Introduction

The Student Degree Program Handbook provides an official guide to the rules and regulations, procedures, and academic policies for students in the Associate of Occupational Studies and Undergraduate Certificate programs 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.

Sincerely,

Ernesto Moncada
Student Services Manager
Sessions College for Professional Design

School Mission

Founded in 1997, Sessions College for Professional Design (known as "Sessions") offers degree and certificate programs in the visual arts.

The mission of Sessions 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.

At the degree level, Sessions offers Associate of Occupational Studies (AOS) degrees and Undergraduate Certificates in Graphic Design, Web Design, and Digital Media. Sessions College also offers non-credit certificate programs in graphic design, Web design, multimedia arts, digital arts, marketing design, game art, and fine arts.

Accreditation and Awards

Sessions College is accredited by the Distance Education and Training Council (DETC). Sessions College certificate programs are accredited by the Middle States Commission on Secondary Schools. Sessions is approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET) and licensed to operate by the Arizona State Board for Private Postsecondary Education with a Conditional Degree-Granting License and a Regular Vocational Program License. Sessions College has three times received the USDLA Best Practices in distance learning programming.
Getting Started

Admissions Requirements
Program Orientation
Student Cohorts
Student Advisors
Course Access
Academic Load
Add/Drop
Pacing Yourself
ADMISSIONS REQUIREMENTS

Degree program students can enter programs in the spring, summer, and fall. Applicants are responsible for ensuring that Sessions College has received all required elements by the application deadline. The following is a detailed list of requirements:

• Complete an online application.
• Provide official transcripts. a. Candidates who have not graduated from college must provide official transcripts from the graduating high school attended (or official GED scores) and transcripts from all colleges/universities attended. b. Candidates who have graduated from college must provide official transcripts from all colleges/universities attended.
• Write a 500-word essay expressing your interest in studying graphic design, Web design, or digital media. Essays will be evaluated for style and content as well as grammar, vocabulary, punctuation, and spelling.
• Submit 5-10 samples of your art and design work or complete a written creative skills assessment provided by your Admissions Advisor on request. Portfolios and written assessments are evaluated for evidence of creativity or passion for design.
• Submit official TOEFL or IELTS scores if English is not your native language. A valid, minimum score of 61 (iBT) or 500 (PBT) on the TOEFL or 6.0 on the IELTS is required.
• Pay an application fee of $50.

All applicants must provide official transcripts by the application deadline. Requesting transcripts is easy. Visit the Web site of your school for a transcript request form or call their registrar’s office to make the request. Ask that an official transcript be sent to Sessions College Main Campus (see page 28 for address).

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 28 for address).

Codes for submitting SAT, ACT, TOEFL, or IELTS scores:
- SAT code: 6356
- ACT code: 5344
- TOEFL code: 6346
- IELTS: No code required

PROGRAM ORIENTATION

Students who have completed registration are enrolled into the Orientation class. Students are provided access to Orientation upon completion of Registration. Orientation must be completed the end of the week preceding the start of term, during which students must do the following:

1. Create a student profile.
2. Complete an advisor interview.
3. Develop a familiarity with the Sessions learning environment.
4. Confirm their program schedule with their student advisor.
5. Participate in the group chat (not mandatory but strongly recommended).

STUDENT ADVISORS

Students in each major (Graphic Design, Web Design, and Digital Media) are each assigned a student advisor to work with them throughout their program.

During Orientation, advisors can be contacted via course mail in the Orientation class. After the beginning of semester, students can contact their advisor via email or by phone from 8:30 a.m.-6:00 p.m. Mountain Standard Time, throughout the business week.

ADMISSIONS REQUIREMENTS

For Associate Degree students, here is a breakdown of academic load:

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

ADD/DROP

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

LEARNING AND ASSESSMENT

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 program, 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.

LEARNING AND ASSESSMENT

If a specific advisor is not available, any other advisor can assist a student. Student advisors can be contacted with any questions regarding program orientation, course access, learning environment usage, academic questions, or transcripts.

Sessions student advisors are qualified designers as well as student services professionals. While it is not their responsibility to grade student work, they can often assist students with any general questions or resolve issues that occur in a course.

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.

COURSE ACCESS

Access to courses is automatically provided in the learning environment at the beginning of each semester. On the Success Tracker page, students can view progress on courses in their program, along with start dates that indicate when access to each course will be provided.

ACADEMIC LOAD

Students in degree programs are expected to 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 timeframe. Per-credit tuition is higher for part-time programs and tuition must be paid by semester.

For Associate Degree students, here is a breakdown of academic load:

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

Each Sessions Associate of Occupational Studies program student is assigned a student advisor to work with them throughout their program. Your designated advisor can be contacted via course mail through the Orientation/student cohort group in the learning environment or reached by phone and email from 8:30 a.m. to 6:00 p.m. Mountain Standard Time, throughout the business week.

If a specific advisor is not available, any other Student Services team member can assist a student. Student advisors can be contacted with any questions regarding program orientation, course access, learning environment issues, academic questions, or transcripts.

Sessions student advisors are qualified designers as well as student services professionals. While it is not their responsibility to grade student work, they can often assist students with any stumbling blocks in early courses.

Contact your Student Advisor by his or her email address or by phone at 1-800-258-4115 (from the U.S.) or 480-212-1704.

SESSIONS FACULTY

The courses in Sessions degree programs are developed and taught by the Sessions Faculty, a team of industry-leading artists, designers, and writers who share a passion for online teaching. The Sessions Faculty includes published authors, professional photographers, architects, illustrators, design agency directors, and Adobe-certified trainers. The Sessions Faculty brings together decades of professional and educational experience to deliver excellent courses and online instruction.

Students can contact their instructors at any time in the Sessions learning environment via course mail throughout the duration of a course. All student-instructor communication takes place within the learning environment; Sessions does not distribute the private email addresses or telephone numbers of students or instructors.

Sessions Faculty members are expected to respond to questions mailed in the learning environment within 1-2 business days. Assignments are expected to be graded by Friday following each assignment due date. This schedule provides the Faculty time to provide thoughtful consideration to student work.

It is strongly recommended that students receive their instructor's feedback and grade on each assignment before moving on to the next.

Sessions is committed to maintaining a courteous, respectful learning environment for its students and instructors. Any student who is experiencing a communication problem with an instructor should first interact with the instructor to resolve the issue. If the issue is not resolved, students may contact their student advisor for assistance. Sessions instructors and advisors are committed to helping students succeed in their education.

FACULTY BIOS

The following are short bios of Faculty members currently teaching courses in the degree program at Sessions College for Professional Design:

**Kristen Becker** is both an educator and a graphic & business designer specializing in e-commerce. She has developed and marketed a niche e-commerce boutique featured in Real Simple, Better Homes & Gardens, and In Style magazines. With over 12 years of experience as an award winning educator, she has developed curriculum and taught courses in graphic design, multimedia, and e-commerce/marketing. Kristen has an Master's degree in Digital Arts From Maryland Institute College of Art.

**Russell Chun** is a multimedia developer, author, and teacher specializing in visualizing science, data, and story ideas for the Web. Russell is an adjunct at the Columbia University Graduate School of Journalism and at City University of New York (CUNY) Graduate School of Journalism. His clients have included Pearson Education, Quality Medical Publishing, the Center for Public Integrity, the New York Times, and the Asia Society. He has authored several books on advanced Flash: the Flash Advanced VisualQuick Pro Guide series, published by Peachpit Press in association with Adobe Press. He also wrote Adobe's official training manual, the Flash Professional Classroom-in-a-Book for CS4 and CS5, and co-authored a rich PDF on multimedia journalism with Jane Ellen Stevens called Storytelling with Flash CS3 Professional. He has written about Flash in magazines such as SBS Digital Design and MacWorld. Russell earned his Masters in Medical and Biological Illustration from the Johns Hopkins University School of Medicine.

**Lynne R. Cuda** is a 30-year IT professional who recently discovered the excitement of teaching. Lynne's career path began with programming in several languages, moved on to systems analysis and design, progressing to project lead and management overseeing company-wide information systems selections, implementations and upgrades at hospitals, universities, and private companies. Lynne received her B.S. in Advertising/Communications from the University of Illinois and her Master's of Computing Science from Texas A&M University.

**Catherine George** is a digital media designer, developer, and instructor, with extensive and diverse experience; she has worked in the industry for more than 10 years in a variety of capacities: graphic and interface designer, web designer, animator and motion designer, illustrator, project manager, programmer. She has designed curriculum for and taught digital media design and technology at high school and college levels, to the general public, and as a private tutor. She is also a fine artist who draws, paints, sculpts, creates jewelry and fiber art. Catherine has a B.F.A. from Syracuse University in New York.

**Haley Larson** is a writer and educator. Some of her writing appears in Drunken Boat, Country Music, Shampoo, La Petite Zine and other spaces. Her film collaboration work has shown in such festivals as Denver Starz Film Festival, Raindance Film Festival in London, and Portland Underground Film Festival. Haley has a B.A. in Psychology from the University of Nebraska-Lincoln and M.F.A. in Creative Writing from Colorado State University.

**Boris Margolin** is a graphic designer with 10 years of experience. Boris has worked as an in-house designer for several major international corporations including CIGNA, MetLife, and Nupro. While living in New Zealand Boris worked at a brand development studio and at Victoria University. His design work has ranged from advertising design, to identity design, brand development, Web design and administration to Flash application development. In his spare time Boris runs his own niche design company catering to unconventional companies and emerging markets. Boris has a B.S. from Mount Ida College in Massachusetts.

**Greg Marlow** is an animator and digital artist who currently works at Firaxis Games. When he isn’t breathing life into pixels and polygons Greg likes to sleep. When he wakes up he often enjoys reading, writing, playing music, listening to music, learning things he didn’t know, and doing things his wife asks him to do. Greg has a certificate from Animation Mentor and a Master’s of Science in Digital Media from East Tennessee State University.

**Piper Nilsson** is a graphic designer and information architect. In her four-year career for a leading Web design agency, she blueprinted sites for such global clients as MetLife, Pepsi, ETS, and Citibank. Her current projects include building an e-learning prototype for children with learning disabilities and teaching technology in New York City public schools. She received a degree in graphic design from Pratt Institute.

**Margaret Penney** is a teacher, designer, writer and media artist. Margaret developed the digital media curriculum at The Masters School, an independent school outside New York City. As
a Web and motion graphic designer, Margaret has worked with Simon & Schuster, TIAA-Cref, Nike, Delias Girls Clothing, MTV, and Sol Lewitt. As a new media artist, she has exhibited at the Institute of Contemporary Arts in London; the Museo Tamayo in Mexico City; and around NYC. She has lectured on new media art at Purchase College, the School of Visual Arts Annual Conference for Educators, and the Pratt Institute. As a writer, she has been published in New York magazine, Rhizome.org, and the Baltimore City paper. Margaret has a B.A. from Johns Hopkins University in Maryland and M.F.A. from Columbia University in New York.

Jordon Schranz is a New York/New Mexico-based visual artist, musician, curator, and educator whose work focuses on the idea of social and political interaction and their underlying cultural structures. Jordon earned his BFA in Painting from the Maryland Institute College of Art. Currently he is working in Las Cruces, New Mexico on an extensive project based on security camera footage and themed around issues of privacy and surveillance. In addition, Jordon is an active member of the New York experimental music scene, regularly curating, performing, recording, and promoting avant-rock, free jazz, noise, and experimental music performances in addition to running Tigerasylum. Jordon is the Director of Fine Arts for the Sessions Online School of Fine Arts and an instructor at the Las Cruces Museum of Art and the Preston Contemporary Art Center. Jordon has a B.F.A. from the Maryland Institute College of Art.

Andrew Shalat is an author, designer/illustrator, educator, and Mac expert. Since 1985 he has been designing and writing articles about Macintosh, Mac software, and publishing technologies that have appeared in Macworld, maccentral.com and macweek.com (for which he was a column writing “Shalat’s Web”). He has been a regular speaker/faculty member at Macworld Expo since 2001 and has written three books: How to Do Everything with Online Video (McGraw-Hill, Osborne), Do It Yourself Mac Projects (McGraw-Hill), and MacDesign Out of the Box (Peachpit). Andrew is a regular contributor to design and Macintosh related sites including Inside Mac Radio, InDesign Magazine, and Creativepro.com. His design work covers a large range of media including book, CD and DVD covers, brochures, catalogs, outdoor signage, print ads, artwork, logos, Flash and Web design, and grocery lists. Over the past two decades, Andrew has taught literature, writing, Web design, and print design. Andrew has an M.A. from Brandeis University in Massachusetts.

Taz Tally is the president of Taz Tally Seminars, a computer publishing consulting and training company, and Taz Tally Photography. Taz is the author of numerous graphics and print production books including Photoshop Before and After Makeovers, Acrobat and PDF Solutions, Avoiding the Output Blues, and Avoiding the Scanning Blues, and he is a contributing author to The Photoshop World Dream Team Book. Taz has produced numerous instructional videos, CDs, DVDs and online training courses on scanning, prepress and printing, Photoshop, color correction, and font management, including an extensive library on Lynda.com. Taz is a frequent presenter at seminars and trade shows throughout the U.S., including the GraphExpo, the annual Chicago Print show, and is a member of the Photoshop Dream Team at the biannual Photoshop World convention. Taz has a Ph.D. in Geology from the University of California Santa Barbara.

Mai Xiong is a Web designer and educator who has worked at Campbell-Ewald Advertising, Daniel Brian & Associates, and One Source Talent. Mai has been a guest lecturer at the University of Wisconsin-Whitewater and developed and/or taught courses in graphic design and Web Design, as well as Adobe Photoshop, Illustrator, Flash and Dreamweaver. Mai currently teaches Web design and animation at the College for Creative Studies Continuing Education program. Mai is also the founder and creative director of 18XEEEM, a cultural magazine and has spoken on the topics of culture, youth empowerment, community-based art and social activism, and Web communication design at numerous organizations, conferences, and events. Her industry recognitions include the Award of Excellence, Award of Merit from AIGA, and the Silver Award for Healthcare Advertising for the launch of Henry Ford West Bloomfield Hospital Web site. Mai holds a Bachelors of Fine Arts in Graphic Design from the College for Creative Studies in Detroit, Michigan.

DEPARTMENT HEADS

Academic planning for certificate programs is coordinated by Department Heads working with Sessions 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 AOS program Department Heads are Andrew Shalat, Head of Graphic Design; Piper Nilsson, Head of Web Design; and Gregory Marlow, Head of Digital Media.

ACADEMIC MANAGEMENT

Gordon Drummond was appointed the President of Sessions College in February 2011. As president, Gordon’s role is provide the leadership for the school executive team to achieve their education, operations, marketing, and student services goals. Key tasks include maintaining and enhancing school accreditation, licensing, and relations with government agencies and other institutions, working to CEO and CFO to manage annual strategic planning and budgeting, representing the school at conferences, seminars, Webinars, and other public events. To help Sessions College meets its mission of preparing design professionals, Gordon will create a positive environment for teaching and learning and a staff culture of planning, execution, and accountability.

Carole Anne Bailo, Chief Financial Officer/Bursar, is responsible for assisting students in all financial matters related to their programs, including Sallie Mae loans, Workforce applications, and all military programs. Carole Anne, a Certified Public Accountant, is a seasoned financial professional who holds undergraduate degrees from Pace University and Queens College, and an MBA in Taxation from St. John’s University.

Kimberly O’Hanlon is Senior Director of Admissions and Marketing Programs. As such, her role is to contribute to the growth and expansion of the program and market reach, as well as ensure the mission, value proposition, and educational model are clearly and consistently
communicated to future students. Prior to joining Sessions College, Kimberly worked as the Graphic Designer and Marketing Coordinator for ICM Document Solutions, where she designed print and Web marketing materials, made consistent updates to the company Web site, and organized philanthropy. She has done creative freelance work for clients across the United States. Kimberly’s interests include graphic design, Web design, traditional drawing, and photography, and she holds an Associate of Applied Science degree in Graphic Design from Glendale Community College.

Mhelanie Silao is Director of Admissions and leads the Admissions team in presenting positive educational opportunities to meet students’ personal and professional academic needs. Her responsibilities involve developing Admissions goals and strategies and managing the enrollments for Associate’s degrees, Undergraduate Certificates, Certificates, and individual courses. Prior to joining Sessions College, Mhelanie has worked for PHOENIX magazine and Phoenix Home & Garden magazine, where she designed print advertisements, marketing collateral, and special publication magazine layouts. She has also done a variety of freelance work that includes t-shirt designs, banners, and more. Her interests include digital photography, graphic design, and several art-related projects. She holds an Associate of Applied Science degree with a double major, Graphic Design and Computer Animation, from Glendale Community College.

SCHOOL MANAGEMENT

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Doris A. Granatowski</td>
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<td>President</td>
<td>Gordon Drummond</td>
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<td>Executive Vice President</td>
<td>Louis J. Schilt</td>
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<td>Chief Operating Officer</td>
<td>Robert Timm</td>
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<td>Chief Financial Officer</td>
<td>Carole Anne Bailo</td>
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<tr>
<td>Creative Director</td>
<td>Patricio Sarzosa</td>
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<tr>
<td>Senior Director of Admissions and Marketing Programs</td>
<td>Kimberly O’Hanlon</td>
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<tr>
<td>Director of Admissions</td>
<td>Mhelanie Silao</td>
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<tr>
<td>Director of Operations</td>
<td>Gavin Keiner</td>
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BOARD OF DIRECTORS

The Sessions Board of Directors comprise Doris A. Granatowski, Chief Executive Officer, Louis J. Schilt, Executive Vice President, Carole Anne Bailo, Chief Financial Officer, Kenneth Miller, distance learning and Internet consultant for People’s Publishing, and Irwin Kishner, a partner in Herrick, Feinstein, LLC.

Only two shareholders have a 20% or higher interest in company: Ms. Doris Granatowski and Spencer Trask, a private equity firm.
Academic Policies

Admissions Policy
Non-Discrimination Policy
Tuition and Fees
Hardware and Software Requirements
Credit Transfer
Academic Load
Add/Drop
Attendance Policy
Grading Policy
Proctored Assessments
Satisfactory Academic Progress
Academic Probation
Leave of Absence
Re-Enrollment Policy
Graduation Requirements
Exhibition of Work
Student MyGallery
Student Records
Diplomas
Privacy Policy
Behavior and Code of Conduct
Student Grievance Procedure
Withdrawal and Refund Policy
ADMISSIONS POLICY

Students can enter programs in the spring, summer, and fall. Applicants are responsible for ensuring that Sessions College has received all required elements by the application deadline.

The following is a detailed list of 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 your interest in studying 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.

NON-DISCRIMINATION POLICY

Sessions 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.

The School is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

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.

CREDIT TRANSFER

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. The following policy applies to the Associate Degree program; there is no credit transfer into the Undergraduate Certificate.

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 degree program.

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 non-credit certificate program graduates may be able to transfer 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.

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.

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.

Following SOC guidelines, the following credit transfer policies apply to U.S. military servicemembers:

- Credit for Nationally Recognized Testing Programs. Credit is awarded for appropriate scores in CLEP exams in English and Psychology and AP exams in English, Psychology, and Art History.
- Credit for Military Training and Experience. Credit is awarded for military training courses in applicable subjects listed in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
- Reduced Academic Residency. Servicemembers are required to complete no more than 30% of program credits at Sessions College. Credits transferred from external institutions are subject to the school's general credit transfer policy detailed above.

CREDIT EVALUATION POLICY

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. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

SESSIONS CERTIFICATE TO ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) BRIDGE PROGRAM

The Sessions College Certificate/AOS bridge program rewards academic achievement among
our non-credit certificate students. Foundation or 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 May 1, 2009. 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.

**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.

**STUDENT 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.

**ACADEMIC LOAD**

Students in degree programs are expected to 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 schedules. Part-time programs are completed over a longer timeframe. Part-time tuition is higher for part-time programs and tuition must be paid by semester. Here is a breakdown of academic load for Associate Degree students:

- Three-quarter (3/4) time 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.

**ADD/DROP**

Add/drop period occurs during the first three days of the semester. During this period, students may add or drop classes, subject to advisor approval, without penalty. No 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; exercise grades will be provided within a week, and overall participation grades will be administered at end of term.

All students are provided a detailed schedule of assignment due dates 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.

**HARDWARE AND SOFTWARE REQUIREMENTS**

All Sessions 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; degree program prerequisites are listed in the 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.

**GRADING POLICY**

In degree programs, 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>64 or less</td>
</tr>
</tbody>
</table>

Resubmission policy: Students who earn a failing grade for a completed assignment (64 or less) will be allowed a single resubmission of the assignment in order to pass. Students who wish to resubmit a revision of a passing assignment may do so at the instructor’s discretion.

**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.
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

<table>
<thead>
<tr>
<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>0-12</td>
<td>1.5</td>
<td>50%</td>
<td>150% of published program length</td>
</tr>
<tr>
<td>12.5-36</td>
<td>2.0</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>36.5-72</td>
<td>2.0</td>
<td>67%</td>
<td></td>
</tr>
</tbody>
</table>

All transfer credits that apply toward a student’s current program will be counted as both hours attempted and hours completed.

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:

- Incomplete (I) or 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, only the new grade will be calculated in the student’s cumulative GPA, but both attempts will be counted towards 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, both the AF and the new grade will be calculated in the student’s cumulative GPA, and both attempts will be counted towards 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, both the F and the new grade will be calculated in the student’s cumulative GPA, and both attempts will be counted towards a student’s cumulative attempted coursework.

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 requirements at the end of each semester. A student who does not meet satisfactory academic progress requirements at the end of the next semester may face dismissal from the College.

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.

**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 business days of receipt. The decision of the Academic Appeals Committee is final.
cannot be granted any later than the end of semester. A leave of absence for any semester and be readmitted in the following semester and he or she must submit a leave of absence request.

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 receive aid for the aid period after re-establishing eligibility.

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 coursework.
- Have a cumulative grade point average of 2.0 or above.
- Have resolved all financial obligations to Sessions College for Professional Design.

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

EXHIBITION OF WORK

Student work posted in the online learning environment may be nominated by instructors for inclusion on the online Sessions Student Gallery. Nominations for the Sessions Student Gallery are evaluated by the Education Department and the gallery is updated once a week. 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 catalogue, handbook, and Web site. Sessions does not own the original work and will not use the work for any other purpose than those outlined above.

STUDENT MYGALLERY

Students can view a record of their artwork at any time at their MyGallery page. The MyGallery page automatically displays a graphical representation and/or links to all final graded work posted in the learning environment. When an assignment is resubmitted and earns a higher grade, the highest graded submission appears in MyGallery in place of the earlier submission. MyGallery links can be sorted by all work or by course and viewed at full size. Please note that MyGallery will only display work posted in the following formats: JPEG, GIF, PNG, Web URL, MOV, and SWF. Links to assignments posted as Web URLs may break if a student decides to remove the assignment from their Web site.

STUDENT RECORDS

Sessions students can view a record of their academic progress at any time at their Success Tracker page. The Success Tracker page displays the student’s entire academic record at Sessions, including courses enrolled, course access dates, course completion dates, assignments graded, overall grade, and current status. The data on a Success Tracker page is updated once a day.

TRANSCRIPTS

Sessions College maintains academic records of students 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.

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.

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.

POLICY ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. FERPA requires that schools provide a written policy protecting student privacy rights. Student privacy rights at Sessions College are as follows:

1. “Student” status applies immediately upon access to the individual’s first course at Sessions College. All students are covered under FERPA while attending Sessions College and upon exiting Sessions College for any reason.
2. Students have the right to request access to their education records, have their education records provided within 45 days of student request, and challenge the contents of their education records. The request for access must be in writing, by email to registrar@sessions.edu, by fax to 866-308-9411, or by mail to Sessions College for Professional Design, Main Campus, 350 S. Mill Avenue, Suite B-104, Tempe, AZ 85281.
3. Amendments or challenges to the education record must be presented in writing to the Registrar, who will review the request and notify the student of the decision.
4. A student’s education records are only released to outside parties (such as spouses, parents, or employers) with written consent of the student, except to the extent that FERPA authorizes disclosure without consent. Students’ education records are disclosed to Sessions College officials with legitimate academic interests.
5. Sessions College collects general directory information about students that may be published publicly. Students may opt out of release of directory information. The complete directory information policy and opt-out form can be obtained from Student Services.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sessions College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

DIRECTORY INFORMATION POLICY

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. However, certain general information, referred to as “directory information,” may be disclosed publicly without prior student consent.

Sessions College’s directory information includes:

- Student name
- Program level
- Major or field of study
- Dates of attendance
- Degrees, certificates, or honors received
- City, state, and country of residence
- Photograph provided by student
- Most recent school attended and/or prior degrees obtained
- Anticipated or actual graduate date

The primary use of such information is in Sessions College publications, such as graduation announcements published on the Campus News blog or graduation ceremonies. The information may also be used to confirm attendance to third parties, such as loan officers or potential employers checking the accuracy of an application.

A student may opt out of the disclosure of directory information by using the Directory Opt-Out Form. However, in doing so, the student will not appear in graduation announcements or other publications and Sessions College administrators will not be permitted to confirm the student’s attendance to third parties. This action may have potentially negative consequences for students, such as when applying for loans or employment.

PARENTAL ACCESS TO CHILDREN’S EDUCATIONAL RECORDS

Records may be released to parents only under the following circumstances:

1. Through the written consent of the student
2. In compliance with a subpoena, or
3. By producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.

INFORMATION RELEASE BY TELEPHONE

No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student’s Title IV aid.

BEHAVIOR AND CODE OF CONDUCT

In the pursuit of their educational goals, Sessions 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 DETC Student Code of Conduct. I will:

1. Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty, and other students.
2. Present my qualifications and background truthfully and accurately for admission to the institution.
3. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.
4. Never turn in work that is not my own, or present another person’s ideas or scholarship as my own.
5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
6. Never misrepresent or overstate my role producing a part or whole of a submitted assignment or other artwork.
7. Never divulge the content of or answers to quizzes or examinations to fellow students.
8. Never improperly use, destroy, forge, or alter my institution’s documents, transcripts, or other records.
9. Never divulge my student login information or password.
10. Always observe the recommended study schedule for my program of studies.
11. 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.

Sessions 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 Sessions learning environment. Individuals who breach this code of behavior may be subject to disciplinary action up to and including dismissal.

1. 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.
2. 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.
3. 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.
4. Email spamming. Students will not engage in any mass emailing of other students for any purpose, whether promotional or informational.
5. 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:

(i) Written or verbal warning.
(ii) Suspension from a course or program.
(iii) Dismissal from Sessions.

**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 treating 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 Chief Academic Officer will review the complaint and provide a written resolution to the student within 15 days.

**Step 4:** A student who wishes to appeal the Chief Academic Officer'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.

If a complaint cannot be resolved using the above student grievance procedure, the student may file a complaint with the Arizona State Board for Private Post Secondary Education. The student must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007, (602) 542 5709, www.azppsre.gov.

**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>Week</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th</td>
<td>50%</td>
</tr>
<tr>
<td>5th</td>
<td>40%</td>
</tr>
<tr>
<td>6th</td>
<td>30%</td>
</tr>
<tr>
<td>7th</td>
<td>20%</td>
</tr>
<tr>
<td>8th</td>
<td>10%</td>
</tr>
<tr>
<td>9th</td>
<td>0%</td>
</tr>
</tbody>
</table>

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
350 S. Mill Avenue, Suite B-104
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.
Contact Info

ADDRESS

Sessions College for Professional Design
Main Campus
350 S. Mill Avenue, Suite B-104
Tempe, AZ 85281

Tel: 480-212-1704
Fax: 480-212-1705

EMAIL

Admissions, Financial Aid, and Enrollment: admissions@sessions.edu

Tuition Payments: bursar@sessions.edu

Faculty and Course Development: faculty@sessions.edu

TELEPHONE

Admissions: 1-800-258-4115 (from the U.S.) or 480-212-1704, option 1

Student Services: 1-800-258-4115 (from the U.S.) or 480-212-1704, option 2

General Inquiries: 1-800-258-4115 (from the U.S.) or 480-212-1704

Academic Calendar

FALL 2013

Saturday, June 15
Early action application deadline
Monday, July 15
Application deadline
Monday, August 26
New student orientation begins
Friday, August 30
End of regular registration period
Tuesday, September 3
Classes begin
Thursday, September 5
Last day of late registration
Friday, November 22
Course withdrawal deadline
Friday, December 13
Classes end

SPRING 2014

Tuesday, October 15
Early action application deadline
Friday, November 15
Application deadline
Monday, December 30
New student orientation begins
Friday, January 3
End of regular registration period
Monday, January 6
Classes begin
Thursday, January 9
Last day of late registration
Friday, March 28
Course withdrawal deadline
Friday, April 18
Classes end

OFFICE HOURS

The main campus in Arizona has scheduled opening hours. Student Advisors (for current students) can be reached 8:30 a.m.-8:00 p.m. Mountain Standard Time. Admissions Advisors (for prospective students) can be reached 7 a.m.-5 p.m. Mountain Standard Time.

Instructors also generally work during standard business hours and are expected to grade assignments during the week following each deadline and respond to student emails within 1-2 business days. Instructors are not required to work on weekends.

Sessions College administrative offices are closed on the following days for the calendar year of 2014:

New Year’s Day
Wednesday, January 1

Memorial Day
Monday, May 26

Independence Day
Friday, July 4

Labor Day
Monday, September 1

Thanksgiving
Thursday-Friday, November 27-28

Christmas
Thursday, December 25