COGSWELL COLLEGE

Catalog Addendum 2016-2018

191 Baypointe Parkway
San Jose, CA 95134
www.cogswell.edu

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

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

Effective 01/01/2017

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

DAA100 2D Design 1 is now ART100 2D Design

DAA105 Color Theory is now ART105 Color Theory

DAA108 Introduction to Photography is now ART108 Introduction to Photography

DAA110 Sketching is now ART110 Sketching

DAA115 Figure Drawing 1 is now ART115 Figure Drawing 1

DAA120 Traditional Painting is now ART120 Traditional Painting

DAA210 Figure Drawing 2 is now ART210 Figure Drawing 2

DAA212 Perspective and Rendering is now ART212 Perspective and Rendering

DAA230 Introduction to Sculpture is now ART230 Introduction to Sculpture

DAA330 Figure Sculpture is now ART330 Figure Sculpture

DAA335 Portrait Sculpture is now ART335 Portrait Sculpture

SWE100 Introduction to Scripting: Python is now CS100 Introduction to Scripting: Python

SWE110 C Programming is now CS100 C Programming

SWE115 Web Programming: HTML5, CSS, and JavaScript is now CS115 Web Programming: HTML5, CSS, and JavaScript

SWE212 Java Programming is now CS212 Java Programming

SWE221 LINUX Programming Environment is now CS221 LINUX Programming Environment

SWE285 C++ Programming: Object Oriented Programming is now CS285 C++ Programming: Object Oriented Programming

SWE295 Data Structures and Algorithms is now CS295 Data Structures and Algorithms

SWE320 Operating Systems Concepts is now CS320 Operating Systems Concepts

SWE340 Software Engineering Methods and Project 1 is now CS340 Software Engineering Methods and Project 1

SWE442 Software Engineering Methods and Project 2 is now CS442 Software Engineering Methods and Project 2

SWE445 Advanced C++ Programming is now CS445 Advanced C++ Programming

Accreditation and Approvals
Page 12

The following section has been updated to add the following statements:

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

Degrees

Page 12

The following section has been updated to identify online programs:

DEGREES

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

Admissions Policies

Page 16-17

The following procedures have been updated to include new information and read as follows:

Application Procedures

4. Proof of secondary school completion in the form of transcripts is an admission requirement for all undergraduate students. Unofficial transcripts may be used to begin application process. The following is acceptable proof: high school transcript, an official report of scores earned on the General Education Development (GED) test, proof of completion in a home schooling program or equivalent. Transcripts must be received no later than 14 calendar days from the start of the semester. Transcripts should be sent to the Registrar's Office:

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

NOTE: A minimum unweighted GPA of 2.7 is recommended.

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

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

7. A minimum of one (1) academic or professional letter of recommendation is recommended.

8. SAT or ACT scores are recommended for all first-time freshman students.

The following section has been moved to:

Item 6 has been moved to Placement Procedures

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

Enrollment Deposit (effective Fall 2017 cohort)

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

The following section has been added after Enrollment Deposit:

Placement Procedures

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

The following section has been updated to include and read as follows:

Rolling Admissions and Deadlines

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

Freshman Admissions

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

Transfer Admissions

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

International Admissions

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

Conditional Admissions

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

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

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

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

The following section has been removed:
Undergraduate Student Admissions Requirements

Course Requirement Substitution
Page 44

The following policy has been revised to read:
Course substitution requires approval of the Program Director and Dean of the College. An Academic Advisor initiates a course substitution request for a student. A student may substitute a maximum of 16 credit hours of coursework. All prerequisites must be met.

Attendance Policy
Page 45-46

The following policy has been revised to read:
Instructional Delivery Methods
On-Campus (Residential)
Residential courses meet on campus in a traditional classroom and/or laboratory environment.

Online
Online courses are offered through an online learning management system (LMS). Students have access to their online courses 24 hours a day; 7 days a week. Online faculty are responsive: the institution's best practice is to respond within 48 business hours, and students receive feedback on submissions in no more than 5 business days as certain project-based assignments and examinations may require in-depth feedback.

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

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

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

The following statement has been added for inclusion under Attendance Appeal Policy and Reinstatement:

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

Graduation Commencement Ceremony

Page 53

The following policy has been revised to read:

Students who have completed the requirements for graduation are invited to participate in the Commencement Ceremony that is held in May each year.

Cogswell College seniors may apply to participate in the commencement ceremony one (1) semester prior to completion of degree requirements if they meet the following criteria:

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

Career Services

Page 55

The following section was updated to include the following:

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

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

Tutoring

Page 55

The following statement has been revised to read:

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

General Education Requirements

Page 76

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

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

Course Descriptions

Page 83

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

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

The following course prerequisites have been updated as follows:

DAT202 Music Theory 3

Current Prerequisite: DAT107 Music Theory 2

New Prerequisite: DAT102 Music Theory 1

DAT207 Music Theory 4

Current Prerequisite: DAT202 Music Theory 3

New Prerequisite: DAT102 Music Theory 1

DAT282 DAT Professional Practices Seminar

Current Prerequisite: DAT107 Music Theory 2

New Prerequisite: DAT115 Desktop Audio Production

DAT404 The Ultimate Electronic Music Production

Current Prerequisite: DAT320 Studio Production 2, Faculty Approval and Junior Status

New Prerequisite: DAT210 Digital Sound Synthesis 1

The following courses have been added:

ART299 Special Topic:

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

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

ART499 Special Topic:

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

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

CS299 Special Topic:

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

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

CS499 Special Topic:

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

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

DAA474 Animated Film Pre-Production

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

Students work on a team to create the previsualization of a short animated film. Focus is on working as effective team while delivering individual specialized skills. The animation pipeline, project management, and communication skills are covered in depth. Students may work on storyboards, concept art, matte paintings, texture paintings or creature design. Training in all of these fields is comprehensive and will prepare student for entry into the job market. May be repeated once for credit. **Prerequisite:** Faculty Approval

DAA477 Animated Film Post-Production

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

Students work on a team to finish the production of a short animated film. Focus is on working as effective team while delivering individual specialized skills. The animation pipeline, project management, and communication skills are covered in depth. Students may work on lighting, shading, composting, rendering and editing. Training in all of these fields is comprehensive and will prepare student for entry into the job market. May be repeated once for credit. **Prerequisite:** Faculty Approval

HUM329 COG 2: Advanced Literary Studies

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

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

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

SL101 Cogswell XL

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

Cogswell XL is designed to assist incoming students with adapting to college life at Cogswell. All incoming students will learn how to navigate the Student Portal and the learning management system. Additionally, first-time freshmen with less than 12 incoming credits will participate in discussions about college academic expectations, time management, organizational skills, communication skills, college social life, registration,

portfolio development, and professionalism. Transfer students with 12 or more credits will be required to take Cogswell XL for the first three weeks of the semester in order to address portfolio development, use of the student portal, and use of the learning management system.

Faculty Profiles

Page 136

The following section has been updated to read as follows:

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

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

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

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

Certificate Student Admissions Requirements

Page 143

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

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

Career Services

Page 149

The following section was updated to include the following:

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

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

Course Descriptions

Page 151

The following courses have been added:

VRAR499 Special Topic:

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

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

VRAR599 Special Topic:

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

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

Effective 09/01/2016

Admission Policies
Page 16

The following ACT Scores have been updated:

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

Academic Policies
Page 45

The Attendance Policy has been updated to include:

On-Campus Attendance Policy (addition)
A student that is absent from an individual course for 25% or more of the scheduled times will be withdrawn from the class by the College. A withdrawal "W" grade will be given if withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade.

Online/Hybrid Attendance Policy (addition)
A student that does not participate in an individual course for 25% or more of the scheduled time will be withdrawn from the class by the College. A withdrawal "W" grade will be given if withdrawal occurs on or prior to the last day to withdraw deadline. A withdrawal after the last day to withdraw will be assigned a withdrawal fail "WF" grade.

Course Description
Page 83

The following course description has been updated to read:

GAM360 Game Animation

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

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

industry. Students will also have opportunities to network with industry professionals. **Prerequisite:** As Appropriate

The following courses have been added:

VIRT299 Special Topic

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

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

VIRT499 Special Topic

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

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