout the last century. Students will research, write and present a thesis paper on a topic of their own choice. **Prerequisite:** ENG100

SSC240 Microeconomics

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

Course focuses primarily on microeconomics, such as how people choose, the nature of markets and market failures, and alternative government policies to deal with failure. Topics include opportunity cost, supply, demand, markets, price controls, and market failures. In this course, the economic way of thinking will be applied in order to better understand a market economy **Prerequisite:** ENG100

SSC299 Special Topic

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

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

SSC332 Global Political Economics

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

Based on political, economic, and geopolitical study of contemporary processes of globalization. Comparative analysis of various economic and political systems. New realities of the transitional economic systems. Current economic and social development of West Europe, Russia and Eurasia, China, the Middle East, Latin America, and Africa in context of global economic, cultural, military, and political relations with the United States. **Prerequisite:** ENG100

SSC399 Special Topic

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

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

SSC499 Special Topic

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

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

SWE100 Introduction to Scripting: Python

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

This class is a practical introduction to programming using the Python programming language. Topics include the concepts of declarative ("what") versus imperative ("how") programming, problem breakdown, and solution techniques. Basic subjects and terms in computer science will be introduced, such as data structures, efficiency of a program and object oriented programming. Emphasis is put on the syntax of the programming language, and the process of starting with a problem and writing a program to solve it. Students will implement several small programming projects during the course. **Prerequisites:** None

SWE110 C Programming

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

Introduction to hardware and software tools. CPU, memory, disks and files. Program development flow. Introduction to C programming: lexical elements, operators, fundamental data types, flow of controls, functions, recursions, arrays, pointers, strings, bit-wise operators, structures, unions, file

manipulation. Students learn structured programming paradigm. **Prerequisite:** MATH115 OR MATH116

SWE115 Web Programming: HTML5, CSS and JavaScript

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

Introduction to the development of Internet, HTML and emergence of the Web (World Wide Web, www). How web sites work and the basic anatomy of a web-page, Different tags/elements of HTML5 and their syntax and usage. Styling using CSS. Making pages interactive and dynamic using JavaScript programming. Introduction to JavaScript frameworks. Combining HTM5, CSS and JavaScript to develop very useful and intelligent web pages/applications. Hands on web development for practical insights into these concepts. **Prerequisite:** None

SWE120 Flash Programming: ActionScript

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

Animation and ActionScript programming to create interactive animations, applications and games. First covered are basic digital animation concepts such as tween, masking, frame-by-frame and key-frame animation. Action Script is introduced initially in time-line context. Using AS code to control movement on stage and timeline for simple game applications. Using AS to load external content such as text, images, and sound. Finally, publishing to the web and mobile devices. **Prerequisite:** None

SWE125 Introduction to Mobile Programming: iOS

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

Mobile is everywhere, and programming for mobile devices has specific characteristics that put it apart from traditional setting. Small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors, and so forth. This course will involve hands-on application implementation for mobile platform. We will focus on native programming (using Objective C) on iOS platforms. **Prerequisite:** None

SWE212 Java Programming

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

Primitive types. Strings. Classes. Objects. Methods. References. Polymorphisms. Inheritance. Exception handling. Streams and file I/O. Arrays. Vectors. Applets and Introduction to threaded programming. Students are introduced to the object oriented paradigm. **Prerequisite:** SWE110

SWE221 LINUX Programming Environment

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

Structure of UNIX/LINUX file systems. Shell programming. Discuss different shells. Filters. UNIX/LINUX system calls. Documentation Preparation. Standard I/O Library. AWK programming language. SED editor. Students practice programming in the UNIX/LINUX environment. **Prerequisite:** SWE110

SWE285 C++ Programming: Object Oriented Programming

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

Non-object oriented features of C++. Constructors and Destructors. Type Coversions. Friends. Overloading functions and operators. References. Polymorphisms. I/O streams. Multiple Inheritances. Templates. Memory Management. Students practice the object oriented paradigm. **Prerequisite:** SWE100, SWE110, OR SWE212

SWE295 Data Structures and Algorithms

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

Data Structures: Stacks. Queues. Linked lists. Circular linked lists. Double linked lists. Circular double linked lists. Binary search trees. Searching and sorting algorithms. Introduction to graph algorithms. Huffman codes, AVL trees. Hashing. B-trees. Students practice concepts of structured programming and discrete mathematical concepts in data structures and analysis of algorithms. **Prerequisite:** SWE110 OR SWE285

SWE299 Special Topic

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

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

SWE320 Operating Systems Concepts

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

General Multitasking operating system. Scheduling Algorithms. Deadlocks. Concurrency problems and solutions. Process management. Thread management. Disk management. Memory management. Virtual memory. File system organization. Security. Students learn how UNIX, LINUX, and Windows operating systmes are designed. Students practice data structures in operating system design. **Prerequisite:** SWE221 AND SWE310

SWE340 Software Engineering Methods and Project 1

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

The software life cycle. Software development methods top-down and bottom-up. Reusability and portability. Documentation development: analysis, specification, design, implementation, testing, operational documents. Inspection walk-through and design review. Students practice project management through software life cycle. Object oriented analysis and design. Managing complexity with abstraction. **Prerequisite:** SWE285

SWE351 Computer Architecture

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

Introduction to generic computer architecture. The Processing Units; ALU, CPU. Instruction cycle behavior and sequencer. Microprogrammed Control. Main Memory. Memory Management. I/O subsystem, disk controller. A complete simple computer design. Computer Arithmetic Algorithms. Principles of pipelining. Discuss CISC and RISC Architectures. **Prerequisite:** SWE295

SWE352 Embedded Software Systems

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

Technologies used in the design and implementation of embedded systems. Introduction to software tools such as compilers, schedulers, code generators, and system-level design tools. Introduction to computer organization: CPU, I/O, Memory. INTEL/MIPS Assembly language. Linking C and Assembly Language. **Prerequisite:** SWE110 AND MATH143

SWE375 Mobile Programming for iOS

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

Mobile is everywhere, and programming for mobile devices has specific characteristics that put it apart from traditional setting. Small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors, and so forth. This course will involve hands-on application implementation for mobile platform. **Prerequisite:** SWE212 OR SWE285

SWE376 Mobile Programming for Android

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

Mobile is everywhere, and programming for mobile devices has specific characteristics that put it apart from traditional setting. Small displays, small code footprint, adherence to View-Control-Model architecture, availability on different platforms, use of location-aware services and other sensors, and so forth. This course will involve hands-on application implementation for mobile platform. **Prerequisite:** SWE212 OR SWE285

SWE442 Software Engineering Methods and Projects 2

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

Case Studies of Object Oriented Analysis and Design. Design Patterns. Component architecture. Component frameworks. Students apply object oriented principles in a large project. **Prerequisite:** SWE340

SWE445 Advanced C++ Programming

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

Multiple Inheritance. Virtual base class. Virtual functions. Smart pointers. Run time type information. Template Meta Programming. Generic Programming. Concurrency in C++. Applications to game engine. **Prerequisite:** SWE285

SWE447 GUI and Graphics Programming

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

Principles of user interface design. Input elements: keyboard, mouse. Memory management. Icons. Menus. Dialog boxes. Graphics device interface. OpenGL. Transformations. Bresenham's Lines and Circles Algorithms. Ellipses. Hidden line Algorithms. Clipping Algorithms. Spline curves. Bezier curve. B-splines surface and Bezier surfaces. Hidden lines and surfaces algorithms. Hidden line and surface removal methods. Students learn GUI and practice concrete mathematics concepts in computer graphics. **Prerequisite:** SWE285

SWE449 Tools Programming

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

Advance Scripting. Mel Scripting. C++ Plug-in **Prerequisite:** SWE100

SWE475 Mobile Programming Graphics

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

Graphics is at the core of many applications, and is the outward facing aspect of the application. The Graphics Mobile Programming course is designed to teach students how to program graphics using OpenGL from writing basic graphic shapes to the use of shaders and 3d effects. Learn how to program the graphics pipeline using shaders, add colors, shading, 3D projections, touch interaction, and more. Advanced effects involving particles, lighting models, and the depth buffer, debugging your program, and what to watch out for when deploying to the market will also be covered. **Prerequisite:** SWE375 OR SWE376

SWE484 Senior Project 1: Planning

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

Selecting a relevant problem or task to address in this project. Building the project plan, acquiring the knowledge needed for the specific task, and possibly generating a few 'proof-of-concept' cases to demonstrate the viability of the suggested solution. At the conclusion of this phase the project should have a clear written product specifications, engineering specifications, and a project plan. **Prerequisite:** Senior Status

SWE485 Senior Project 2: Execution

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

Implementing the project plan, and delivering a working solution. Being a real-world project, this involves iterative refinement process of the approach to solution, and tradeoffs according to constraints. In addition, this part will emphasize the proper documentation of the whole project, and will combine parts from the previous session with a full description of the solution and the process. **Prerequisite:** SWE484

SWE499 Special Topic

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

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

Graduate Course Descriptions

ENT520 BUSINESS MODELS AND PLANNING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Key components of a business model – value proposition, customer segments, cost structure, etc.; using the Business Model Canvas and associated lean startup techniques to better understand and build a business. **Prerequisite**: None, **Co-requisite**: None

ENT525 LEGAL STRUCTURES, CONTRACTS AND RISK MANAGEMENT

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

The basics of contracts, legal structures, liability and risk management and intellectual property. Contract evaluation and the key components of standard contracts; legal structures including their impact on liability and taxation; copyrights, trademarks and patents as it pertains to entrepreneurs and new business start-ups. **Prerequisite**: None, **Co-requisite**: None

ENT530 FINANCE AND ACCOUNTING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Key aspects of financial statements and accounting methods for the launch, growth and management of a new venture are covered. Material provides an understanding of how to measure, analyze and manage the new venture through key metrics. Financial statements, accounting methods and operational assessments are topics of focus. **Prerequisite**: None, **Co-requisite**: None

ENT535 ENTREPRENEURIAL MARKETING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

The basic foundations and processes of marketing, beginning with the Four P's of marketing. Examines the full range of marketing strategies and techniques for new products and services, including (but not limited to) channels, partnerships, basics of online marketing, marketing automation concepts and tools, and the basics of social media as a marketing tool. **Prerequisite**: None, **Co-requisite**: None

ENT540 SALES AND NEGOTIATIONS

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Course examines the full range of entrepreneurial sales strategies and techniques. Students practice various negotiations, including cross-cultural negotiation and negotiating via information technology. Uses cases, role-plays, and simulations for hands-on practice to develop skills in dealing with real situations. **Prerequisite**: None, **Co-requisite**: None

ENT545 CREATIVITY AND INNOVATION

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Topics and exercises around enhancing creativity, ideation, and inspiring innovation. Techniques to enhance creativity and innovation are applied to situations to develop new business concepts and to evaluate market potential. Project management principles are presented that can be used to design and launch new ideas. **Prerequisite**: None, **Co-requisite**: None

ENT550 SOCIAL MEDIA AND ONLINE MARKETING

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Students will study how to tie social media efforts to an organization's overall strategy, different social media platforms, the relationship between website, search, content and social media, and typical metrics across social and search. Topics include: how content and conversations are shifting between new and old media; analysis of how organizations are using social media effectively (or ineffectively); social media missteps and how to avoid them; and how social media can be measured. **Prerequisite**: None, **Co-requisite**: None

ENT555 LEADERSHIP AND MANAGEMENT

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	45	0	**45**

Effective communication, team building, leadership, management, networking, and goal setting are studied and applied. Feedback through evaluative techniques and survey instruments are used to provide tools for techniques and strategies that lead to self-awareness and improvement on the job. Role-playing, exercises, presentations, and assessment instruments are used. **Prerequisite**: None, **Co-requisite**: None

ENT590 PRACTICUM 1

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	0	135	**135**

The practicum is the program capstone independent project. With mentoring, students will address a specific business challenge; research a new opportunity; pivot an existing idea; or apply the knowledge and skills they have learned in the program. Practicums are a minimum of 6 weeks full-time, or equivalent, including preparatory work. Success in the practicum is determined by the ability to deliver on the goal, create a comprehensive business plan or, if the idea is determined not to be feasible, to demonstrate why on a deep level. **Prerequisite**: None, **Co-requisite**: None

ENT595 PRACTICUM 2

Semester Credits	Lecture Hours	Lab Hours	Total Contact Hours
3	0	135	**135**

The practicum is the Masters program capstone project. With mentoring, students will address a business challenge; research a new direction or a new opportunity; move to a new level or to a different market; or apply the knowledge and skills they have learned otherwise to develop or improve some aspect of their venture. Practicums are a minimum of 6 weeks full-time, or equivalent, including preparatory work. Success in the practicum is determined by the ability to delivery on the goal, or, if not successful, to demonstrate that they understand why on a deep level. **Prerequisite**: ENT590, **Co-requisite**: None

Academic Leadership

Jerome Solomon
Dean of the College
Program Director Game Development

Jerome has 17 years of industry experience in Hollywood. He worked at Industrial Light and Magic, DreamWorks Animation, Electronic Arts, and Rhythm & Hues Studios. During his career, he received film credits on Avatar, Madagascar, Shrek 2, Babe, Ace Ventura II, and Batman & Robin. In addition, Jerome has shipped 3 AAA game titles in Star Wars Force Unleashed, Tiger Woods 07, and The Godfather Game.

Jerome also sits on the National Committee for ACM SIGGRAPH. SIGGRAPH is a world leading computer graphics conference that includes representation from a worldwide selection of large and small studios.

Jerome holds a Bachelor of Science Degree in Computer Engineering from UCLA and a Master of Science Degree from Georgia Institute of Technology in Computer Animation. Jerome has used his technical background, creative talents, and leadership skills to create visuals and lead artists to produce stunning imagery.

Degrees

- Georgia Institute of Technology, Master of Science in Computer Science
- University of California, Los Angeles, Bachelor of Science in Computer Science and Engineering

Dr. Timothy Duncan
Professor
Program Director Digital Audio Technology
Director Virtual Reality and Augmented Reality Certificate

Dr. Timothy Duncan is an award-winning composer, performer and educator who is equally at home working with technology and with traditional media. He has composed and performed a body of new music compositions as well as created visual pieces and music for modern dance that have brought him recognition in the form of awards and grants from the Southeast Interdisciplinary Fund, Meet the Composer, Inc., the Ohio Federation of Music Clubs, and the Mississippi Arts Commission (among others), as well as guest composer residencies in places such as the Meadows School of Music at SMU, the Conservatory at the University of Missouri-Kansas City, and the University of Memphis. Dr. Duncan was music director for 14 regional and university theatrical productions, which earned him a citation (as composer) in the Shakespeare Music Catalogue.

Dr. Duncan has been a member of the faculty of Cogswell Polytechnical College for over a decade. In addition to full-time teaching he was Dean of the College from 2005-2008. Dr. Duncan founded the Digital Audio Technology program, where he teaches many of its courses. He has synthesized his broad understanding of the music profession and the music industry to create an innovative audio program that targets both the manufacturing and the music production sides of the audio industry.

Dr. Duncan completed degrees at the Universities of Tennessee, Memphis and Cincinnati, as well as pursuing additional study at Brooklyn College, Carnegie Mellon University, Stanford University and the Atlantic Center for the Arts. In addition to teaching, he has worked for Leapfrog Enterprises and the Asonda Corporation. He is a member of the College Music Society, the International Computer Music Association and the Interactive Audio Special Interest Group. Dr. Duncan's areas of specialization include sound synthesis, music composition and computer programming.

Degrees

- University of Cincinnati, Doctor of Musical Arts
- University of Memphis, Master in Music
- University of Tennessee, Bachelor of Music

Karen Keister
Assistant Professor
Program Director Digital Art and Animation

Assistant Professor Karen Keister received her BFA and MFA from San Jose State University where she studied Printmaking and Photography. Her time spent as a graduate teaching assistant ignited a passion for teaching. The advent of the digital darkroom has opened new avenues in her personal work, which has been exhibited in local galleries. Her design expertise has also been used in signage for a national retail chain.

Karen joined Cogswell College in 1999 as an adjunct Professor teaching 2D Design and Photoshop courses. Since then she has taught and developed curriculum for color theory and photography courses at Cogswell. She is currently an Assistant Professor and Program Director of the Digital Arts and Animation Department.

Degrees

- San Jose State University, Master of Fine Art in Fine Art
- San Jose State University, Bachelor of Fine Art in Fine Art

Mohan Shah
Assistant Professor
Program Director Software Engineering

Mohan Shah, Professor and Program Director for Engineering, brings wealth of knowledge and experience to Cogswell College. He has more than 15 years of software industry experience and is equally passionate about academics, science and technology.

He has successfully led software development teams at different companies. Mohan has designed new products in software as well as traditional electrical engineering fields for companies/organizations like Yodlee, Wells Fargo, CSI and NASA. Mohan also has taught at different colleges including UC. He likes to teach and make students interested in subject matter.

Degrees

- Indiana University, Masters of Arts in Pure Mathematics
- University of Bombay, Master of Science in Applied Mathematics

Nirmal Singh
Associate Professor
Chair Mathematics and the Sciences

Nirmal Singh has taught mathematics at Cogswell College since 1980 and is presently an Associate Professor in the General Education program. Prior to coming to Cogswell he served as chair of the Mathematics Department and taught physics at Khalsa College, Fiji Islands. He also taught mathematics at G.H.G. Khalsa College, Punjab, India, and at Bikram College of Commerce, also in Punjab. India.

Professor Singh specializes in applied mathematics. His particular interest is in developing new methods to simplify complex multiplication processes. At Cogswell he has taught students in all programs and prides himself on making math accessible to all. His concern for students and emphasis on pedagogy has made him a popular and successful teacher.

Professor Singh is a graduate of Panjab University, Punjab, India (MA in Mathematics and BS in Physics, Chemistry and Mathematics), and of Cogswell Polytechnical College (BS in Engineering Technology). In addition, Professor Singh holds certificates in a number of digital media tools.

Degrees

- Panjab University, Master of Science in Mathematics
- Panjab University, Bachelor of Science in Math, Physics and Chemistry
- Cogswell College, Bachelor of Science in Electronics Engineering

Soma Frazier
Assistant Professor
Chair English and the Humanities

Soma Mei Sheng Frazier is an award-winning author and seasoned educator with eighteen years' experience in the fields of English and Literary Arts. Soma's two prose chapbooks, *Collateral Damage: A Triptych* (RopeWalk Press) and *Salve* (Nomadic Press) earned acclaim from Nikki Giovanni, Daniel Handler (Lemony Snicket), Sarah Shun-lien Bynum, Antonya Nelson, Molly Giles, Michelle Tea and others – and *Collateral Damage* was chosen as winner of the RopeWalk Press Editor's Fiction Chapbook Prize. In 2014, work from the book was adapted for the stage and performed by Seattle's renowned Book-It Repertory Theatre.

Soma's writing has placed in literary competitions offered by *Zoetrope, Glimmer Train,* the *Mississippi Review* and many more, and been singled out by the story South Million Writers Award authors. Recent work, some nominated for the Pushcart Prize, appears in *The Best of Kore Press, Glimmer Train* (issues 89 and 96), *ZYZZYVA* (issues 101 and 106) and online at *Carve Magazine, Eleven Eleven, Kore Press* and *Eclectica*. Soma is currently completing a novel about a California prison town.

Soma holds an MFA in Writing from Sarah Lawrence College, and a BA in Asian Studies from Pomona College. A founding committee member of the City of Oakland's Youth Poet Laureate title, she has taught at institutions ranging from Oakland School for the Arts – whose literary journal, *Enizagam,* she overhauled and introduced to an international readership – to Holy Names University to Valhalla Correctional Facility. At Cogswell, she founded *COG,* a multimedia publication staffed by students and featuring contributions by Dave Eggers, Opal Palmer Adisa and other renowned authors. Frazier marries industry experience with academic rigor, advancing students' individual and collective aims.

Degrees

- Sarah Lawrence College, Master of Fine Art in Writing
- Pomona College, Bachelor of Art in East Asian Languages and Literature

Full Time Faculty

Jonali Bhattacharyya
Associate Professor

Jonali Bhattacharyya is an Assistant Professor in the Game Design and Development program at Cogswell College. She is a professional game animator who has worked on titles such as Iron Man, Lair, Golden Axe and Marvel Ultimate Alliance II. Jonali joined Cogswell College in 2009. She has since taught and brought new depth to Cogswell's animation program.

She holds a Bachelor of Science Degree in Zoology from Gauhati University, India, and a Master of Fine Arts Degree in Animation from Academy of Art University, San Francisco. Her specialties include Quadruped Animation and Game Animation. Additionally she has a strong background in Computer Programming and Traditional Fine Arts.

Degrees

- Academy of Art University, Master of Art in Animation
- Handique Girls College, Bachelor of Science in Zoology

Albert Chen
Assistant Professor

Albert Chen is Assistant Professor in the Game Design and Development program at Cogswell College in Sunnyvale, CA. He has led students in the development of serious games using game engines in conjunction with the Boeing Company's Skunkworks team, Neurosky (producer of commercial brainwave sensors) and the Ericsson US research team. As Associate Director for Cogswell's Engineering Simulation and Animation Laboratory (ESAL), he led a team that was awarded the Boeing Performance Excellence Award in 2008.

Prior to joining Cogswell in 2007, Mr. Chen was a professional game developer for over twelve years and worked for EA, LucasArts, Factor 5 and the 3DO Company. He has a BA in International Relations from UC Davis and is currently pursuing a Master of Arts in Entrepreneurship and Innovation at Cogswell College.

Degrees

- Cogswell College, Master of Art in Entrepreneurship
- University of California at Davis, Bachelor of Art in International Relations

Anthony Dias
Instructor

Anthony Dias is a Cogswell Alumnus, Instructor and Faculty Advisor in the Digital Audio Technology department from which he received a Bachelor of Science degree in 2009.

He also serves as the Visual Director for Cogswell MediaWorks; a collaborative, project-based course in which visually oriented students work with audio students to create short AudioVisual pieces for real-world clients.

Before his full time appointment at Cogswell, Anthony worked as a video editor, photographer and production manager for IDIAS Production. Prior to that, he was video editor for SpanishMasters Creative Studios, where he edited hundreds of locally and nationally broadcast television commercials for the Hispanic Market.

Before transferring to Cogswell to study Digital Audio Technology, Anthony spent two and a half years studying Computer Arts and Animation at West Valley College.

As an independent artist and music producer, Anthony is influenced by an eclectic variety of genres, such as French House, Progressive Trance, Hip Hop, R&B, Mariachi, Classical Music and EDM. His music tends to be beat-driven, with filter-modulated synth bass sounds, strong chord progressions and driving lead synth melodies.

Anthony is a member of the Audio Engineering Society, ACM SIGGRAPH and he is also a founding member of the Bay Area Reason User Group.

Degrees

- Cogswell College, Bachelor of Science in Digital Audio Technology

Julius Dobos
Distinguished Lecturer
Julius Dobos, Distinguished Lecturer, brings nearly two decades of professional experience as an award-winning composer of electronic and film music, sound synthesist and as an audio engineer to Cogswell's Digital Audio Technology Department. At Cogswell, he teaches various audio and music production-related courses, as well as advises students on portfolio projects, soundtrack projects and student initiatives. Additionally, he supervises audio production for Project X movies. Mr. Dobos' approach to education is heavily focused on delivering real-world knowledge and on the development of advanced skills used in audio and music production. All of his classes include hands-on work and professional-level projects.

Mr. Dobos started his piano studies at age five and was composing music at nine. He studied music production, audio engineering, composition and film score composition at various institutions in Europe, including the Weiner Leo Music School in Budapest, Hungary and the University of Music and Performing Arts in Stuttgart, Germany. After working as a freelance composer and synthesist for Roland, he founded his original music production and publishing company, *The Creative Shop*, in 1998.

Mr. Dobos has released seven electronic and orchestral/electronic music albums, including the platinum-selling *Connecting Images* and the renowned *Mountain Flying*. He is the first Central-European composer of large-scale electro-orchestral music to receive international attention and has composed music for use in major motion pictures including, *You Don't Mess with the Zohan*, *The Zookeeper* and *Paul Blart: Mall Cop*. Besides his original scores in a variety of feature movies, his work can be heard in television programs (such as *DragonBall Z*). He has also produced award-winning music for advertising, corporate films and for use in exhibitions and sound installations in the United States and Europe. Additionally he has produced music that features Grammy

Award®-winning artists, engineered over a thousand music titles and mastered albums in a wide range of musical styles.

In his free time, Mr. Dobos enjoys photography, learning about Nature and the Universe and working in his state-of-the-art music production studio where he composes instrumental electronic music and explores the uncharted territories of melody and sound. To find out more about his philosophy and current projects, visit Mr. Dobos' website at www.juliusdobos.com.

Degrees

- Kandó Kálmán College of Electrical Engineering, Bachelor of Science in Electrical Engineering

Ricardo Kayanan
Instructor

Ricardo brings over ten years working in the gaming industry to Cogswell. He's worked at THQ and Activision Blizzard as a 3D characters artist. Some of his credits include Cars, Ratatouille, and Transformers 2. Ricardo has also taught numerous college courses on Game Design and Game Art since 2011.

Ricardo holds a bachelor's degree in Illustration and Communication Design from Otis Art Institute and is currently finishing his Masters in VFX/3D modeling from The Academy of Art San Francisco.

Degrees

- *Otis Art Institute of Parsons of Design, Bachelor of Fine Art in Illustration and Communication Design*

Mirjana Nikolic
Associate Professor
Mira Nikolic, Assistant Professor in the Digital Art and Animation program, brings 17 plus years of feature animation industry experience and passion for teaching computer graphics to future technical directors and technical artists.

Assistant Professor Mira Nikolic has worked at Disney Feature Animation, Pixar Studio, Digital Image Movers and PDI/DreamWorks.

Degrees

- City College of New York, CUNY Graduate Center, Master of Science in Computer Science
- University of Novi Sad, Serbia, Bachelor of Science in Electrical Engineering

David Perry
Assistant Professor

Born and raised in the San Francisco Bay Area, David Perry has applied his talents to a range of technical and artistic endeavors. First working as an architectural designer and drafts-person in the residential construction industry, then developing a web design business that served clients including Hewlett Packard and Agilent Technologies. After learning the craft of animation, David worked as a traditional animator in the games and commercial industries providing animation for companies that included animating Nickelodeon properties for Living Books and commercials for Colossal Pictures. In 2001 David was offered his first opportunity to teach an animation class and has been teaching ever since.

Assistant Professor David Perry currently teaches drawing and animation classes at Cogswell in addition to helping instruct the Project X class as Animation and Art director. He has taught animation and drawing at De Anza College and been a guest lecturer at San Jose State University where he oversaw a student produced feature length animated film. David is a two time recipient of Cogswell's excellence in teaching award. He has been juror at the Animatu animation festival in Portugal and Aniwow in Beijing and presented talks at both festivals.

Along the way David has worked as a senior software developer for the LPS Group providing web based database tools. He has also authored a free animation program for students called MonkeyJam that is available on the web and has been licensed by The Book Shop Ltd. for inclusion in clay animation activity kits for children. In his spare time David enjoys hiking, golf, cycling and remodeling his house. He is also adviser for the Animation and Comic-book Creation clubs on campus.

Reid Winfrey
Professor

Reid Winfrey, Associate Professor, is the Director of Digital Arts and Animation at Cogswell. A graduate of the University of California at Davis and San Jose State University, he holds a Master of Fine Arts Degree in Printmaking and Pictoral Arts. He has presented at conferences and museums on topics ranging from printmaking and curating fine art to creativity and the digital revolution in art. Professor Winfrey was the Producer of *10,000 Kites*, a short, animated film written by Iain McCaig and created at Cogswell for use as a fundraising tool for a joint Israeli/Palestinian art project; *10000 Kites* was premiered at the Skirball Center in Los Angeles and shown throughout the US and Israel at events in support of this highly controversial project. Professor Winfrey is a Line Producer for *The Offering*, another animated film created at Cogswell that will premier in Beijing in 2009.

His work as a painter is in hundreds of private collections and has been exhibited throughout the United States and in England and Japan. He is represented in public and corporate collections including Kodak, Union Bank of California, The San Jose Symphony, Dupont, and Southern Illinois University. He is listed in *Who's Who Among America's Teachers*, has been the subject of numerous art reviews, and is the author of *Creativity and Content Development* and *Figure Drawing: a Practical Guide*. Professor Winfrey currently teaches painting, drawing, and illustration courses at Cogswell and leads curricular development for the DAA department.

Degrees

- San Jose State University, Master in Fine Art in Art
- University of California, Davis, Bachelor of Fine Art in Art

CERTIFICATE PROGRAMS

- Virtual Reality and Augmented Reality

CERTIFICATE CALENDAR

2016-2017 Term Calendar

Summer 2016 Session

April 3, 2016	Registration Begins
May 31, 2016	Registration deadline
May 31, 2016	**First day of classes**
June 6, 2016	Last day to ADD/DROP classes
July 16, 2016	**Last day of classes**
July 20, 2016	Final grades due from faculty

Fall 2016 Session A

April 3, 2016	Registration begins
September 5, 2016	*Labor day (Holiday) - College Closed*
September 7, 2016	Registration deadline
September 7, 2016	**First day of classes**
September 13, 2016	Last day to ADD/DROP classes
October 22, 2016	**Last day of classes**
October 26, 2016	Final grades due from faculty

Fall 2016 Session B

April 3, 2016	Registration begins
November 2, 2016	Registration deadline
November 2, 2016	**First day of classes**
November 8, 2016	Last day to ADD/DROP classes
November 26-27, 2016	*Thanksgiving Break – College Closed*
December 17, 2016	**Last day of classes**
December 21, 2016	Final grades due from faculty
December 23, 2016 - January 2, 2017	*Winter Break - College Closed*

Spring 2017 Session A

November 7, 2016	Registration begins
January 16, 2017	*Martin Luther King, Jr. (Holiday) - College Closed*
January 23, 2017	Registration deadline
January 23, 2017	**First day of classes**
January 29, 2017	Last day to ADD/DROP classes
February 20, 201	*Presidents Day (Holiday) – College Closed*
March 11, 2017	**Last day of classes**
March 14, 2017	Final grades due from faculty

Spring 2017 Session B

November 7, 2016	Registration begins
March 20, 2017	Registration deadline
March 20, 2017	**First day of classes**
March 26, 2017	Last day to ADD/DROP classes
May 6, 2017	**Last day of classes**
May 9, 2017	Final grades due from faculty

CERTIFICATE ADMISSION POLICIES

General Policies and Procedures

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. A completed recommendation form,
4. An official or unofficial college transcript,

Rolling Admissions

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

Notification of Admission

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

Certificate Student Admissions Requirements

In general, admission decisions are based on evaluation of the applicant's professional and/or educational experience, application, and recommendations. The following are the general admissions requirements for all certificate students:

- Professional Experience
  - Should have two (2) or more years of experience in related fields: i.e., Media Arts, Programming, Game Development, or Engineering.
  - Recommendation Form completed by current or prior supervisor.

Students that do not have the Professional Experience may meet the admissions requirements by using the Educational Background or a combination of both.

- Educational Background
  - Should have two (2) or more years of post-secondary educational background in related fields: i.e., Technical Artist, Media Arts, Programming, Game Development, or Engineering.
  - Recommendation Form completed by current or prior faculty.

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

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

Enrollment Statuses

The following is the College's classification of certificate seeking students:

- **Non-matriculated student**. Certificate seeking students are not classified as full- or part-time students as defined by the catalog.

Right of Acceptance or Enrollment

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

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

Transfer of Credit Policy

Notice Concerning Transferability of Credentials Earned at Our College

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

VRAR courses are not credit-bearing. The college does not accept hours or credit from other intuitions through transfer of credit, challenge examinations, achievement tests, or experiential learning for the VRAR certificate courses.

REGISTRATION AND RECORDS

Registration

Students wishing to drop a course after the add/drop period must complete an Add/Drop Form. The form can be obtained from the Registrar's Office.

Prerequisite/Co-requisite

Please reference Prerequisites Section located previously in this Catalog.

Add/Drop Period

The Add/Drop Period closes at the end of the first week of each session. Students cannot add after the first week of each session.

Students that do not attend a course in which they have registered may be dropped from the course by the end of the add/drop period. Once dropped from the course seat availability is not guaranteed.

Transcript and Other Official Documents

Please reference Transcript and Other Official Documents Section located previously in this Catalog.

Document Hold

Please reference Document Hold Section located previously in this Catalog.

Student Record Retention

Please reference Student Record Retention Section located previously in this Catalog.

Change of Contact Information

Please reference Change of Contact Information Section located previously in this Catalog.

FINANCIAL INFORMATION

Tuition Information for Registration

Student are not officially registered unless their account balance is current. Tuition may be paid in several ways, including, but not limited to, payment in full according to the tuition schedule. The Business Office can provide a detailed explanation of payment methods.

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

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

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

Process for Withdrawing from the College

You have the right to withdraw from the College at any time. Students must provide a written notice to the Registrar's Office of intent to withdraw from the College. Any College property must be returned: i.e., ID Badge, library books and equipment, etc.

Student's Right to Cancel

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

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

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

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

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

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

Refund Policy

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

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

The following is the refund percentage for students for certificate programs:

Percent of Period of Completed (Semester)	Institutional Charge	Student Refund Percent
During the Add/Drop Period	0	100%
After Add/Drop Period	100%	0

Tuition and Fees Certificate Programs

Tuition and Expenses Per Semester	
Cost Per Course	$699
Estimated Total	**$4,194**

Other Charges and Fees	Amount
Official Transcript	$10 per transcript (non-refundable)
Certificate Reprint	$25 (non-refundable)
Student ID Card Replacement	$10
Textbooks	Varies per course
Student Tuition Recovery Fee	$0 (non-refundable)

- Tuition and fees are subject to change upon approval by the Board of Trustees.

STUDENT TUITION RECOVERY FEE

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

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

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

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

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

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

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

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

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

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

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

Bureau for Private Postsecondary Education (BPPE)
Web site: www.bppe.ca.gov
Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833
Mailing address: P.O. Box 980818, West Sacramento, California 95798-0818
Phone Number: Toll Free (888) 370-7589; (916) 431-6959
Fax: (916) 263-1897

FINANCIAL AID

The Certificate Program does not qualify for federal or state student financial aid programs.

GENERAL POLICIES

Please refer to the General Policies Section located previously in this Catalog.

ACADEMIC POLICIES

Academic Freedom

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

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

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

Academic Freedom:

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

Grading System and Grade Points

The College uses the following grading system for certificates:

Cogswell Certificate Grade Scale		
Letter Grade	**Grade Points/Credit**	**Cutoff Percentage**
Pass	N/A	80.0
No-Pass	N/A	0.0

Pass/No Pass

Certificate Programs are graded on a pass/no-pass basis. Please refer to the Grade Scale above.

Completion Requirements

To receive a certificate of completion the student must successfully complete all required courses and final examination.

Student Academic Responsibilities

It is the responsibility of students to be aware of and comply with policies, procedures, deadlines, and completion requirements found within this catalog and the Student Handbook.

Academic Honesty

Please refer to the Academic Honesty Section located previously in this Catalog.

STUDENT AFFAIRS

New Student Orientation

Students may be required to complete an online orientation prior to the start of class. Orientation provides an opportunity for students to familiarize themselves with College policy and procedures and their rights and responsibilities as a student.

ID Cards

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

Student Housing

Students in certificate programs are not eligible for student housing.

Career Services

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

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

Tutoring

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

Student Clubs

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

Student Lounge

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

Student Handbook

The Student handbook provides students with information about campus resources, student life, and the College procedures.

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

LIBRARY

Cogswell Library connects the college to ideas and information through a variety of formats. The library holds over 5,000 print books and over 1,000 DVDs, magazines, and e-books. In addition, the library subscribes to academic

databases, serving as the gateway to thousands of scholarly articles, digital journals, and electronic books. Wireless access, a scanner, and photocopier are also available, as well as a knowledgeable librarian and staff to help the Cogswell community find the best resources.

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

CERTIFICATE PROGRAMS

Virtual Reality and Augmented Reality (VRAR)

Dr. Tim Duncan
Director of VRAR Certificate Program

VRAR Description

The VR/AR certificate program addresses the development of content for virtual reality (VR) and augmented reality (AR). VR is a new human-user interaction paradigm utilizing computer-generated immersive environments. AR overlays interaction with the physical world with computer-generated three-dimensional visual and auditory sensory information to provide an enriched experience without excluding the surrounding environment.

This program is a six-course set of specialized classes that will be offered weekday evenings and weekends to accommodate the schedules of industry professionals. The purpose of this certificate program is to provide professionals in the computer graphics industry knowledge and skills needed to create VR or AR content.

Curriculum

Virtual Reality and Augmented Reality Certificate	
Course Number	**Course Name**
VRAR400	Perception, Cognition and Presence in VR/AR
VRAR450	Human Computer Interface and Interaction Design
VRAR500	VR/AR Design Principles 1
VRAR525	VR/AR Design Principles 2
VRAR550	VR/AR Studio Project 1
VRAR555	VR/AR Studio Project 2

CERTIFICATE COURSE DESCRIPTIONS

VRAR400 PERCEPTION, COGNITION AND PRESENCE IN VR

The experience of virtual worlds depends upon the mediation of perceptual faculties that can be cognized as 'being in' a virtual space. This course will first present the perceptual and cognitive fundamentals of sight, sound and touch and then present ways in which these faculties are mediated by technology to create a sense of 'presence,' i.e., of being in that world. The course will include theories of presence as well consider health-related impacts of sensory mediation in VR. **Prerequisite: None**

VRAR450 HUMAN COMPUTER INTERFACE AND INTERACTION DESIGN

Human Computer Interface design addresses problems of usability in VR and AR systems. This course will begin with fundamental techniques of interaction and address progressively more challenging problems. The course will engage both theory and practice of HCI with hands-on projects. It will include an introduction to spatial audio relevant to VR and AR for non-audio specialists. **Prerequisite: None**

VRAR500 VR/AR DESIGN PRINCIPLES 1

Moving beyond design principles for 2D and 3D art, VR/AR Design Principles 1 addresses fundamental issues of designing virtual and augmented experiences. Topics may include factors such as semantic vs. responsive gestures, the reactivity of objects in virtual space, interactive element targeting, ergonomics, economy of gestures, sound or other factors specific to VR and AR. **Prerequisite: None**

VRAR525 VR/AR DESIGN PRINCIPLES 2

Following on the foundations established in VR/AR Design Principles 1, VR/AR Design Principles 2 develops more fully the techniques of creating experiences through interactive virtual and augmented media. Specific topics may include locomotion, optimization for VR tracking, hand and body design, space and perspective, as well as elements of sound in virtual/augmented spaces. **Prerequisite: VRAR500**

VRAR550 VR/AR STUDIO PROJECT 1

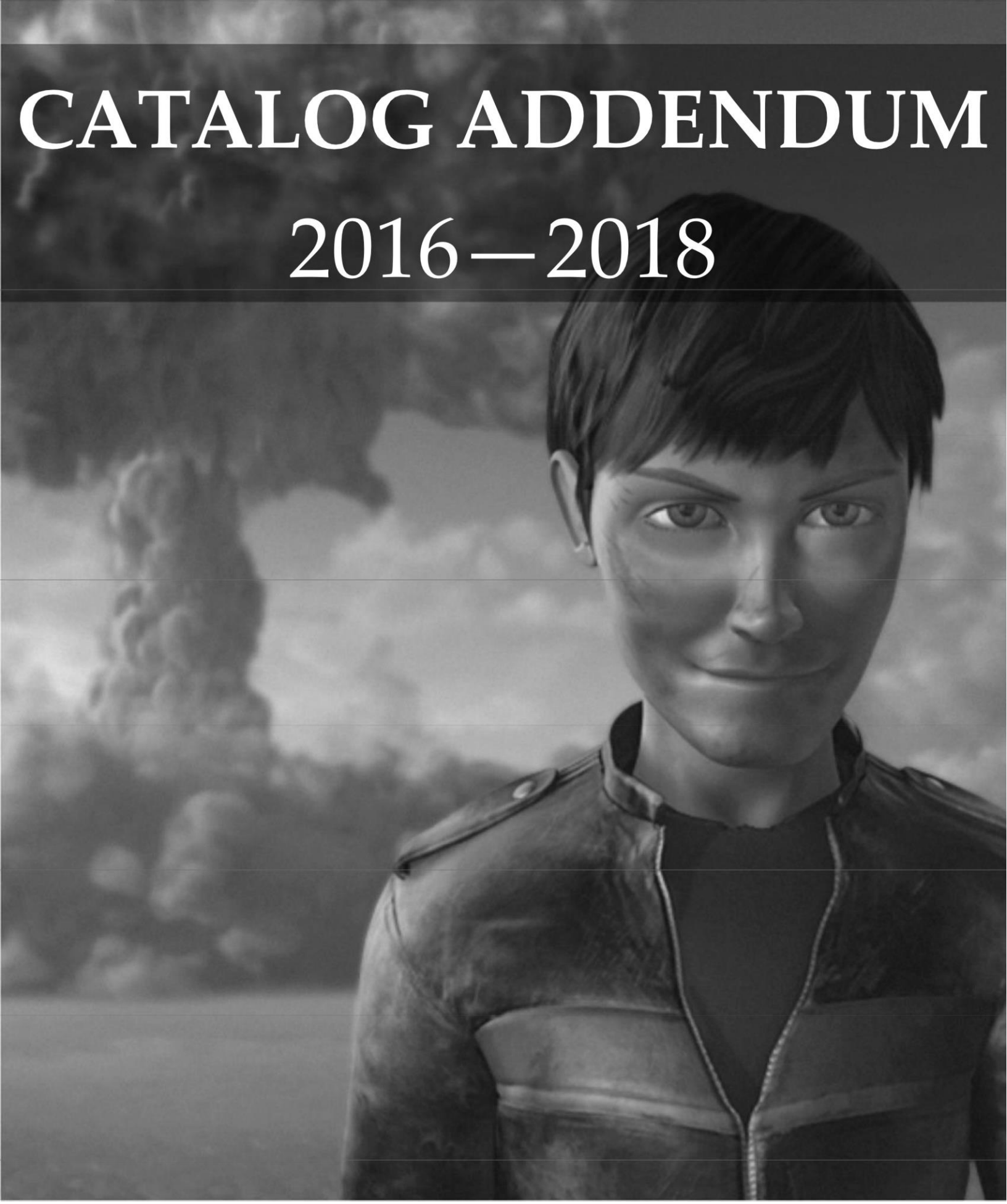
The capstone of the VR/AR certificate program is the VR/AR studio project, a multidisciplinary collaborative project that will engage the efforts of engineers, VR/AR content designers and audio specialists. All of the theory and practice of previous courses will come together in the implementation of projects inspired by 'real world' applications and in some cases commissioned by actual clients. Industry professionals will be brought in at intervals to provide expert feedback and to inspire best practices. **Prerequisite: VRAR525**

VRAR555 VR/AR STUDIO PROJECT 2

Part Two of VR/AR Studio Project extends the timeframe for completion of a multidisciplinary collaborative project to accommodate more complexity and/or depth. Students will give a formal presentation completed work at the end of the session. **Prerequisite: VRAR525**

CATALOG ADDENDUM

2016—2018



COGSWELL COLLEGE

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.

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:

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 – CompletionDeadline
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) CollegeClosed
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 – CollegeClosed

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

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 to September 2016	• 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.

ADMISSIONS POLICIES

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.

ADMISSIONS POLICIES

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 Percentage	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 MediaManagement	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 as follows:

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 game development.

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

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

PREREQUISITE CHANGES

Page #	Policy/Section	Effective Date
83	Course Information: Prerequisite Changes	07/19/2017

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, 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 SWE 285)

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