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

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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. 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 certificate within 30 days of their completion. International students should anticipate one additional month due to long-distance mailing. In order to receive a diploma, a student must have resolved all financial obligations to Sessions College. Diplomas 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 longer 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.

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

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 overstata 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 or 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 mass mailing 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.

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: https://www.deac.org/Discover-DEAC/Contact-Us.aspx
- Middle States Commission on Secondary Schools: http://www.msca-cess.org

SARA COMPLAINTS

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions and may be approached for non-instructional complaints. 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 to the state consumer protection agencies listed in this document: http://www.sessions.edu/about-sessions/complaint_process.pdf.
GENERAL INFORMATION

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.
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 knowledgeable Financial Aid staff are available during business hours to discuss ways of financing your education, which include institutional payment plans and 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 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 IRS 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 a 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 major 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)

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 access 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.

**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, 85% of a student’s overall grade is based on the evaluation of exercises and exams, and 20% on participation in discussions and critiques.

Course exercises are evaluated on a 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. Experiences submitted late may be 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.

**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Minimum Credit Hour Completion Rate</th>
<th>Maximum Time to Complete Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.3</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>1.0</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>1.5</td>
<td>150% of published program length</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students who receive an F or W for a course in which they are failing (indicated by an R code on their transcript), or those who are on academic probation, 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**

Grade point average 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 toward 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 toward 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.

**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. Any 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.

Students may enroll in any incomplete, withdrawn, or failed course the following semester. Students who are dismissed from the program may re-enroll in the published program with full-time or part-time status. Students who are dismissed from the program may re-enroll in the published program with full-time or part-time status.
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 paid in full at the time of request.

Refundable tuition due to the student in each semester:

<table>
<thead>
<tr>
<th>Weeks Elapsed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 week</td>
<td>80%</td>
</tr>
<tr>
<td>2nd week</td>
<td>70%</td>
</tr>
<tr>
<td>3rd week</td>
<td>60%</td>
</tr>
<tr>
<td>4th week</td>
<td>50%</td>
</tr>
<tr>
<td>5th week</td>
<td>40%</td>
</tr>
<tr>
<td>6th week</td>
<td>30%</td>
</tr>
<tr>
<td>7th week</td>
<td>20%</td>
</tr>
<tr>
<td>8th week</td>
<td>10%</td>
</tr>
<tr>
<td>9th week</td>
<td>0%</td>
</tr>
</tbody>
</table>

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.

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.

GRADUATION REQUIREMENTS

In order to complete the Associate Degree program, students must:
1. Complete a total of 72 credits of course work.
2. Complete 15 credits of general education course work.
3. Have a cumulative grade point average of 2.0 or above.
4. Have resolved all financial obligations to Sessions College for Professional Design.

In order to complete the Undergraduate Certificate program, students must:
1. Complete a total of 24 credits of course work.
2. Have a cumulative grade point average of 2.0 or above.
3. 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:

<table>
<thead>
<tr>
<th>Weeks Elapsed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 week</td>
<td>80%</td>
</tr>
<tr>
<td>2nd week</td>
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<tr>
<td>9th week</td>
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</tbody>
</table>
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.

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
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 scheduled course can request multiple-choice exams and achieve a course average of 65 or higher.

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

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.

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

Refundable tuition due to the student in each semester:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 week</td>
<td>80%</td>
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</table>

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

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.

Refundable tuition due to the student in each semester:

<table>
<thead>
<tr>
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</tbody>
</table>

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 must complete all courses by the program end date.

Refundable tuition due to the student in each semester:

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

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

- 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 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)
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.

The Montgomery GI Bill (chapter 30)

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

WON'T YOU WANT TO KNOW WHY DISMISSAL HAPPENED?

Once you are enrolled, you will receive a monthly report of your progress at the beginning of each month. If you fail 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, At 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

Students who are non-starts will be dismissed within 10 days of the start of term.

Students who are unable to meet program guidelines by the end of that month, you will be dismissed from the program.

Once enrolled, you will receive a monthly report of your progress. Any student who 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.

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.

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 the 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.
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.
• Continually 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.
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**
- Jordan Schranz

**Advertising Design/Marketing Design**
- Kristen Becker

**Multimedia Arts**
- Margaret Penney

**Digital Photography**
- Felicia Kieselhorst

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.

**Graphic Design**
- Andrew Shalat

**Web Design**
- Piper Nilsson

**Digital Media**
- Gregory Marlow

**Illustration/Digital Arts and Fine Arts**
- Jordan Schranz

**Advertising Design/Marketing Design**
- Kristen Becker

**Multimedia Arts**
- Margaret Penney

**Digital Photography**
- Felicia Kieselhorst

**Design, Marketing**
- DEGREE + VOC
- MA in Digital Arts, MICA

**Design, Digital Media**
- VOC
- AS, International Academy of Design

**Design**
- VOC
- MA Central School of Art & Design, London

**Fine Arts**
- VOC
- Master’s of Architecture, CUNY

**General Education**
- DEGREE
- Masters of Computing Science, Texas A&M

**Illustration**
- DEGREE
- BA in Media Arts and Animation, Art Institute of California San Diego

**Design, Digital Media**
- VOC
- BA, Washington University

**Design, Web Design**
- DEGREE + VOC
- MFA, Academy of Art University

**Digital Media**
- VOC
- Graphic Design Diploma, Art Institute of Houston

**Photography**
- DEGREE
- MFA, Academy of Art University in San Francisco CA, BA in Visual Arts from Chatham University in Pittsburgh PA.

**Advertising Design**
- DEGREE
- MBA, University of Miami Coral Gables

**Design**
- VOC
- BS, Mount Ida College

**Digital Media**
- DEGREE + VOC
- MS of Science, East Tennessee State University

**Design, Web Design**
- DEGREE + VOC
- AOS in Graphic Design, Pratt Institute

**Design**
- DEGREE + VOC
- MFA, Savannah College of Art and Design

**Design, Web Design**
- DEGREE + VOC
- MFA, Columbia University

**Design**
- VOC
- AS, Art Institute of Fort Lauderdale, FL

**Fine Arts, Design**
- DEGREE + VOC
- BFA, Maryland Institute College of Art

**Design, Digital Media**
- DEGREE + VOC
- MA, Brandeis University

**Digital Media**
- VOC
- BA, University of Massachusetts

**Design, Photography**
- DEGREE + VOC
- PhD, UC Santa Barbara

**Photography**
- DEGREE
- BFA in Photography, Brooks Institute of Photography

**General Education**
- DEGREE
- MFA Creative Writing, Nanopa University

**General**
- VO
- BA Psychology, University of Massachusetts
CONTACT US

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/

SCHOOL ADDRESS

SESSIONS COLLEGE FOR PROFESSIONAL DESIGN
2017 - 2018 CATALOG

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 9 a.m.-6 p.m. Mountain Standard Time. Admissions Advisors (for prospective students) can be reached 7 a.m.-4 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

TELEPHONE DIRECTORY

<table>
<thead>
<tr>
<th>General</th>
<th>1-800-258-4115 (from the U.S.) or 480-212-1704</th>
<th>480-212-1704, Option 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td><a href="mailto:admissions@sessions.edu">admissions@sessions.edu</a></td>
<td>sessions.com/admissions</td>
</tr>
<tr>
<td>Student Services</td>
<td><a href="mailto:advisor@sessions.edu">advisor@sessions.edu</a></td>
<td>sessions.com/advisor</td>
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<tr>
<td>Financial Aid/ Bursar</td>
<td><a href="mailto:financialaid@sessions.edu">financialaid@sessions.edu</a></td>
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<td>sessions.com/bursar</td>
</tr>
<tr>
<td>Academics</td>
<td><a href="mailto:faculty@sessions.edu">faculty@sessions.edu</a></td>
<td>sessions.com/faculty</td>
</tr>
</tbody>
</table>

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 |

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, 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

FALL 2018: AUGUST 27-DECEMBER 9
- 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

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 in 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.