

sessionscollege[®] FOR PROFESSIONAL DESIGN



STUDENT HANDBOOK

The Student Degree Program Handbook provides an official guide to the rules and regulations, procedures, and academic policies for students at Sessions College for Professional Design. Each student is responsible for reading and understanding the information in this guide.

As well as outlining the rules and regulations for Sessions students, the handbook provides helpful information on how to get started in your program, access your courses, contact your instructor and your advisor, and how to make the most of your Sessions program.

Although every effort is made to ensure the information in this guide is accurate at the date of publication, please be aware that this guide will be updated from time to time. Sessions reserves the right to update its rules and regulations, procedures, and academic policies as needed. Any policy updates with the exception of the Enrollment Agreement will become effective immediately for all enrolled program students.

Students can always access an updated version of the Student Handbook in the Sessions learning environment. If you have any questions about the material discussed in this handbook you should contact your Student Advisor. We welcome you to Sessions and look forward to seeing your work.

Tyler Drake
Director of Student Services

TABLE OF CONTENTS

STUDENT SERVICES.....	5
ACADEMIC POLICIES / DEGREE PROGRAMS.....	9
ACADEMIC POLICIES / VOCATIONAL PROGRAMS.....	17
ABOUT SESSIONS COLLEGE.....	23
CONTACT US.....	26

STUDENT SERVICES

ABOUT STUDENT SERVICES

Our Student Services team is available to work with you from enrollment through graduation. You can contact them with any questions regarding your program: orientation, course access, academic questions, technical help, transcripts, and more. If a specific advisor is not available, any other Student Services team member should be able to assist you.

Our student advisors are qualified designers as well as student services professionals. While they do not teach classes or grade student work, they are trained to assist students with any general questions and resolve issues in that occur during a program. Student advisors can be reached 8:30 a.m. to 6:00 p.m. Mountain Standard Time. You can contact Student Services by email at advisor@sessions.edu or by phone at 1-800-258-4115, extension 2 (from the U.S.) or 480-212-1704, option 2.

Tyler Drake, Manager of Student Services	tyler@sessions.edu
Michael MacNeill, Senior Student Advisor	michael@sessions.edu
Angella Knaack, Student Advisor	aknaack@sessions.edu

Sessions College courses and programs do not replace elementary, high school or equivalent compulsory education. Sessions does not provide job placement assistance to students; it is understood that the school cannot and does not promise or guarantee employment to any student or graduate.

PROGRAM ORIENTATION

Once students complete registration, they are enrolled into an online Orientation class. To get the most out of your classes, you must complete Orientation by the end of the week before the start of term. In order to complete Orientation, you must:

1. Create a student profile.
2. Complete an advisor interview.
3. Get familiar with the Sessions learning environment.
4. Confirm your program schedule with your student advisor.
5. Participate in the group chat (recommended).

STUDENT RECORDS

Sessions students can request a record of their academic progress at any time from Student Services. Vocational program students receive a monthly progress report that includes courses enrolled, course access dates, course completion dates, assignments graded, overall grade, and current status. Degree program students receive a grade report upon completion of each term.

TRANSCRIPTS

Sessions College maintains student academic records indefinitely. In order to receive a transcript, a student must have no outstanding financial obligations to Sessions College. Official transcripts cost \$10 for one copy, \$20 for three copies, and \$30 for five copies. An order of 6 or more copies will cost \$5 each. Payment can be made by credit card. Unofficial transcripts are delivered by email free of charge. Transcripts must be requested from the Bursar at bursar@sessions.edu.

STUDENT WORK

Sessions students can access a record of all artwork submitted in the Canvas learning environment at their Files page. The Files page automatically displays a graphical representation with links to all submitted posted in the learning environment. Files uploads can be browsed, sorted, and exported into e-Portfolio pages.

EXHIBITION OF WORK

Student work posted in the online classes may be nominated by instructors for the online Sessions Student Gallery. Nominations for the Sessions Student Gallery are evaluated by the Education Department and the gallery is updated each term. Gallery selections are based on many factors, and not all work that is submitted can be included. Sessions also reserves the right to publish excellent student work posted in the school learning environment in its promotional materials, including catalog, handbook, and Web site. Sessions does not own the original work and will not use the work for any other purposes than those outlined above.

PRIVACY POLICY

Under the provisions of the federal law known as the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to academic records and personally identifiable information on file with Sessions. An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution's programs. It is the policy of Sessions to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained.

CHANGE OF CONTACT INFORMATION

During your program, if you move house, or change your email address or telephone number, it is your responsibility to make sure Sessions staff have your updated information. Failure to update your contact information could affect your financial aid payments, delivery of transcripts or diplomas, and more. To update your information, contact Student Services by email at advisor@sessions.edu.

GRADUATION ANNOUNCEMENTS

Graduation announcements are posted in the school's Campus News blog. Associate Degree and Undergraduate Certificate graduations are announced within 30 days of the end of semester. Vocational certificate graduations (Professional and Advanced Certificate) are posted once a month.

DIPLOMAS

Graduation notices and events will occur at the end of the month following the end of a semester. Diplomas are printed and shipped via First-Class Mail on a monthly basis. Students who complete their program on or before their scheduled end date will receive their diploma within 30 days of their completion. International students should anticipate slightly later arrivals due to long-distance mailing. In order to receive a diploma, a student must have resolved all financial obligations to Sessions College for Professional Design. The first diploma for a graduating student is issued at no charge. Replacement or additional copies of a diploma are available at a cost of \$10 per copy, and must be requested from the Bursar at bursar@sessions.edu.

CERTIFICATES

Certificates for vocational programs are printed and shipped via first class mail on a monthly basis. Students who complete their program on or before their scheduled end date will receive their certificate within 30 days of their completion. International students should anticipate slightly later arrivals due to long-distance mailing. The first certificate for a graduating student is issued at no charge. Replacement or additional

copies of a certificate are available at a cost of \$10 per copy, and must be requested from the Bursar at bursar@sessions.edu.

STUDENT CODE OF CONDUCT

BEHAVIOR AND CODE OF CONDUCT

In the pursuit of their educational goals, Sessions College students have certain responsibilities toward their fellow students, to their school, and to themselves. To fulfill these responsibilities, students are expected to adhere to the following items in the DEAC Student Code of Conduct. I will:

- Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty, and other students.
- Present my qualifications and background truthfully and accurately for admission to the institution.
- Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.
- Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
- Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
- Never misrepresent or overstate my role producing a part or whole of a submitted assignment or other artwork.
- Never divulge the content of or answers to quizzes or examinations to fellow students.
- Never improperly use, destroy, forge, or alter my institution's documents, transcripts, or other records.
- Never divulge my student login information or password.
- Always observe the recommended study schedule for my program of studies.
- Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.

STUDENT IDENTITY VERIFICATION

Sessions College establishes the identity of each program student upon registration by collecting identifying data that includes name, address, telephone number, date of birth, and social security number, and official documents that can range from high school or college transcripts, to ISIR and financial aid verification. Students are issued unique passwords for entry to the online learning environment so that school administrators can

track IP addresses and login patterns at any time. Student identification information is private and confidential and not shared with third parties.

DISCIPLINARY ACTION AND DISMISSAL

Sessions College students are expected to behave with respect toward their instructors and fellow students. Every individual has the right to be treated with respect in the school learning environment. Individuals who breach this code of behavior may be subject to disciplinary action up to and including dismissal.

- Plagiarism. Students may not copy another student or artist's work (whether the work is an essay, a piece of visual artwork, or a page of code) without attribution.
- Obscenity. Students may not post or send obscene material within the learning environment. The judgment as to whether posted material is offensive and needs to be removed will be made by school faculty and administrators.
- Harassment. Students will not engage in verbal hazing and/or make derogatory remarks degrading an individual's gender, race, religion, national origin, sexual orientation, or disabled status.
- Email spamming. Students will not engage in any mass emailing of other students for any purpose, whether promotional or informational.
- Privacy infringements. Students will not share any private student information with third parties.

Committing any of the above actions may subject the student to disciplinary action. A student who violates the Enrollment Agreement or the Behavior and Conduct Policy will be subject to the appropriate disciplinary action, which may include: Written or verbal warning, suspension from a course or program, or dismissal from Sessions College.

DISCIPLINARY ACTION APPEALS PROCESS

Any student may appeal a disciplinary action, including dismissal from the College, by submitting a written appeal letter explaining any mitigating circumstances that led to the disciplinary action and/or any evidence that contradicts the disciplinary action. Appeals must be in writing and sent to the attention of the Appeals Committee at appeals@sessions.edu within 15 days of notification of disciplinary action. The College will review the appeal promptly. If the appeal is successful, the disciplinary action will be removed or reduced, as appropriate. If the appeal is unsuccessful, the disciplinary action is final and will stand.

STUDENT GRIEVANCE PROCEDURE

Students who feel they have been treated unfairly relating to some

aspect of school policy or procedure may register a formal complaint with school administration. Before registering a formal complaint, students are encouraged to make every effort to resolve the problem directly through constructive dialogue with their instructor, advisor, or other individual(s) involved. If a student wishes to register a complaint, he or she may use the following procedure:

Step 1: The student shall submit a written summary of the complaint to advisor@sessions.edu. Complaints must be filed within 3 months of cause of grievance.

Step 2: A Student Services representative will be assigned to the complaint and gather relevant data from student records, the learning environment, and third parties such as the instructor or other students if necessary.

Step 3: The Academic Programs Manager will review the complaint and provide a written resolution to the student within 15 days.

Step 4: A student who wishes to appeal the Academic Programs Manager's decision may present an appeal to the school CEO within 7 days. The CEO will review the appeal and render a final decision to the student within 15 days.

FILING OFFICIAL COMPLAINTS

Individuals who have exhausted institutional grievance procedures and wish to file a complaint with appropriate authorities may do so at the following Web pages:

- Arizona Board of Private Postsecondary Education:
<https://ppse.az.gov/complaint>
- DEAC: <http://www.deac.org/Discover-DEAC/Contact-Us.aspx>
- Middle States Commission on Secondary Schools:
<http://www.msa-cess.org>

SARA COMPLAINTS

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions and may be approached with any non-instructional complaint. Prior to registering a non-instructional complaint with the Arizona SARA Council, the student/complainant must complete the Sessions College and the Arizona Board of Private Postsecondary Education complaint process outlined above. Non-instructional complaints may be made at this SARA page. <http://azsara.arizona.edu/complaint-process>. Students may also contact state authorization or accrediting agency contacts for specific issues. For online students who are residents of states outside of Arizona, complaints may be directed state consumer protection agencies listed in this document: http://www.sessions.edu/about-sessions/complaint_process.pdf.

ACADEMIC POLICIES

DEGREE ADMISSIONS

Students can enter Associate Degree and Undergraduate Certificate programs in January, April, and August. Applicants are responsible for ensuring that Sessions College has received all required elements by the application deadline. Any student under 18 years of age will need to provide the signed permission of a parent or guardian. Applicants are notified of acceptance or denial by email.

ASSOCIATE DEGREE

The following is a detailed list of application requirements:

1. Complete an online application.
2. Provide official transcripts. a. Candidates who have not graduated from college must provide official high school transcripts. b. Candidates who have attended college must provide official transcripts from each college/university attended.
3. Write a 500-word essay expressing why you are interested in studying your chosen major - graphic design, Web design, digital media, illustration, or advertising design. Essays will be evaluated for style and content as well as grammar, vocabulary, punctuation, and spelling.
4. Upload 5-10 samples of art or design work or complete an alternate project (available on request).
5. SAT or ACT scores are optional.*
6. Applicants whose native language is not English must provide evidence of a valid, minimum score of 61 (iBT) or 500 (PBT) on the Test of English as a Foreign Language (TOEFL) or 6.0 on the International English Language Testing System (IELTS).
7. Pay an application fee of \$50.

Note: Any transcripts not created in English (such as at non-U.S. institutions) must be translated by a competent third party service at the applicant's expense. The applicant must provide both the transcript and the translation.

* The application can be optionally supported by providing SAT scores or ACT scores and/or letters of recommendation. Letters of recommendation may be emailed to admissions@sessions.edu or mailed

to the Main Campus (see page 32 for address). Codes for submitting SAT, ACT, TOEFL, or IELTS scores:

SAT: Code 6356; ACT: Code 5344

TOEFL: Code 6346; IELTS: No code required

UNDERGRADUATE CERTIFICATE

Classes start in January, April, and August. The Undergraduate Certificate Students entering the program are expected to have earned a high school diploma, GED, or state-approved home school equivalent. Any student under 18 years of age will need to provide the signed permission of a parent or guardian. Our online application is simple and convenient.

NON-DISCRIMINATION POLICY

Sessions College is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, color, religion, sex, creed, age, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

CREDIT TRANSFER

CREDIT TRANSFER POLICY

Sessions College for Professional Design welcomes students who wish to transfer credit from other accredited institutions including students who wish to complete degrees begun elsewhere. Credit will only be accepted for courses that are comparable in level and focus to Sessions degree program courses.

- Credits will be accepted for college-level courses from nationally or regionally accredited schools and colleges. Courses transferred must be comparable in level and focus to Sessions degree program courses and will be evaluated on an individual basis.
- Students seeking to transfer credits must have earned a "C" grade (GPA 2.0) or higher.
- Students can transfer a maximum of 50% of credits (36 credits) to a Sessions College 72-credit Associate degree program.

- Students can transfer a maximum of 12 credits to the Undergraduate Certificate.
- Students requesting credit transfer must submit official college transcripts prior to the registration deadline.
- Students who received a score of 3 or above on high school AP English, Art History, or Psychology exams may receive credit for specific general education requirements. CLEP scores in English and Psychology may also be considered for credit. Official AP and/or CLEP scores must be submitted to Sessions prior to the registration deadline.
- Sessions College Vocational certificate program graduates may be able to transfer to the Associate Degree credits for courses in which their work and grades are strong. See Sessions Certificate/AOS Bridge program.

All credit transfer requests will be evaluated on an individual basis. All Sessions College credit transfer decisions will be at the discretion of the AOS Program Acceptance Committee and made prior to enrollment.

SESSIONS CERTIFICATE TO OCCUPATIONAL STUDIES (AOS) BRIDGE PROGRAM

The Sessions College Certificate/AOS bridge program rewards academic achievement among our non-credit certificate students. Professional certificate program graduates can apply up to 21 credits towards courses in the Associate of Occupational Studies degree program. In order to be eligible, you need to be a Sessions College non-credit certificate program graduate who enrolled after January 1, 2012. Your grades and portfolio of work must be outstanding and meet the standards expected of degree level students. Applications will be evaluated on an individual basis.

MILITARY SERVICEMEMBERS

Sessions College pledges to use military-friendly policies and practices and provide easy access to information about programs, policies, and procedures. Sessions College also supports the credit transfer policies defined by the Servicemembers Opportunity Colleges (SOC) and the SOC Military Student Bill of Rights. This institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training.

CREDIT TRANSFER TO OTHER INSTITUTIONS

The policy of Sessions College is to accept credit for applicable college-

level courses from nationally or regionally accredited schools and colleges. The acceptance of credits earned at other institutions is determined by the receiving institution. It is recommended that students intending to transfer credits to other schools check with the receiving institution(s).

FINANCIAL AID

FINANCIAL AID

Federal Student Aid is available to eligible students for all Associate Degree and Undergraduate Certificate programs. Eligible students may be able to use Pell Grants, Federal Direct Loans, or Federal Direct PLUS Loans to support their education costs. Our friendly and knowledgable Financial Aid staff are available during business hours to discuss ways of financing your education, which include institutional payment plans amd scholarships in addition to Federal programs.

DEFINITION OF AN ACADEMIC YEAR

An academic year is the measure of the academic work to be accomplished by a student each year as defined by a school. In Sessions College credit-bearing programs (Associate Degree and Undergraduate Certificate) the academic year is defined as 24 credits and 30 weeks of instructional time. The number of weeks of instructional time is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations.

STUDENT FINANCIAL ARRANGEMENTS

Students must make financial arrangements with the Financial Aid Office in regards to completion of the FAFSA application, scholarships, tuition payment, or payment plan prior to enrolling. All enrolling students are provided copies of the Sessions College catalog containing all policies on academic progress and attendance, which they are required to read and understand before signing an enrollment agreement confirming their enrollment.

FINANCIAL AID ELIGIBILITY

All students who wish to apply for Federal Financial Aid must complete the Free Application for Federal Student Aid and have a current ISIR to begin the eligibility process.

To be eligible to receive Federal Student Aid, you must:

- Be enrolled as a regular student in an eligible program

- Not be enrolled simultaneously in secondary school
- Have a valid social security number
- Be a U.S. citizen or eligible noncitizen
- Be registered with Selective Service, if required
- Certify on the FAFSA that you are not in default on Federal student loan, do not owe a refund on a Federal grant, and will use Federal student aid only for educational purposes.
- Have not obtained loan amounts that exceed annual or aggregate loan limits
- Meet one of the following academic criteria:
- Have a high school diploma or its recognized equivalent
- Have met the requirements of the State for a home schooled student
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Meet satisfactory academic progress (SAP) in an enrolled program.

ACADEMICS

CREDIT HOUR DEFINITION

Program credit hours are consistent with the Carnegie Unit in which a semester credit hour is based on “one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or trimester hour of credit . . . or the equivalent amount of work over a different amount of time.”

This definition is consistent with the definition of the credit hour under 34 CFR 600.2 issued in the Federal Program Integrity Final Regulations published on October 29, 2010.

ACADEMIC MODEL

In Sessions College degree programs, the assessment of skills, knowledge, and abilities is formal and continuous. The main focus of the program is on helping students attain technical and creative skills in art/design courses. A secondary important focus is on meeting analytical, communicative, and quantitative skill objectives in general education courses.

Throughout the programs, student learning is primarily assessed through the evaluation of practical exercises. Practical exercises account for 80% of the grade in each course. Student participation in scheduled activities, such as discussions and critiques, is also an important factor. Participation accounts for 20% of the grade in each course. (See Attendance Policy)

- Lectures. In each course, students are expected to learn new topics presented in lectures that are scheduled on alternate weeks. Course lectures are graphical Web pages packed with images and illustrations, and supported as needed by video tutorials and reading assignments from an online library.
- Discussions. Following each lecture, students are asked to complete a scheduled discussion designed to develop their creative, critiquing, or research skills in relation to that week's topics. Each student is expected to post their own response to the assignment and comment on the work of two other students. Instructors facilitate discussions and provide a participation grade for each student based on the program's criteria for effective participation.
- Exercises. In the week following each lecture, students are required to complete an exercise that they submit their instructor in an online Dropbox for grading and feedback. Depending on the course, course exercises can range from digital imaging to Web page layouts, drawing, animation, and written essays, and more. Each exercise is designed to test the achievement of course and program objectives and contains specific instructions, performance objectives, and grading criteria. Instructors will provide grades and detailed critiques for each exercise within a week. Students may revise assignments based on instructor feedback and resubmit them for further evaluation.
- Critiques. Critiques are scheduled activities delivered at the midpoint and endpoint of each semester-long course. In a critique, students are expected to present an assignment they have completed in the course so far and present it to the class for feedback. In addition to presenting their own work, students are expected to comment on the posts of two other students.
- Exams. In General Education courses (Associate degree program) a proctored Final Exam requires students to complete a test that combines a written essay and a multiple choice test under timed conditions. These tests are subsequently reviewed and graded by the instructor.

ACADEMIC LOAD

Students in degree programs generally enroll on a full-time basis, earning a minimum of 12 credits in each semester. Students who wish to pursue an accelerated schedule may request permission to take up to 18 credits per semester.

Part-time schedules are available for students with busy work commitments. Part-time programs are completed over a longer time frame. Per-credit tuition is higher for part-time programs and tuition must be paid by semester.

- Three-quarter time (3/4) students take 9 credits a semester and complete in under 3 years.
- Half time (1/2) students take 6 credits a semester and complete in 4 years.

Students wishing to change their status from full-time to part-time or from part-time to full-time will be assessed a status change fee of \$150.

ELECTIVE COURSES

One three-credit elective is available to all degree students. See program specifics for course options available for each major. The elective course may be selected at time of enrollment or no later than the semester prior to the elective course. Students may contact their student advisor to make or change their selection.

ADD/DROP

Add/drop period occurs during the first five days of the semester. During this period, students may add or drop classes, subject to advisor approval, without academic or financial penalty. No new student will be admitted after the add/drop period.

ATTENDANCE POLICY

The program is delivered in 15-week semesters. In each week of the semester, you are expected to complete a scheduled academic assignment in each class – completing an exercise, discussion, or a critique – by the end of the week. The school week runs from Saturday morning to midnight on Friday. Each of these activities will be graded by your instructor; and discussion and exercise grades will be provided within a week.

All students can acess a detailed schedule of assignment due dates in their online courses at the beginning of each semester. Weekly participation in class assignments is essential to maintaining good academic standing. Unless special permission is granted by Student Services, any student who fails to submit scheduled assignments for three consecutive weeks will be considered an unofficial withdrawal and removed from the class. An unofficial withdrawal results in a grade of AF (Administrative Failure) for the class.

GRADING POLICY

In the degree program, grades are based on the faculty evaluation of assignments that include practical exercises, exams, discussions, and critiques. In each course, 80% of a student's overall grade is based on the evaluation of exercises and exams, and 20% on participation in discussions and critiques.

Exercises	80%
Discussions and Critiques	20%

Course exercises are evaluated on 1-100 scale by the end of day Friday following a student assignment deadline. Instructors base their grades on criteria published in each course exercise. Exercises submitted late maybe subject to a grade penalty.

Discussions and critiques are moderated by instructors each week they are scheduled, with grades assigned after weekly deadlines. Discussions and critiques submitted late will not be graded. Course work is assessed using an A - F grading system, where A = Excellent, B = Good, C = Satisfactory, D = Marginal, F = Failing.

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	64 or less

Resubmission policy: Each student assignment can be submitted a maximum of three times. Resubmission of assignments is encouraged, as instructor critique is essential to the learning process for an art and design student.

CALCULATION OF GPA

Grade point average is calculated by the total number of grade points earned divided by the total number of credit hours attempted.

A+	4.0	C+	2.3
A+	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D	1.0
B	3.0	F	0
B-	2.7		

Transferred and incomplete courses do not count towards GPA. When a failed course is repeated and passed, the passed course grade counts toward the GPA.

PROCTORED ASSESSMENTS

In the Associate Degree program, six general education courses contain final exams to be overseen by live proctors. Two exams in the Undergraduate Certificate have the same requirement. Online proctors

are provided by ProctorU (www.proctoru.com/sessions) for a fee of \$22.50 per exam. The Design Business and Portfolio Review classes each have a live event proctored by Sessions College faculty. Complete details regarding scheduling and completion of proctored assessments are provided in the Orientation class and in each class that has a proctored assessment.

SATISFACTORY ACADEMIC PROGRESS

All students in degree programs, full-time or part-time, must meet the college's satisfactory academic progress (SAP) standards. The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

Satisfactory academic progress is determined by cumulative grade point average (GPA) and progress made through the program. Satisfactory academic progress is evaluated at the end of every semester. All students must meet the following requirements for satisfactory academic progress:

- Achieve a GPA of 1.5 or higher in the first semester and a cumulative GPA of 2.0 for all subsequent semesters.
- Complete at least 50% of all credit hours attempted each semester up to the program midpoint.
- Complete at least 67% of all credit hours attempted each semester from program midpoint to graduation.

Satisfactory Academic Progress Requirements

Satisfactory Academic Progress Requirements			
Credit hours attempted	Minimum cumulative GPA	Minimum credit hour completion rate	Maximum time to complete program
0-12	1.5	50%	150% of published program length
12.5-36	2.0	50%	
36.5-72	2.0	67%	

All transfer credits that apply toward a student's current program will be counted as both hours attempted and hours completed. Undergraduate Certificate students must maintain a minimum 2.0 GPA during the first 1-12 credits attempted.

Calculation of GPA. Grade point average in degree courses is calculated by the total number of grade points earned divided by the total number of

credit hours attempted (please see calculation of GPA).

Non-passing grades are figured into satisfactory academic progress in the following ways:

- Withdrawal (W): Not calculated in a student's GPA, but counted towards a student's attempted coursework for the semester. If the course is retaken and passed, only the highest grade will be calculated in the student's cumulative GPA. All attempts will be counted toward a student's cumulative attempted coursework.
- Administrative failure (AF): Calculated in a student's GPA and counted towards a student's attempted coursework for the semester. If the course is retaken and passed, only the highest grade will be calculated in the student's cumulative GPA. All attempts will be counted toward a student's cumulative attempted coursework.
- Failure (F): Calculated in a student's GPA and counted towards a student's attempted coursework for the semester. If the course is retaken and passed, only the highest grade will be calculated in the student's cumulative GPA. All attempts will be counted toward a student's cumulative attempted coursework.
- Repeated (R): If a course is repeated the original course will be marked R when the student passes the repeated course. The original attempt will count towards a student's cumulative attempted coursework but not towards her GPA.

Students may enroll in any incomplete, withdrawn, or failed course the following term. Students who are dismissed from the program may re-apply to Sessions following the standard admissions process and are not guaranteed admission.

If a student receives a passing grade (D grade or better) and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive Title IV aid.

ACADEMIC WARNING

A student who fails to meet the satisfactory academic progress will receive a notice of academic warning. Any student receiving an academic warning is expected to meet satisfactory academic progress requirements at the end of the next semester. A student who does not meet satisfactory academic progress requirements at the end of the semester may face dismissal from the College.

Any student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one semester only. If the student does not meet SAP at the end of the Financial Aid Warning period; he or she will lose Title IV, HEA eligibility; with the right to appeal.

The student will be placed on an Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash-pay basis with an approved institutional payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

ACADEMIC PROBATION

A student who fails to meet the satisfactory academic progress requirements after a semester on academic warning and who successfully appeals may be placed on Academic Probation. A student on academic probation is notified that he/she is expected to meet satisfactory academic progress requirements at the end of the next semester. Any student on Financial Aid Probation may continue to receive assistance under the Title IV, HEA programs for one semester only.

A student who does not meet satisfactory academic progress requirements at the end of the next semester may face dismissal from the College. The student may re-establish satisfactory academic progress by meeting SAP requirements, by meeting a personal learning plan established for the student by the College, or by appeal. See Appeals Process below.

APPEALS PROCESS

Any student may appeal an academic progress decision by submitting a written appeal letter explaining the mitigating circumstances that hindered academic progress. Appeals must be in writing and sent to the attention of the Academic Appeals Committee at appeals@sessions.edu within five (5) business days of receiving the SAP notification.

Mitigating circumstances may include death of a relative, unexpected injury or illness of the student, or other special circumstance for which there is documented proof. The College may request such documentation when reviewing the appeal.

The College will review the appeal within five (5) business days of receipt. If the appeal is successful, the student will be permitted to continue subject to meeting satisfactory academic progress requirements or the requirements of a provided personal learning plan at the next evaluation point.

If the appeal is unsuccessful, the academic probation will stand and the student will be expected to return to satisfactory academic progress at the next evaluation period or face possible dismissal.

REGAINING ELIGIBILITY

A student not meeting SAP requirements may wish to reestablish eligibility on his or her own, either because an appeal was denied or because he or she did not submit an appeal.

A student receiving Federal financial aid who loses financial aid eligibility may continue to attend the program subject to meeting the general satisfactory academic progress policy, but during a period without financial aid, the student will be responsible for all expenses associated with attending the program.

A student can re-establish eligibility by securing a cumulative grade point average of 2.0 by completing incompletes and receiving satisfactory grades. The student will then resume receiving aid for the aid period after re-establishing eligibility.

PROGRAM CHANGES

LEAVE OF ABSENCE

Students are expected to adhere to the published schedule of their program and maintain satisfactory academic progress. If a student needs to take off a semester but wishes to stay enrolled, he or she must submit a leave of absence request.

By filing a leave of absence, a student requests permission to withdraw from classes for a semester and be readmitted in the following semester. A leave of absence for any semester cannot be granted any later than the end of the first week of that semester. A student who withdraws from classes after week one will be subject to the withdrawal and refund policies for that semester.

In order to be granted a leave of absence, a student must:

- 1. Have completed at least one semester of coursework
- 2. Be meeting the school's Satisfactory Academic Progress (SAP) Policy
- 3. Have tuition account paid in full at the time of request.

Leaves of absence requests must be made using a Leave of Absence form and are subject to approval of the Student Services and Bursar offices. The fee for a leave of absence is \$150. Students are expected to return to classes at the beginning of the next semester and may return without a re-enrollment fee.

If a student does not return from a leave of absence, the student will be considered unofficially withdrawn on the date of last attendance before

they leave, or officially withdrawn on the date that the student informs the College that they do not expect to return from their leave.

RETAKE POLICY

Students who have received a grade of Incomplete in a course or who fail a course may retake the course at standard tuition. Upon third attempt of a course, a \$100 retake fee is required in addition to standard tuition.

REENROLLMENT POLICY

Students who have withdrawn from a program may reenroll in the program, provided they are in good academic standing, subject to a \$200 reenrollment fee.

GRADUATION REQUIREMENTS

In order to complete the Associate Degree program, students must:

- Complete a total of 72 credits of course work.
- Complete 18 credits of general education course work.
- Have a cumulative grade point average of 2.0 or above.
- Have resolved all financial obligations to Sessions College for Professional Design.

In order to complete the Undergraduate Certificate program, students must:

- Complete a total of 24 credits of course work.
- Have a cumulative grade point average of 2.0 or above.
- Have resolved all financial obligations to Sessions College for Professional Design.

Any questions about graduation requirements can be directed to your Student Advisor.

WITHDRAWAL AND REFUND POLICY

A student applying to the degree program must pay a non-refundable application fee of \$50. Upon acceptance to the program, a student registering for a program must pay tuition plus a registration fee of \$200.

A student who cancels a degree program within five days of the beginning of orientation is entitled to a full refund of the registration fee and tuition. After five days, if a student cancels this contract, the school may retain the

application and registration fees plus a percentage of tuition based on the number of weeks elapsed in each semester not to exceed the following amounts.

Refundable tuition due to the student in each semester:

After 1 week	80%
2nd week	70%
3rd week	60%
4th week	50%
5th week	40%
6th week	30%
7th week	20%
8th week	10%
9th week	0%

For example, a student canceling after the 2nd week of a semester would be entitled to a refund of 70% of the tuition for that semester. A student withdrawing from a course or program may notify the school of cancellation in any manner, by email, fax, phone, or mail.

Email: bursar@sessions.edu
Mail: Sessions College ATTN: Bursar
Main Campus
51 West Third Street, Suite E-301
Tempe, AZ 85281

Within 30 days after withdrawal or dismissal, Sessions College shall tender to the student any refund that is due. Any questions regarding the refund policy may be directed to bursar@sessions.edu.



ACADEMIC POLICIES

VOCATIONAL PROGRAMS: PROFESSIONAL AND ADVANCED CERTIFICATE

of time that contains 50 to 60 minutes of classwork, lecture, or lab work. In our vocational programs, clock hours are calculated to indicate the minimum hours required to complete a course or program, including time allocated to lectures, assignments, and student/instructor interactions.

PROGRAM ORIENTATION

Certificate program students are required to complete an online Orientation class before they begin their program. Program Orientation begins on the first of each month and runs for two weeks. In Orientation, students are expected to create their student user profile, get familiar with the learning environment, confirm their schedule with their advisor, and participate in at least one Orientation chat event.

COURSE SUBSTITUTION

Sessions College certificate programs include a list of required courses that are approved for the program. Students who have prior educational or work experience may be able to waive some required courses, provided they take an alternate course in the subject at an equivalent or higher level.

Students who wish to substitute a course must submit one of the following items to validate their experience:

- A school or college transcript indicating equivalent course(s) completed.
- A resume indicating specific work experience.
- Links to online work that indicates a specific area of competence.

Any student wishing to substitute a course must work with an advisor to identify a replacement course. Program advisement decisions are at the discretion of Student Services and Education Departments. Questions about course substitution can be addressed during the Program Orientation or by emailing advisor@sessions.edu.

COURSE ADD/DROP

If a certificate program student wishes to add/drop a scheduled course after it has begun, he or she may do subject to advisor approval, provided an alternate course in the subject at an equivalent or higher level is taken. A course may be added or dropped at no additional tuition cost if no exercises have been submitted. If exercises have been submitted or the

ADMISSIONS POLICY

Anyone age 18 or over is eligible to enroll in a Sessions College course regardless of prior educational or work experience as long as he or she has a satisfactory command of the English language and meets the prerequisites for each course. Students who wish to enroll in a certificate program must have earned a high school diploma or equivalent or higher qualification. Any student under 18 years of age will need to provide the signed permission of a parent or guardian. Completion of the Professional Certificate is a prerequisite for entering the Advanced Certificate program.

Sessions College is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, color, religion, sex, creed, age, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

PREREQUISITES

All Sessions College students must own or have access to a computer with an Internet connection. In addition, many courses have software or experience prerequisites. Course prerequisites are listed at the online syllabus page for each course; certificate program prerequisites are listed in school catalog and program guide. Students are responsible for making sure they meet course or program prerequisites before they begin a course. Any questions about software requirements may be directed to your Student Advisor.

CLOCK HOUR DEFINITION

The program length for all vocational certificate programs is measured in clock hours. A clock hour is generally defined as a 60 minute period

replacement course is longer than the original course, the student may be responsible for additional tuition. Any questions about course add/drop should be directed to your Student Advisor.

PROGRAM TRANSFER

Students who wish transfer from one certificate program into another may be able to switch programs, subject to student advisor approval. Students who switch into a new program will need to meet all requirements of the destination program and tuition differences may be assessed if additional courses are required. Students who transfer may also be required to sign a new enrollment agreement.

ACCESSING COURSES

Once Program Orientation is complete, certificate program students receive a PDF program schedule with start dates for all the courses in their Professional Certificate program. The start dates on that schedule represent the dates that courses will open. Three months are allocated to complete each semester in the program.

When a course opens, a link to the course will appear on the student's Sessions homepage. Students are not required to start a vocational course on the day it opens, but in order to complete their programs on time, certificate program students are expected to maintain a pace of completing at least six assignments per month.

Students who complete their courses ahead of their schedule can request access to their next course(s). Students who fall behind schedule have until their program deadline to complete any of their scheduled courses but must complete all courses by the program end date.

PROGRAM EXTENSIONS

The Enrollment Agreement for a Sessions College certificate program provides a guarantee of service for the duration of the student's program.

Professional Certificate program	6 months (26 weeks)
Advanced Certificate program concentration	3 months (13 weeks)

After the expiration of the above time periods, the enrollment agreement is void. Professional Certificate or Advanced Certificate students who reach their program end date and need more time can continue their enrollment for up to 6 additional months at a rate of \$50/month, provided they have completed Level I of the Professional Certificate program. The program is an automatic payment plan. Students simply set up an automatic charge of \$50 per month on their credit card, which will continue until the earliest of their cancellation, program completion, or 6 months. No partial month

refunds are permitted, and extensions must be booked within one month of program end date.

RETURNING STUDENTS

Students who do not complete their programs within the period of their contract and any permitted extensions may reenroll in the Finish Up program. A returning student may be awarded credit towards a new program for courses completed with passing grades. Courses will be evaluated for transfer to the new program to ensure that they are applicable to current program prerequisites and curriculum. Students are required to sign a new enrollment agreement and tuition for re-enrollment is prorated at \$75/lesson for courses/lessons required to complete the new program. .

GRADING POLICY

In Sessions College courses and certificate programs, grades are primarily based on instructor evaluation of submitted student assignments. Student assignments are evaluated on 1-100 scale based on grading criteria published in each course exercise.

To pass each course, students must complete all assignments and any multiple-choice exams and achieve a course average of 65 or higher.

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	64 or less

Each student assignment can be submitted a maximum of three times. Resubmission of assignments is encouraged, as instructor critique is essential to the learning process for an art and design student. When a resubmitted assignment is reevaluated, the final grade is stored in the student records.

ACADEMIC PROGRESS

Certificate program students must attain satisfactory grades in all courses. At the midpoint of a certificate program, a student must have attained a grade average of 70 or higher in each course in order to continue. Students who do not meet this standard may be asked to retake courses or face dismissal. A certificate program student must attain a grade average of 70

or higher in order to graduate.

GRADUATION REQUIREMENTS

In order to graduate a Sessions certificate program, students must:

- Complete all assignments and any graded exams in each course.
- Achieve an overall average grade of 70 or higher.
- Complete all required hours of coursework in the program.
- Complete the program within the allotted timeframe or within the allowed period of extensions.
- Have resolved all financial obligations to Sessions College for Professional Design.

Any questions about graduation requirements can be directed to your Student Advisor.

WITHDRAWAL AND REFUND POLICY

A student applying to a certificate program must pay a registration fee of \$200. A student who cancels a certificate program within five days of enrollment is entitled to a full refund of all fees and tuition. After five days, if a student cancels this contract, the school may retain the registration fee of \$200, plus a percentage of tuition based on the number of weeks elapsed in a semester not to exceed the following. Certificate programs are administered in 13-week semesters until contract expiration.

For each student cohort, the semester begins on the first day of Orientation. For students who elect to start classes before first day of Orientation, the beginning of semester will be defined as the first day that course access is provided.

Refundable tuition due to the student in each semester:

After 1 week	80%
2nd week	70%
3rd week	60%
4th week	50%
5th week	40%
6th week	30%
7th week	20%
8th week	10%
9th week	0%

For example, a student canceling after the 2nd week of a semester would be entitled to a refund of 70% of the tuition for that semester. A student withdrawing from a course or program may notify the school of cancellation

in any manner, by email, fax, phone, or mail:

Email: Bursar@sessions.edu

Fax: 1-800-392-4217

Phone: 1-800-258 4115

Mail: ATTN: Bursar

Sessions College for Professional Design

Main Campus

51 West Third Street, Suite E-301,

Tempe, AZ 85281

Within 30 days after withdrawal or dismissal, Sessions College shall tender to the student any refund that is due. Any questions regarding the refund policy may be directed to bursar@sessions.edu.

The terms of the enrollment agreement from date of enrollment are as follows:

Program Contract	
Professional Certificate program	6 months (26 weeks)
Advanced Certificate program Concentration	3 months (13 weeks)

After the expiration of the above time periods, the enrollment agreement is void. Professional Certificate or Advanced Certificate students who reach their program end date and need more time can continue their enrollment for up to 6 additional months at a rate of \$50/month, provided they have completed Level I of the Professional Certificate program.The program is an automatic payment plan. Students simply set up an automatic charge of \$50 per month on their credit card which will continue until the earliest of their cancellation, program completion, or 6 months. No partial month refunds are permitted, and extensions must be booked within one month of program end date..

MILITARY PROGRAM STUDENTS: ACADEMIC POLICIES

Sessions College is a military-friendly institution approved for a range of military service member education benefits. Eligible programs range from active service member Tuition Assistance (TA), to MyCAA and GI Bill® programs such as:

- The Post-9/11 GI Bill (chapter 33)
- Vocational Rehabilitation and Employment Services (chapter 31)

- The Dependents' Educational Assistance program (chapter 35)
- The Montgomery GI Bill (chapter 30)
- Montgomery GI Bill-Selected Reserve (chapter 1606)

For these programs, eligible students may be entitled to receive benefit payments that cover important costs such as tuition and fees, books and supplies, and a monthly housing allowance (Chapter 33). The exact costs covered vary based on the program and individual student. The following policies meet the institutional guidelines provided by the DoD and the Dept. of Veteran's Affairs.

WHAT DO I NEED TO DO TO MAINTAIN MY EDUCATION BENEFITS?

In order to receive benefit payments, eligible students must be certified as eligible prior to enrollment (depending on the program, requirements may include a 22-1990, 22-1995, and current Certificate of Eligibility.)

Once enrolled, students must meet the following requirements:

- Start their program on time
- Meet attendance requirements
- Earn satisfactory grades
- Maintain satisfactory academic progress towards graduation

Once you are enrolled, you will receive a monthly report of your progress at the beginning of each month. If you fall behind, you will receive an academic warning with an action plan to return to good standing. If you are unable to meet program guidelines by the end of that month, you will be dismissed from the program.

Being dismissed from the program or failing to complete it can have serious financial consequences. Your education benefit funding authority (GoArmy, AI Portal, VA, etc.) will be notified when you are placed on academic warning, and if you are dismissed, you may be liable to repay a portion of any tuition, supplies, or housing allowance paid out for your program.

HOW DO I STAY ON TRACK?

1. PROGRAM START

In order to start receiving funding, you need to start your program. Students must submit at least one assignment during his or her first week of term. Students who are non-starts will be dismissed within 10 days of the start of term.

2. ATTENDANCE

To receive funding throughout your program, you need to attend class.

- Degree programs: Any student who fails to submit scheduled assignments for three consecutive weeks will be dismissed from a class.
- Vocational programs: Any student who fails to submit scheduled assignments for 30 days will be dismissed from the program.

3. ACADEMIC PROGRESS

You also need to maintain satisfactory grades and pace towards graduation.

- Degree programs: Students will be assessed for minimum GPA, rate, and pace towards graduation at the end of each term. (See degree programs SAP Policy.)
- Vocational programs: Students must complete a minimum of four (4) scheduled assignments each month and maintain an overall grade of 70% (C average) in each class.

DISMISSAL AND APPEALS PROCESS

Students who fail to comply with the school's program start, attendance, or satisfactory academic progress policies will receive a notice of academic warning and be provided a timeframe to meet academic requirements. Students who do not meet these requirements will be dismissed from the program, and the benefit funding authority will be notified immediately. Benefit payments will cease and students may be liable to repay any payments made for incomplete classes. Any student may appeal an academic dismissal decision by submitting a written appeal letter explaining the mitigating circumstances that prevented their attendance or academic progress. Appeals must be in writing and sent to the attention of the Academic Appeals Committee at appeals@sessions.edu within two weeks of dismissal.

The submission of Form 22-1999b discontinues VA benefits for your enrolled program. Any student may appeal an academic dismissal decision by submitting a written appeal letter explaining the mitigating circumstances that prevented their attendance or academic progress. Appeals must be in writing and sent to the attention of the Academic Appeals Committee at appeals@sessions.edu within two weeks of dismissal.

VOCATIONAL PROGRAMS

Program Extensions

Vocational program students who reach their program end date and require additional time to complete their program will be offered a program extension not to exceed 6 additional months at a rate of \$50/month, provided they have completed Level I of the Professional Certificate program. Extensions are not covered by TA, MyCAA, or VA funding and must be paid monthly by the student.

Program Withdrawals or Failures

When a vocational program student withdraws from the program or is dismissed for academic reasons, the appropriate agency will be immediately notified. When a student fails to complete their program either during normal time or at the end of the extension period, the appropriate agency will be notified of a failing grade.

For any outcome other than graduation, the student may be liable for repayment of funds received as determined by the appropriate agency, not the College.

INDIVIDUAL NON-CREDIT COURSE ENROLLMENT

ADMISSIONS

Anyone age 18 or over is eligible to enroll in a Sessions College course regardless of prior educational or work experience as long as he or she has a satisfactory command of the English language and meets the prerequisites for each course. Sessions College is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

INDIVIDUAL COURSE EXTENSIONS

The total duration for any individual course contract is 12 weeks. After

the expiration of this time period, the enrollment agreement is void. Students enrolled in individual vocational courses (not enrolled in a program) who reach their enrollment end date and need more time can continue their enrollment for up to 6 additional months at a rate of \$50/month. The program is an automatic payment plan. Students simply set up an automatic charge of \$50 per month on their credit card, which will continue until the earliest of their cancellation, course completion, or 6 months.

WITHDRAWAL AND REFUND POLICY

A student who cancels a course within five days of enrolling is entitled to a full refund of tuition. After five days, where the student cancels after completing at least one lesson assignment but less than 50 percent of course assignments, the school may retain a registration fee of \$50 plus a percentage of tuition which shall not exceed the following:

Up to and including 10 percent of the course	10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).
Between 10 percent and 25 percent of the course	25 percent of the refundable tuition.
Between 25 percent and 50 percent of the course	50 percent of the refundable tuition.
Over 50 percent of the course	100 percent of the refundable tuition.

A student withdrawing from a course or program may notify the school of cancellation in any manner, by mail, fax, phone, or email:

Email: bursar@sessions.edu
Fax: 1-800-392-4217
Phone: 1-800-258-4115
Mail: ATTN: Bursar
Sessions College for Professional Design
Main Campus
51 West Third Street, Suite E-301,
Tempe, AZ 85281

Within 30 days after withdrawal or dismissal, Sessions College shall tender to the student any refund that is due. Any questions regarding the refund policy may be directed to bursar@sessions.edu.



ABOUT SESSIONS COLLEGE

SCHOOL MISSION

Founded in 1997, Sessions College for Professional Design (sessions.edu) offers degree and certificate programs in the visual arts. The mission of Sessions College is to prepare art and design professionals by providing the highest quality of online arts education. The school prepares students for careers in art and design by providing a thorough training in the technical, creative, and critical thinking skills required for professional practice.

Sessions College offers Associate of Occupational Studies (AOS) degree programs and certificate programs in Graphic Design, Web Design, Digital Media, Illustration, Advertising Design, Digital Photography and Fine Arts. Sessions College is committed to delivering excellence in online education, empowering creative minds, offering students quality and value, and innovating in teaching and learning. The school will fulfill its mission and goals by meeting the following objectives:

- Create an online learning environment that fosters community and accessibility while providing contemporary tools and media designed for a variety of learning styles.
- Maintain a faculty of professional artists and designers who provide excellent instruction, critique, and career guidance.
- Build a team of knowledgeable and caring student advisors who motivate students and inspire success.
- Provide an affordable higher education to college age students and adult learners.
- Enable adult learners to accomplish their educational goals on a busy schedule.
- Continuously modernize curricula to reflect current best practices and culture in art and design.
- Provide students with a thorough foundation in art and design theory and a proficiency in industry-standard design technologies
- Promote the understanding and improvement of art and design work through critique.
- Prepare students for art and design careers with portfolio development and career-focused curriculum.
- Instill research and critical thinking skills in a well-rounded liberal arts curriculum (degree programs).
- Advance the field of art and design through the preparation of qualified individuals.

ACCREDITATION AND AWARDS

Sessions College is accredited by the Distance Education Accrediting Commission (DEAC). Sessions College certificate programs are accredited by the Middle States Commission on Secondary Schools. Sessions College is licensed to operate by the Arizona State Board for Private Postsecondary Education. Sessions College is approved by the National Council for State Authorization Reciprocity Agreements as a SARA institution.

Sessions College has received the USDLA award for Best Practices in Distance Learning Programming four times and appeared in the Inc. 5,000 list of fastest-growing private companies in America. In 2014, Sessions College has received recognitions for excellence in design education, online education, and educational value.

ARTICULATION AGREEMENTS

Through an articulation agreement between Sessions College and Excelsior College, graduates of Graphic Design, Web Design, and Digital Media Associate Degree and Undergraduate Certificate programs can transfer credits to Bachelor's programs at Excelsior College, a regionally accredited institution. The Bachelor's of Professional Studies programs at Excelsior College combine Arts and Sciences with Professional components. Students graduating from Associate or Undergraduate Certificate programs in Graphic Design, Web Design, or Digital Media at Sessions College can transfer up to 69 credits to a Bachelor's degree program at Excelsior College.

BOARD OF DIRECTORS

Doris A. Granatowski	Director of Board, Chief Executive Officer
Louis J. Schilt	Executive Vice President
Carole Anne Bailo	Chief Financial Officer
Irwin Kishner	Partner in Herrick, Feinstein, LLC.

Sessions College for Professional Design, Inc. is a C corporation. The company was first incorporated as Sessions New York in 1997. Two shareholders have a 20% or higher interest in the company: Ms. Doris Granatowski and Spencer Trask, a private equity firm.

SCHOOL MANAGEMENT

Chief Executive Officer	Doris A. Granatowski
President	Gordon Drummond
Executive Vice President	Louis J. Schilt
Chief Financial Officer	Carole Anne Bailo
Senior Director of Admissions & Marketing	Kimberly O’Hanlon
Senior Director of Student Services	Tyler Drake
Director of Information Systems	Jason Wollard

ADVISORY BOARD

Sessions College advisory board provides external guidance to the College in support of its mission of preparing design professionals. The advisory board is comprised of working experts in art and design. Advisory board members provide valuable information on the status of the current art and design workplace including employment opportunities, salary information, and required skill sets. The advisory board also meets with College administrators for an annual comprehensive program review. Advisory board workplace assessments and program feedback guide ongoing development of Sessions College programs.

Carol Chu	Art Director, Houghton Mifflin Harcourt
Katherine Sandoz	Freelance Painter, Illustrator, Multi-Disciplinary Artist
Jesus M. Garcia	Senior Graphic Designer, Martz Parsons Agency
Joseph Monahan	Director of Design, Viator
Matty Steinkamp	President, SunDawg Media

FACULTY CONFLICT OF INTEREST

As an educational institution, Sessions College has a firm policy on preventing faculty conflict of interest. A conflict of interest occurs when a faculty member’s outside interests or commitments unduly affect his or her performance as faculty member. Any student or staff member who believes there is a faculty conflict of interest may provide a written summary of the complaint to advisor@sessions.edu. The complaint will be resolved using the same institutional process as our student grievance procedure.

DEPARTMENT HEADS

Academic planning for programs is coordinated by Department Heads working with Sessions College Education Department staff. Department Heads provide the vision for each program, providing guidance on curriculum development and helping to define the standards that students are expected to meet in each program. Course learning outcomes are correlated to professional standards to help students acquire the skills and practices for creating entry-level work. Sessions College Department Heads are as follows:

Graphic Design	Andrew Shalat
Web Design	Piper Nilsson
Digital Media	Gregory Marlow
Illustration/Digital Arts and Fine Arts	Jordon Schranz
Advertising Design/Marketing Design	Kristen Becker
Multimedia Arts	Margaret Penney
Digital Photography	Felicia Kieselhorst

ACCREDITOR INFORMATION

Distance Education Accrediting Commission
1101 17th Street, NW, Suite 808
Washington, D.C. 20036
General inquiries: info@deac.org.

Middle States Commission on Secondary Schools
(certificate programs)

3624 Market St.
Philadelphia, PA 19104-2680.
General inquiries: info@cess-msa.org

STATE LICENSING AUTHORITY INFORMATION

Arizona State Board of Private Postsecondary Education

1740 W. Adams, 3rd Floor,
Phoenix, AZ 85007.
General inquiries: ppse.az.gov/contact-us-form

FACULTY

Sessions College courses are developed and taught by a faculty of industry-leading artists, designers, and writers who share a passion for online teaching. Instructors include published authors, professional photographers, architects, illustrators, design agency directors, and Adobe-certified trainers. All faculty teach on a part-time basis. They bring together decades of professional and educational experience to deliver excellent classes and online instruction.

Kristen Becker	Design, Marketing	DEGREE + VOC	MA in Digital Arts, MICA
Bruce Bicknell	Design, Digital Media	VOC	AS, International Academy of Design
Jeremy Bratt	Design	VOC	MA Central School of Art & Design, London
Fiorella Carretti	Fine Arts	VOC	Master's of Architecture, CUNY.
Lynne Cuda	General Education	DEGREE	Masters of Computing Science, Texas A&M
Bill Drastal	Illustration	DEGREE	BA in Media Arts and Animation, Art Institute of California San Diego
Geoph Essex	Design, Digital Media	VOC	BA, Washington University
Catherine George	Design, Web Design	DEGREE + VOC	BFA, Syracuse University
Jennifer Gutterman	Digital Media	VOC	MFA, Academy of Art University
Michael Hamm	Design	VOC	Graphic Design Diploma, Art Institute of Houston
Felicia Kieselhorst	Photography	DEGREE	MFA, Academy of Art University in San Francisco CA, BA in Visual Arts from Chatham University in Pittsburgh PA.
Len Kornblau	Advertising Design	DEGREE	MBA, University of Miami Coral Gables
Boris Margolin	Design	VOC	BS, Mount Ida College
Greg Marlow	Digital Media	DEGREE + VOC	MS of Science, East Tennessee State University.
Piper Nilsson	Design, Web Design	DEGREE + VOC	AOS in Graphic Design, Pratt Institute
Jennifer Peltz	Design	DEGREE + VOC	MFA, Savannah College of Art and Design
Margaret Penney	Design, Web Design	DEGREE + VOC	MFA, Columbia University
Jose Ramos	Design	VOC	AS, Art Institute of Fort Lauderdale, FL
Jordon Schranz	Fine Arts, Design	DEGREE + VOC	BFA, Maryland Institute College of Art
Andrew Shalat	Design, Digital Media	DEGREE + VOC	MA, Brandeis University
Nathaniel Stein	Digital Media	VOC	BA, University of Massachusetts
Taz Tally	Design, Photography	DEGREE + VOC	PhD, UC Santa Barbara
Matthew Williams	Photography	DEGREE	BFA in Photography, Brooks Institute of Photography
Carolyn Zaikowski	General Education	DEGREE	MFA Creative Writing, Naropa University BA Psychology, University of Massachusetts

CONTACT US

SCHOOL ADDRESS

Originally established in New York, in 1997, Sessions College main is located in Tempe, Arizona:

Main Campus:

Sessions College for Professional Design
51 West Third Street, Suite E-301,
Tempe, AZ 85281
<http://www.sessions.edu/>

TELEPHONE DIRECTORY

General	1-800-258-4115 (from the U.S.) or 480-212-1704
Admissions	480-212-1704, Option 1
Student Services	480-212-1704, Option 2
Financial Aid/ Bursar	480-212-1704, Extension 105

EMAIL DIRECTORY

General Inquiries	admissions@sessions.edu
Admissions	admissions@sessions.edu
Student Services	advisor@sessions.edu
Financial Aid	financialaid@sessions.edu
Bursar	bursar@sessions.edu
Academics	faculty@sessions.edu

HOURS OF OPERATION

While the Sessions learning environment is always open, and online registration is always available, our main campus in Arizona has scheduled opening hours.

Student Advisors (for current students) can be reached 9a.m.-6p.m. Mountain Standard Time. Admissions Advisors (for prospective students) can be reached 7 a.m.-6 p.m. Mountain Standard Time. Sessions College administrative offices are closed on the following days for the calendar year of 2018:

New Year's Day	Monday, January 1
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Thanksgiving	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas	Tuesday, December 25

ACADEMIC CALENDAR

Below is the academic calendar for Associate Degree and Undergraduate Certificate programs in 2017-2018:

WINTER 2017: JANUARY 8-APRIL 22

Early action application deadline	Sunday, October 15
Application deadline	Wednesday, November 15
New student orientation begins	Monday, January 1
End of regular registration period	Friday, January 5
Classes begin	Monday, January 8
Last day of late registration and drop/add period	Friday, January 12
Early Start classes begin	Monday, February 12
Course withdrawal deadline	Friday, March 30
Classes end	Friday, April 20

SUMMER 2018: APRIL 30-AUGUST 12

Early action application deadline	Thursday, February 15
Application deadline	Thursday, March 15
New student orientation begins	Monday, April 23
End of regular registration period	Friday, April 27
Classes begin	Monday, April 30
Last day of late registration and drop/add period	Friday, May 4
Early Start classes begin	Monday, June 18
Course withdrawal deadline	Friday, July 20
Classes end	Friday, August 10

FALL 2018: AUGUST 27-DECEMBER 9

Early action application deadline	Friday, June 15
Application deadline	Sunday, July 15
New student orientation begins	Monday, August 20
End of regular registration period	Friday, August 24
Classes begin	Monday, August 27
Last day of late registration and drop/add period	Friday, August 31
Early Start classes begin	Monday, October 1
Course withdrawal deadline	Friday, November 16
Classes end	Friday, December 7

ABOUT THIS CATALOG

The program catalog provides information on programs as well as rules and regulations, procedures, and academic policies for students at Sessions College for Professional Design. Each student is responsible for reading and understanding the information in this guide. Although every effort is made to ensure the information in this guide is accurate at the date of publication, please be aware that this guide will be updated from time to time. Sessions College reserves the right to update its rules and regulations, procedures, and academic policies as needed. Any policy updates with the exception of the Enrollment Agreement will become effective immediately for all enrolled program students. Updates to this catalog are made available to the Arizona State Private Postsecondary Board of Education with ten days of a major update. This catalog is available to students and prospective students in a written or electronic format. If you have any questions, please contact Admissions at admissions@sessions.edu.