



wadecollege

CATALOG
2022 - 2023

CHANGE OF CATALOG INFORMATION

This catalog is an official bulletin of Wade College and is intended to provide general information. It contains policies, regulations, procedures, and fees in effect at the time of publication. Wade College reserves the right to make changes at any time to reflect current policies of the Board of Trustees, administrative regulations and procedures, federal or state law, academic requirements, and tuition and fee changes. Information provided by this catalog is subject to change without notice and does not constitute a contract between Wade College and a student or an applicant for admission. Students are responsible for observing the regulations contained herein; therefore, they are urged to read this catalog carefully. This catalog does not contain all college rules, regulations, and policies for which a student is responsible. Students should also consult other publications including, but not limited to, the *Student Handbook*, the *Copyright Manual*, the *Intellectual Property Manual*, the *Annual Security Report and Safety Plan*, and the *Tuition and Enrollment Agreement*. This catalog becomes effective July 1, 2022; students are subject to the rules and regulations of the current catalog regardless of their original trimester of enrollment.

NON-DISCRIMINATION POLICY

Wade College has a history of seeking to preserve an atmosphere of openness and tolerance. This college is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. Wade College possesses and values diversity among the individuals who make up its community. Wade College does not tolerate behavior, harassment, discrimination, or prejudice based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age, genetic information, or disability (physical or mental). This is one of Wade College's greatest strengths.

With respect to the admission of students; the availability of student loans, grants, tuition rebates, and job opportunities; the opportunity to participate in student activities sponsored by the college; and the provision of any student services, Wade College shall not discriminate either in favor of or against any person because of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law.

In addition to complying with federal and state equal opportunity laws and regulations, the college, through its diversity policy, declares harassment based on individual differences inconsistent with Wade College's mission and goals. Every member of the Wade College community enjoys certain rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member. Students who have concerns or questions should contact the Office of the President.

ELECTRONIC AND HARD COPIES OF CATALOG

All college publications may be viewed in electronic form on the Internet at <https://www.wadecollege.edu/about/publications>. Electronic copies of the most recent *Wade College Catalog* are available to all students. Students who wish to receive a hard copy of the catalog should contact the Office of the President.

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MESSAGE FROM THE PRESIDENT

Wade College is a small, specialized, private academic institution in Dallas, Texas, that currently offers associate and baccalaureate degrees in fashion design and product development, interior design, merchandise marketing and management, visual communications, and information technology. The college's campus is affiliated with the world's largest wholesale center for design and merchandising, as well as being located within one of the largest technology centers in the world. The opportunities to learn from working professionals and learn within a professional setting abound.

At Wade College, both the classes and the students are creative, with coursework designed to broaden perspectives and launch careers in as little as 16 to 32 months. The continually updated curriculum builds upon a liberal arts and business core to include specialized study in fashion design and product development, interior design, merchandise marketing and management, visual communications, and information technology. Courses are taught by industry professionals who bring to the table a wealth of knowledge from the fields in which they teach. Faculty focus on real-world applications in the classroom and on preparing students with the ability to achieve gainful employment not just upon graduation but while completing the program.

With small, immersive classes, an attentive faculty with professional experience, incredible internship and work-study opportunities, and comprehensive student services, Wade College is committed to the ongoing success of its graduates.

For 60 years, Wade College has been offering unsurpassed service to its students. I strongly feel you will find no other college as committed to providing open access to all its employees, including me, the President. I encourage all students to take advantage of this unique characteristic of the college and I look forward to meeting each one of you.

Best,



Harry Davros
President and CEO

GENERAL INFORMATION

COLLEGE ACCREDITATION

Southern Association of Colleges and Schools Commission on Colleges

Wade College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wade College.

Council of Interior Design Accreditation (CIDA)

The interior design program leading to the Bachelor of Arts in Interior Design is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014.

The CIDA-accredited program prepares students for entry-level interior design practice, for advanced study, and to apply for membership in professional interior design organizations. The Bachelor of Arts in Interior Design granted by Wade College meets the educational requirement for eligibility to sit for the National Council for Interior Design Qualification Examination (NCIDQ Exam). For more information about NCIDQ Exam eligibility visit <https://www.cidq.org/eligibility-requirements>.

Other Approvals and Authorizations

- Wade College holds a Certificate of Authorization from the Texas Higher Education Coordinating Board.
- Wade College is approved by the Texas Veterans Commission for the training of veterans and other eligible persons under the provisions of Title 38, United States Code.
- Wade College is authorized under federal law to enroll non-immigrant alien students and issue INS form I-20.

Documents relating to accreditation, approval, and licensing may be reviewed upon written request to the Office of the President.

Memberships

The college, its administrative officers, and faculty hold numerous professional affiliations. For a list of current affiliations, please contact the Office of the President.

ACADEMIC FOUNDATIONS

Wade College is a small, specialized college that offers associate and baccalaureate degrees in fashion design and product development, interior design, merchandise marketing and management, visual communications, and information technology. The educational programs emphasize the importance of both general education and specialized study. General education in fine art, humanities, social science, behavioral science, mathematics, and natural science helps students prepare for careers in the design, merchandising, and technology fields while also helping them to broaden their perspectives. Complemented by the design, merchandising, and technology programs at the college, courses in general studies help students develop the analytical, written, mathematical, communication, business, and presentation skills necessary to bridge their specialized fields of study with the demands of the larger world of business and industry. Specialized study in fashion design and product development, interior design, merchandise marketing and management, visual communications, and information technology helps students develop the professional skills required to advance in their career fields.

Class sizes at Wade College are small. Individual attention to students is prized. This allows professors to emphasize maximum student participation while promoting an active student/professor relationship. The professional credentials of the faculty and the diversity of the student body promote exposure to and appreciation of different cultural and ethnic backgrounds. In addition, comprehensive student services are offered in the areas of financial services, career planning and services, student workshops, clubs and activities, and academic advising. Student needs are given high priority.

One of the key objectives of the college is to render its graduates with credentials suitable for immediate employment and rapid advancement. To that end, Wade College selects a faculty with the academic credentials and work-related experience to provide quality education. They represent the college's sincere commitment to student success. Moreover, the curriculum is constantly re-examined and revised to ensure students receive current and meaningful instruction, and the location of the college within the Dallas INFOMART and Dallas Market Center offers students the opportunity to witness and become a part of the technology, merchandising, and design industries while they are still in school.

MISSION

Wade College is a privately sponsored college offering associate and baccalaureate degree programs in the areas of design, business, and technology. The college is a teaching institution that emphasizes specialized professional study and the liberal arts.

Wade College exists and operates to provide its diverse student population with the skills and knowledge to be a productive part of American society. It further seeks to provide them with an enriching cultural, moral, economic, and social experience. The college is committed to serving the changing requirements of the design, business, and technology fields and preparing its students for excellence in their career fields by providing knowledgeable faculty, continually updated curriculum, and modern facilities.

The purpose of Wade College is to offer programs of instruction that are designed to allow students to:

1. Develop the competencies necessary for immediate employment and career advancement in their chosen fields.
2. Continue and complete a formal education in graduate colleges and universities, if so desired.
3. Develop intellectual, humanitarian, and leadership skills that will advance their potential for success.
4. Engage in continual self-improvement.

HISTORY

In 2022, Wade College will celebrate its 60th anniversary in higher education. Sue Wade, the college's Executive Director, founded the college in 1962 with the goal of helping individuals who wished to join the merchandising industry immediately. She began with ten students.

The college began by offering courses in professional modeling and fashion merchandising in day and evening classes. In 1965, the college moved from its location in the Turtle Creek area of Dallas to within the Dallas Market Center complex, and in 1971, the professional modeling and evening classes were discontinued in favor of total emphasis on full-time enrollment in merchandising. The college's educational process evolved beyond what was offered by a trade or technical school. In fact, graduates of the associate degree program in merchandising were advancing regularly in their careers and moving up to management positions. Significant changes were then made in the college's educational program, particularly regarding faculty credentials and library holdings. In 1985, Wade College was granted accreditation by the Southern Association of Colleges and Schools Commission on Colleges.

Now the college offers associate and baccalaureate degrees in fashion design and product development, interior design, merchandise marketing and management, visual communications, and information technology. The college provides a solid general education curriculum, designed to introduce major areas of knowledge and to stimulate individual interests in specialized fields. Students benefit enormously from the college's location within the Dallas INFOMART and the Dallas Market Center complex, which offer the ideal professional environments for individuals seeking industry experience and early exposure to the merchandising, design, and technology industries. Professors have diverse backgrounds and professional experience. The college's curriculum, location, and faculty contribute to the college's goal of nurturing and challenging each student's intellectual and professional development.

LOCATION AND FACILITIES

Wade College offers students the opportunity to learn in the heart of the merchandising, design, and technology industries. The college is part of the Dallas Market Center, the world's largest wholesale merchandising and design complex and the Dallas INFOMART, the largest data center in Texas and the world's first and only information processing marketing center. The Dallas Market Center is a 6.9 million square-foot complex consisting of four buildings. The complex consists of the Trade Mart, Market Hall, the International Trade Plaza, and the World Trade Center. Students have access to a complex that hosts over 50 markets a year. The INFOMART is 1.6 million square foot, 18 acre single-building campus hosting dozens of technology companies in its 7-floor complex. The Dallas Decorative Center and Design District are also nearby. The opportunities to learn from working professionals and learn within a professional setting abound.

Because Wade College is affiliated with the Dallas Market Center, INFOMART, and Design District, students at Wade College can network with industry professionals, work daily in showrooms, data centers, or interior design firms, and/or work the more than 50 markets a year, thus gaining priceless industry experience. Many students make connections that allow them to travel to other markets around the country as well as to enter permanent employment once they graduate.

Wade College occupies approximately 16,000 square feet on the fourth floor of the INFOMART building and another 800 square feet on the first floor of the World Trade Center of the Dallas Market Center. Additional areas throughout the complex are also available for college use. These areas are used for student orientations, exhibits, portfolio presentations, large assemblies, presentations by special guest lecturers, and commencement ceremonies.

At Wade College, every student, regardless of specialty, has access to every course and every facility. Classrooms are spacious. Student-to-professor ratio is approximately ten-to-one, and the student-to-computer ratio is about three-to-one. Wade College uses state-of-the-art equipment including multimedia-equipped classrooms, a fashion design studio, an interior design studio, an art studio, and two computer laboratories, including one dedicated to visual communications. Various other equipment and support materials are available for the art and design studio courses.

WADE COLLEGE LIBRARY

In addition to general education resources, the college library provides access to a collection of specialized materials reflecting the college curriculum. The library is open to all faculty, staff, and students. Study space is available, with access to bound volumes as well as periodicals.

The library's collection contains approximately 8,500 bound volumes, 132 periodical subscriptions, and 550 audiovisual items, including films, microfilms, videos, slides, and machine-readable units. The library also has electronic access to numerous indexes, databases, and full-text periodical sources, including an additional 56,000 titles through eBook Central, a digital content provider. The library provides interlibrary loan services and access to the Internet. There are computer workstations for student use, allowing access to the library's DVD and CD-ROM collection, as well as giving students additional locations to complete traditional computer tasks. New materials are constantly being added to the collection, with a special priority given to electronic resources.

The library is staffed to assist students and faculty in obtaining materials they need to complement their classroom learning. Bibliographic instruction is available on a class-by-class basis or individually. Orientation is conducted each trimester, but assistance with the materials and services is available daily. In addition to personalized assistance, the librarians can also direct students to multiple sources of information.

Library Mission Statement

The Wade College Library exists to provide services, materials, and information for the students, alumni faculty, and staff. The services, materials, and information available are chosen to support, reflect, and enhance the college's curriculum. To ensure the completion of this task, the college library maintains facilities which comply with the principles of its regional accreditation association, the *Southern Association of Colleges and Schools Commission on Colleges*. The library facilities are utilized as an intrinsic part of the educational program of the college; thus, funds are budgeted so the library can expand its holdings, including print and electronic volumes, reference books, periodicals, electronic databases, electronic books and/periodicals, audiovisual materials, and course-related computer software support. Information technology, on a scale appropriate to the institution, is employed to assist users in the location of materials and information. It is the ultimate goal of the Wade College Library, as it is of the institution itself, to create life-long learners, and to provide them with the tools to achieve that goal.

ACADEMIC CALENDAR

Spring 2022 Trimester

February 7, 2022	Spring 2022 Orientation and Registration
February 7, 2022	Spring 2022 Trimester begins
February 18, 2022	Add/Drop period ends
April 15-17, 2022	Good Friday/Easter holiday
April 18, 2022	Last day to withdraw with "W"
May 19, 2022	Spring 2022 Trimester ends
May 20, 2022	Graduation/Reception
May 20-June 5, 2022	Inter-term break

Summer 2022 Trimester

June 6, 2022	Summer 2022 Orientation and Registration
June 6, 2022	Summer 2022 Trimester begins
June 17, 2022	Add/Drop period ends
July 1-5, 2022	Independence Day holiday
August 15, 2022	Last day to withdraw with "W"
September 2-5, 2022	Labor Day holiday
September 15, 2022	Summer 2022 Trimester ends
September 16-October 2, 2022	Inter-term break

Fall 2022 Trimester

October 3, 2022	Fall 2022 Orientation and Registration
October 3, 2022	Fall 2022 Trimester begins
October 14, 2022	Add/Drop period ends
November 23-26, 2022	Thanksgiving holiday
December 12, 2022	Last day to withdraw with "W"
December 17, 2022-January 2, 2023	Winter break
January 16, 2023	Martin Luther King, Jr. Day holiday
January 26, 2023	Fall 2022 Trimester ends
January 27-February 5, 2023	Inter-term break

Spring 2023 Trimester

February 6, 2023	Spring 2023 Orientation and Registration
February 6, 2023	Spring 2023 Trimester begins
February 17, 2023	Add/Drop period ends
April 7-9, 2023	Good Friday/Easter holiday
April 17, 2023	Last day to withdraw with "W"
May 18, 2023	Spring 2023 Trimester ends
May 19, 2023	Graduation/Reception
May 19-June 4, 2023	Inter-term break

Summer 2023 Trimester

June 5, 2023	Summer 2023 Orientation and Registration
June 5, 2023	Summer 2023 Trimester begins
June 16, 2023	Add/Drop period ends
July 3-5, 2023	Independence Day holiday
August 14, 2023	Last day to withdraw with "W"
September 1-4, 2023	Labor Day holiday
September 14, 2023	Summer 2023 Trimester ends
September 15-October 1, 2023	Inter-term break

ADMISSIONS

ACADEMIC SCHEDULE

New students may enter at the beginning of any trimester. Trimesters during a calendar year start approximately at the beginning of February, at the beginning of June, and at the beginning of October. One calendar year (12 months) consists of three trimesters and approximately seven weeks of student break. Two trimesters comprise one academic year. Classes may be offered during various times Monday through Thursday from 8:00 a.m. to 10:35 p.m., on Friday from 8:00 a.m. to 1:00 p.m., and on Saturday from 9:00 a.m. to 1:00 p.m. Although Wade College offers classes throughout the day, evening, and weekend, some course times may require a student to attend class other than at times he or she prefers. Student schedules are not created on an individual basis. If a student has a request for an individualized schedule, that student should see the Office of the Vice-President of Academic and Student Affairs for details.

REQUIREMENTS

Wade College offers three degree track programs: (1) associate degrees; (2) post-associate baccalaureate degrees; and (3) direct-entry baccalaureate degrees. Requirements for admission into each degree track program follows.

Associate Degree Programs

Wade College adheres to a policy of open admissions at the associate degree level for high school graduates from an accredited high school; graduates from a nontraditional secondary educational program (home school); students who have either successfully completed at least 60 semester or trimester credit hours or 72 quarter credit hours that did not result in the awarding of an associate degree, but that is acceptable for full credit toward a baccalaureate degree at any institution or were enrolled in a baccalaureate degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours were successfully completed, including credit hours transferred; or those holding either: a Graduate Equivalency Diploma (GED); a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category); or an associate degree from a higher education institution accredited by an organization recognized by either the Council for Higher Education Accreditation or the United States Department of Education.

This policy precludes admitting students based on qualitative selection procedures. The philosophy of admission is that an educationally motivated individual is entitled to the opportunity for improved professional and personal success. The college provides a supportive educational environment so that an individual with a sincere interest will have the opportunity to meet the educational rigors placed upon them and successfully progress through course requirements.

Direct-Entry Baccalaureate Degree Programs

Students eligible for admission into a direct-entry baccalaureate degree program must meet at least one of the following requirements in addition to the associate degree program admissions requirements: the successful completion of a minimum of 30 credit hours at higher education institutions accredited by an organization recognized by either the Council for Higher Education Accreditation or the United States Department of Education with a minimum cumulative grade point average of 2.25; or the successful completion of a standardized testing score (1000 on the SAT or 22 on the ACT); or a confirmed top 20% high school graduation rank; or a cumulative grade point average (CGPA) of 3.5 or above, based on a 4.00 scale or higher, on an official high school transcript.

Post-Associate Baccalaureate Degree Programs

Students seeking a post-associate baccalaureate degree must have earned an associate degree from Wade College in the requisite program and will be required to meet additional admission requirements at the time of application.

All applicants seeking a post-associate baccalaureate degree will be evaluated based on their previous education at Wade College, background, and stated or demonstrated interest in the applicable program. Minimum requirements for acceptance include:

1. Candidate must be a graduate of Wade College, having earned an associate degree in the requisite program.
2. Candidate must have earned a cumulative grade point average (CGPA) of 2.25 or above, based on a 4.0 scale, for coursework completed at Wade College. Candidates earning less than a CGPA of 2.25 may file a written appeal with the Office of the President; submission of supplementary materials to enhance the candidate's admission file may be required to evaluate a candidate's potential for academic success.

A student entering a post-associate baccalaureate degree program in either fashion design and product development or interior design must have earned credit in all prerequisite courses offered in such respective major at the associate degree program level prior to matriculating into either program at the baccalaureate level; students wishing to transfer to these programs at the baccalaureate level must complete all prerequisite courses prior to baccalaureate matriculation.

PROCEDURES

Associate Degree and Direct-Entry Baccalaureate Degree Programs

Prospective students may apply for admission as early as one year in advance of the desired class starting date. Since annual enrollment is limited by facility space, interested students are encouraged to submit their applications as early as possible. A completed *Application for Admission* and/or a *Tuition and Enrollment Agreement* must be completed and signed by the candidate and parent or guardian (if applicable) and delivered with a \$25.00 application fee to the Admissions Department at least two weeks prior to matriculation. All applicants are required to interview with a representative from the Admissions Office prior to the start of classes. It is highly recommended that this interview take place at the college; however, in circumstances where the applicant's home is a great distance from the college, the interview may be conducted by telephone or via the Internet. During the admissions interview, the applicant's educational and career goals are discussed, along with the goals and objectives of the college's educational program. If a beneficial situation exists, the prospective student will be invited to enroll in the college.

Post-Associate Baccalaureate Degree Programs

Accepted students may enter in the fall, spring, or summer trimesters. A completed *Application for Admission* and/or a *Tuition and Enrollment Agreement* must be completed and signed by the candidate and parent or guardian (if applicable) and delivered with a \$25.00 application fee to the Admissions Department at least two weeks prior to matriculation. With their *Application for Admission* and/or a *Tuition and Enrollment Agreement*, candidates are required to submit an official copy of their Wade College transcript, portfolio, and official transcripts from other postsecondary college(s) not previously submitted.

International Students

Wade College is authorized under federal law to enroll international (non-immigrant) students. International students seeking admissions should contact the Vice-President of Enrollment Management at (800) 624-4850.

Veterans

Veterans are admitted on the same basis as all other students.

ACCEPTANCE

Associate Degree and Direct-Entry Baccalaureate Degree Programs

Applicants are expected to register within 30 days of their acceptance. Prior to matriculation, all accepted applicants must, at a minimum, verify high school graduation or General Equivalency Diploma (GED) by submitting a copy of their final high school transcript showing a final grade point average and date of graduation or copy of their GED certificate, whichever is applicable, or by submitting a homeschool transcript that meets the Texas State Graduation Requirements as approved by the State Board of Education (per the Texas Administrative Code, Chapter 74).

If Wade College has reason to believe that an applicant's submitted copy of the final high school transcript and/or copy of the GED certificate is not valid or was not obtained from an entity that provides secondary school education, then Wade College reserves the right to: (1) request documentation from the secondary school that confirms the validity of the student's final high school transcript and/or GED; (2) confirm with or receive documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education; and (3) defer the student's acceptance until validation is complete.

International transcripts must be in English or be accompanied by an official English translation. International transcripts must be translated by a NACES (www.naces.org) certified foreign educational credential evaluation service into a format utilizing the 4.0 grade standard.

Post-Associate Baccalaureate Degree Programs

It is the goal of Wade College to notify all candidates within three (3) working days as to their application status: accepted, rejected, or for the need to supply additional information.

ASSESSMENT

Matriculating students into either an associate degree program or a direct-entry baccalaureate degree program are required to complete ACCUPLACER placement exams, and/or other college-level standardized tests, for purposes of ascertaining whether college preparation courses in the areas of mathematics and/or English composition are necessary in order to be successful in other required coursework. If college preparation courses are necessary, students are required to register for those courses in addition to the regularly scheduled courses required for graduation.

Placement exams must be taken prior to or during new student orientation; the student's schedule is planned accordingly at that time. Additionally, an adjusted schedule of courses required for graduation may be necessary. A student is encouraged to meet with an appropriate Academic Advisor to ascertain the effect college preparation course(s) may have on his or her degree plan and/or normal time for degree completion.

Students may request a waiver from taking the ACCUPLACER exam based on their SAT, ACT, and/or high school English/Math GPA. Please see the Office of the Vice-President of Academic and Student Affairs for more information.

TRANSFER OF CREDIT EVALUATION AND PROCEDURES

Transfer of credit from another institution to Wade College involves consideration of accreditation, comparability of course work, and applicability of that course work to Wade College's curriculum.

The Office of the Vice-President of Academic and Student Affairs reviews each course taken at other colleges or universities to decide whether that course is transferable. The course is evaluated for transfer credit by comparing the nature, content, and level of transfer credit and appropriateness and applicability of the credit earned to the course at Wade College. The holding of a degree from another institution has no effect on the transfer credit accepted by Wade College.

The Office of the Vice-President of Academic and Student Affairs may request additional information to complete transfer credit evaluations. Additional documentation may include, but is not limited to: course syllabi, course outlines, portfolio work, and/or course descriptions. In any instance in which the Office of the Vice-President of Academic and Student Affairs cannot make a direct determination based on the above documentation, appropriate Division Directors are enlisted to make necessary judgments regarding transfer credit.

It is the student's responsibility to review and follow the policies and information below regarding transfer of credit to Wade College. If the student fails to abide by these policies, he/she risks losing the credit when an audit of the degree plan occurs.

Students matriculating into an associate degree program may transfer up to 70% (14 courses or 42 credit hours) of total degree program credit requirements. Students accepted into a post-associate baccalaureate degree program may transfer up to an additional 70% (14 courses or 42 credit hours) of total degree program credit requirements. Students matriculating into a direct-entry baccalaureate degree program may transfer up to 70% (28 courses or 84 credit hours) of total degree program credit requirements.

General Transfer Credit Procedures and Information

For students considering admitting previous college coursework to be considered for transfer credit at Wade College, the following procedures and information apply:

- Students must request a *Transfer Credit Evaluation Request* form from the Office of the Vice-President of Academic and Student Affairs before matriculation at Wade College.
- Students must complete the form and submit it to the Office of the Vice-President of Academic and Student Affairs.
- Students must submit, on or before matriculation at Wade College, official copies of all transcripts which they wish to be evaluated for transfer credit; however, students receiving VA educational benefits do not have the "option" of having prior credit reviewed. All previous education and training must be provided to the college for review, including all credits from postsecondary institutions and military credits. Official copies of transcripts are copies that are mailed directly from another institution to Wade College. Wade College does not accept unofficial copies, faxed copies, or copies delivered or mailed by the student.
- Transfer credit may be awarded for courses taken while enrolled as a student at Wade College (concurrent enrollment) at other higher education institutions accredited by an organization recognized by either the Council for Higher Education Accreditation or the United States Department of Education. A *Transfer Credit Evaluation Request* form must be requested from the Office of the Vice-President of Academic and Student Affairs and completed to obtain approval before enrolling in the concurrent course.
- Any official transcripts from coursework complete during concurrent registration at Wade College and another institution must be received by the Office of the Vice-President of Academic and Student Affairs prior to the final trimester of graduation. The final trimester of coursework for a candidate for graduation must be completed at Wade College.

- Official transcripts should be mailed to:
Office of the Vice-President of Academic and Student Affairs
Wade College
1950 N. Stemmons Freeway, Suite 4080
LB #562
Dallas, Texas 75207
- An unofficial copy may be used for pre-determination of potential applicability of transfer credit. Pre-determination, however, is not a definitive guarantee as to the transferability of credit.
- International transcripts must be in English or be accompanied by an official English translation. International transcripts must be translated by a NACES (www.naces.org) certified foreign educational credential evaluation service into a format utilizing the 4.0 grade standard.
- Transfer credit is only granted for courses in which a grade of “C” or better was earned.
- Only courses taken at higher education institutions accredited by an organization recognized by either the Council for Higher Education Accreditation or the United States Department of Education will be considered for transfer credit.
- Wade College does not accept vocational courses, developmental or remedial courses, English as a Second Language (ESL) courses, College Preparatory courses, or experiential learning courses for transfer credit. Courses taken on a noncredit basis will not be accepted for transfer credit.
- Pass/fail and/or satisfactory/unsatisfactory courses will not be considered for transfer credit.
- Credit is only awarded for courses with an equivalent in the curriculum at Wade College. Content in individual courses must be comparable to the content of the Wade College course. Students may be required to submit additional documentation for a complete determination of transferability. Additional documentation may include, but is not limited to: course syllabi, course outlines, or course descriptions.
- Grades earned at other higher education institutions are not averaged with grades earned at Wade College to determine the student’s Wade College cumulative grade point average.
- The submission of documents in support of application for transfer credit, such as transcripts, syllabi, course outlines, or course descriptions should be original, unaltered documents. If the documents submitted are found to be forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents), Wade College may bar further admissions actions for students who have not yet matriculated, or may suspend or expel students who have matriculated.
- All transfer credit shall receive a notation of “CR” or “T” on the Wade College transcript.
- Students should not repeat transfer courses unless advised by the Office of the Vice-President of Academic and Student Affairs to do so.
- All materials submitted during the process of application for transfer credit become the property of Wade College and will not be returned to the applicant.

Texas Common Course Numbering System

The Texas Common Course Numbering System (TCCNS) was developed to facilitate the transfer of general academic courses between Texas institutions. Common courses are listed on the TCCNS website (www.tccns.org). For further information on how this may affect transfer credit eligibility, contact the Office of the Vice-President of Academic and Student Affairs at Wade College.

Advanced Placement (AP) Credit Eligibility

Over the past two decades, national and international participation in The College Board’s Advanced Placement (AP) Program has steadily grown. Wade College endorses the program and accepts AP grades as credit for comparable courses.

The following procedures and policies apply to the submission of Advanced Placement (AP) courses for consideration as transfer credit:

- Upon registering for the national AP exams, the student should have a copy of his or her scores sent to Wade College.
- If the student has already taken the exams, he or she should contact The College Board to have a copy of his or her scores sent to Wade College.
- Grades of 3, 4, or 5 on the AP exams are eligible for receipt of transfer credit in comparable Wade College courses.
- Wade College will not recognize AP exam results if the exam is taken after a student’s matriculation at Wade College.
- All transfer credit policies outlined in this document are applicable to credits submitted and received through AP exams.

Other Equivalency Exams

Wade College does not recognize other exams (CLEP, locally administered placement tests, etc.) in the evaluation of credits for transfer.

REGISTRATION

All registration and student-requested schedule changes are processed by the Office of the Vice-President of Academic and Student Affairs. Specific information and instructions, as well as dates can be obtained from that office.

Pre-registration for the next trimester usually begins near the close of the current trimester. Appropriate forms are distributed by the Office of the Vice-President of Academic and Student Affairs. Students may call the Office of the Vice-President of Academic and Student Affairs at (214) 637-3530 prior to the start of official registration to receive information regarding their admission status, open sections and course fees, and schedule of classes. Wade College reserves the right to alter or change programs, course titles, course content, or the sequencing of courses at any time for the purpose of enhancing the educational program.

Late Registration

Times and dates for official registration periods are posted approximately four weeks prior to each trimester. Students who do not appear for their scheduled registration may be subjected to an additional fee.

FINANCIAL INFORMATION

AVAILABLE FINANCIAL ASSISTANCE

Wade College offers financial advising and assistance in applying for a variety of private, federal, and state programs. The Financial Services Department is available to assist each student and, if applicable, each parent in the understanding of options available to finance education, which may include grants, loans, veteran benefits, and vocational rehabilitation programs.

Wade College and the federal and state government offer several financial assistance programs to help students meet educational expenses. Students at Wade College are eligible to apply for financial assistance under the following financial assistance programs:

- Federal Pell Grant Program
- William D. Ford Federal Direct Loan Program (Subsidized and Unsubsidized)
- Federal Direct Parent Loan Program for Undergraduate Students (PLUS)
- Federal Direct Consolidation Loans
- Wade College Institutional Loan Program
- Veterans Education Act
- Vocational Rehabilitation Programs
- Wade College Tuition Rebates
- External Scholarships

Federal Pell Grants (Non-repayable funds)

The Federal Pell Grant is a need-based grant available to students pursuing their first undergraduate degree. Student eligibility is based upon a formula calculated by the federal government. For the 2022-2023 award year (July 1, 2022 to June 30, 2023), the maximum Federal Pell Grant award is \$6,895 per academic year for full-time, eligible students. Part-time students who are eligible may receive smaller amounts. Federal Pell Grants do not have to be repaid and, as of July 1, 2012, students can receive a Federal Pell Grant only for the equivalent of 12 full-time trimesters (6 academic years) or 600% of lifetime eligibility used.

The college receives the student's Federal Pell Grant funds directly from the federal government. The respective student's account is then credited within three days of receipt of such funds. The credit is automatic if all financial paperwork is complete, eligibility is maintained, and registration for classes is finished. If a student has a credit balance on his or her account due to receiving a Federal Pell Grant, the student will receive this credit balance within 14 days of the date the college receives the funds from the federal government and/or in accordance with the student's written authorization to hold a federal student aid credit balance.

Notwithstanding when a student's Federal Pell Grant funds are received from the federal government, once a valid ISIR is received by the college and all the required paperwork is accurately completed, submitted, and the student registers for classes, the student may receive his or her class schedule and all required books and supplies.

The William D. Ford Federal Direct Subsidized and Unsubsidized Stafford Loan (Repayable funds)

The direct loan program enables students to borrow funds directly from the U.S. Department of Education to assist with educational expenses.

A Federal Direct Subsidized Loan is awarded based on financial need. If a student qualifies, he or she is eligible to borrow once per academic year. The 2022-2023 award year (July 1, 2022 to June 30, 2023) amounts a student may borrow per academic year are as follows:

Freshman	\$3,500 (\$1,750 per trimester)
Sophomore	\$4,500 (\$2,250 per trimester)
Junior	\$5,500 (\$2,750 per trimester)
Senior	\$5,500 (\$2,750 per trimester)

Repayment on Federal Direct Subsidized Loans begins six months after the student leaves school or drops below half-time status. Generally, while the student is in school and maintains at least half-time enrollment status, the interest is subsidized by the federal government. See the Financial Services Department to obtain a sample loan repayment schedule.

If a student does not qualify for the maximum Federal Direct Subsidized Loan amount shown above, he or she may borrow the difference through the Federal Direct Unsubsidized Loan program.

A Federal Direct Unsubsidized Loan is not awarded on the basis of need. If a student qualifies, he or she is eligible to borrow once per academic year. In addition to the Federal Direct Subsidized Loan amounts, the amounts a student with federal "independent" status or a student with federal "dependent" status whose parents did not qualify for a parent loan (see PLUS below) may borrow per academic year are as follows:

Freshman/Sophomore	\$6,000 (\$3,000 per trimester)
Junior/Senior	\$7,000 (\$3,500 per trimester)

A student with federal "dependent" status whose parents qualified for a parent loan (see PLUS below) may also borrow per academic year the following amounts as Federal Direct Unsubsidized Loans:

Freshman/Sophomore/Junior/Senior	\$2,000 (\$1,000 per trimester)
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Repayment on Federal Direct Unsubsidized Loans begins six months after the student leaves school or drops below half-time status. Interest is charged from the time the loan is disbursed until it is paid in full. The student may choose to pay the interest quarterly while attending classes or allow it to accrue during the in-school and six-month grace. If interest accrues, it is added to the principal of the loan. See the Financial Services Department to obtain a sample loan repayment schedule.

The loan amounts shown above are reduced by the lender's processing fee. Maximum loan amounts may be reduced for loan periods less than an academic year and if the student has previous loans. Please contact the Financial Services Department for details.

There is a lifetime maximum amount of Federal Direct Loan funds that students may borrow. These maximums include funds borrowed at all colleges for all programs. If a student has previously attended another institution and borrowed federal funds, he or she should be aware of his or her cumulative amount borrowed to date, and these federal lifetime loan limits: (1) \$31,000 (up to \$23,000 of which may be subsidized loans) for dependent students; and (2) \$57,500 (up to \$23,000 of which may be subsidized loans) for independent students and for dependent students whose parents did not qualify for Federal Direct PLUS.

For more details, please refer to the federal information located at <https://studentaid.ed.gov/sa/> or <https://studentaid.gov/understand-aid/types/loans#borrowing-limit>.

The William D. Ford Direct Parent Loan for Undergraduate Students (PLUS) (Repayable funds)

The Direct Parent Loan for Undergraduate Students (PLUS) loan program enables credit-worthy parents and stepparents of dependent undergraduate students to borrow funds for educational purposes. A parent may borrow an amount equal to the difference between a student's educational costs and the total amount of other financial assistance a student receives for each academic year.

PLUS loans are collateral free, low interest rate loans with at least a ten-year repayment term and several repayment options. Monthly repayment begins 60 days after the last disbursement for the academic year. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made. The approved loan is disbursed in substantially equal amounts between the number of terms in the loan period. Regulations allow the net proceeds, after the lender's processing fee is deducted, to be applied directly to the student's account no earlier than ten days before the first day of the term.

To apply for a PLUS loan, the parent must complete a *Consent to Obtain Credit Form*; please see the Financial Services Department for details.

The William D. Ford Direct Consolidation Loans

Eligible federal student loans can be combined into one Direct Consolidation Loan. Please see the Financial Services Department for details or go to: <https://studentaid.ed.gov/sa/repay-loans/consolidation> for more information.

William D. Ford Direct Loan Disbursement

Under the Federal Direct Loan Programs, the U.S. Department of Education electronically transmits loan amounts to the college. The loan proceeds are credited to the respective student's account within three days of receipt of such funds. Loan proceeds may be disbursed in accordance with federal regulations, as follows:

- The Financial Services Department is in receipt of a signed and accepted financial aid offer notification (**Wade College Student Financial Plan**).
- The Financial Services Department is in receipt of a Financial Aid Offer from the college's third-party servicer.
- The Direct Loan Service Center has received, accepted, and guaranteed the student and parent signed promissory note(s).

- For parents applying for the PLUS loan, the credit check must be approved by the Direct Loan Service Center and the college must receive notification of the approval.

Once all the applicable regulations have been met, the student's and parent's loan proceeds may be credited to the student's account no earlier than ten days before the first day of the term. First-time borrowers are subject to further federal regulations requiring participation in entrance loan counseling and delayed disbursement. Information can be obtained from the Financial Services Department or visiting <https://studentaid.gov/understand-aid/types/loans/plus>.

General Federal Student Financial Aid Eligibility Requirements

Before any assistance is granted (Federal Pell Grant or Federal Stafford/PLUS Loan), general federal student financial aid eligibility and program requirements must be met. To be eligible for federal student financial aid the student must:

1. Establish eligibility by completing and filing the *Free Application for Federal Student Aid* (FAFSA) or Renewal Application;
2. Not be in default on any Title IV loan (Federal Perkins or Federal Stafford), or owe a refund or repayment on educational funds received at any institution;
3. Be a U.S. citizen or eligible non-citizen of the United States;
4. Be registered with the Selective Service if you are a male at least 18 years old born after December 31, 1969 (most males between the ages of 18 and 25, including permanent residents and other eligible non-citizens, are required to register with Selective Service);
5. Enroll in and maintain at least a half-time class load;
6. Use all funds received through financial aid for educational purposes;
7. Be accepted for admission by the college and enrolled in a degree program;
8. Be making satisfactory academic progress;
9. Not have been convicted of certain drug violations;
10. Have a valid Social Security Number; and
11. Have graduated from high school or an approved home school program or received a GED (General Equivalency Diploma).

Wade College Institutional Loans (Repayable funds)

In addition to the federal direct loan programs offered, Wade College offers **interest-free** institutional loans to cover expenses not paid for by traditional federal or state assistance programs. The student must maximize all other aid options before applying for an institutional loan. Such loans are offered to graduating students who have maintained good financial standing with the college. Prior to graduation, the student completes a promissory note and is granted a payment period of up to ten years. Details of the loan program, as well as a sample loan repayment schedule, are available from the Financial Services Department.

Veterans Administration Educational Benefits (Entitlement Funds)

Former U.S. Armed Services men and women, widows and children of veterans who died while in service or after discharge from a service-connected disability, and wives and children of veterans who have a service-connected disability considered to be total and permanent in nature may apply for benefits from the Federal Department of Veterans Affairs. Information concerning certification for VA benefits are available in the Financial Services Department. More information can be found on the Internet at <http://www.benefits.va.gov/gibill>.

Vocational Rehabilitation Programs

Every state has programs to help people with physical and mental disabilities. Eligibility criteria and amounts vary according to state regulations. For more information, the student should contact the local vocational rehabilitation office, unemployment office, state department of human resources, or the Financial Services Department.

Wade College Tuition Rebates (Non-repayable funds)

Wade College is committed to enrolling a diverse and talented student population. To accomplish this goal, Wade College offers various tuition rebates that are awarded based on merit. Students who wish to be considered for these tuition rebates must provide all required documentation prior to any deadlines established by the Office of Admissions and the Office of Financial Services. Failure of the student to meet any tuition rebate requirement will result in forfeiture of the award.

Wade College tuition rebates can be combined with any other merit-scholarships and/or non-need-based financial assistance if the combined total does not exceed the total cost of a Wade College education.

Sue Wade High School Achievement Tuition Rebate

Through the Office of Financial Services, Wade College administers the *Sue Wade High School Achievement Tuition Rebate* for students entering any of the institution's degree programs for the first time. This rebate is awarded on a trimester basis to any degree-seeking

student who graduated in the top 20% of his or her high school graduating class. Eligibility requires receiving admission to the institution, submitting an official high school transcript or document validating class rank, signing a Wade College Student Financial Plan, and registering for classes.

This rebate is applied for a maximum total of 10 trimesters of enrollment or the completion of a baccalaureate degree program, whichever occurs first, provided the recipient remains continuously enrolled at Wade College and maintains a minimum cumulative Wade College grade point average of 3.00.

Presidential Tuition Rebate

Through the Office of the President, Wade College offers the *Presidential Tuition Rebate* for students entering any of the institution's degree programs for the first time. This rebate is awarded on a trimester basis to any degree-seeking student who submits a Wade College President's Scholarship Application; such application is only available to a student who matriculates in the first fall trimester which follows the student's high school graduation occurring in the same calendar year.

This rebate is applied for a maximum total of 10 trimesters of enrollment or the completion of a baccalaureate degree program, whichever occurs first, provided the recipient remains continuously enrolled at Wade College and maintains a minimum cumulative Wade College grade point average of 3.00.

Wade College Baccalaureate Enrollment Tuition Rebate (effective June 1, 2022)

Wade College believes student persistence through the institution's educational program in consecutive terms yields the most optimal return for a student. The *Wade College Baccalaureate Enrollment Tuition Rebate* is awarded on a trimester basis to any post-associate degree-seeking student, provided that student continues his or her post-associate baccalaureate degree program in the subsequent trimester following successful associate degree program completion. Eligibility requires signing a Wade College Student Financial Plan and registering for classes.

This rebate is applied for a maximum total of 5 trimesters of enrollment or the completion of a post-associate baccalaureate degree program, whichever occurs first, provided the recipient remains continuously enrolled at Wade College and maintains a minimum cumulative Wade College grade point average of 3.00.

Wade College Transfer Student Tuition Rebate (effective June 1, 2022)

The *Wade College Transfer Student Tuition Rebate* is a tuition rebate awarded on a trimester basis to any direct-entry baccalaureate degree program transfer student, provided that the student has earned a minimum of an associate degree from a higher education institution accredited by an organization recognized by either the Council for Higher Education Accreditation or the United States Department of Education. Eligibility requires receiving admission to the institution, submitting an official transcript validating previous degree completion, signing a Wade College Student Financial Plan, and registering for classes.

This rebate is applied for a maximum total of 5 trimesters of enrollment or the completion of a baccalaureate degree program, whichever occurs first, provided the recipient remains continuously enrolled at Wade College and maintains a minimum cumulative Wade College grade point average of 3.00.

For the *Sue Wade High School Achievement Tuition Rebate, Wade College Baccalaureate Enrollment Tuition Rebate, Presidential Tuition Rebate, and Wade College Transfer Student Tuition Rebate*, the maximum per-trimester rebates are as follows: \$1,500.00 for those students registered for a minimum of 15 credit hours; \$1,200.00 for those students registered for a minimum of 12 credit hours; \$900.00 for those students registered for a minimum of 9 credit hours; \$600.00 for those students registered for a minimum of 6 credit hours; and \$300.00 for those students registered for a minimum of 3 credit hours.

Wade College On-Time Completion Tuition Rebate

The *Wade College On-Time Associate Degree Completion Tuition Rebate* is a one-time award of \$2,000.00 granted upon the on-time completion of an associate degree program, provided the student completes the program in 5 or fewer consecutive trimesters of study. The award is not granted if the student takes an official leave of absence or withdraws from a trimester while enrolled in the associate degree program. Eligibility requires signing a Wade College Student Financial Plan and registering for classes.

The *Wade College On-Time Post-Associate Degree Completion Tuition Rebate* is a one-time award of \$2,000.00 granted upon the on-time completion of a post-associate baccalaureate degree program, provided the student completes the program in 5 or fewer consecutive trimesters of study. The award is not granted if the student takes an official leave of absence or withdraws from a trimester while enrolled in the post-associate baccalaureate degree program. Eligibility requires signing a Wade College Student Financial Plan and registering for classes.

The *Wade College On-Time Baccalaureate Degree Completion Tuition Rebate* is a one-time award of \$5,000.00 granted upon the on-time completion of a direct-entry baccalaureate degree program, provided the student completes the program in 10 or fewer consecutive trimesters of study. The award is not granted if the student takes more than one official leave of absence or withdraws from a trimester while enrolled in the direct-entry baccalaureate degree program. Eligibility requires signing a Wade College Student Financial Plan and registering for classes.

For the *Wade College On-Time Completion Tuition Rebate*, *Wade College On-Time Post-Associate Degree Completion Tuition Rebate*, and *Wade College On-Time Baccalaureate Degree Completion Tuition Rebate*, the respective rebate is ONLY applied if the student matriculating into any applicable program has transferred no more than 40% of total degree program credit requirements.

All Wade College tuition rebates are applied to the recipient's account AFTER the end of the trimester in which the rebates are to be applied and after enrollment in classes and any required cumulative Wade College grade point average are confirmed by the Vice-President of Compliance and Finance.

External Scholarships

Students may apply for additional scholarships from third-party sources, as well as additional forms of financial aid if they qualify. For more information, please contact the Financial Services Department. If the student has applied for and received scholarships from external sources, all awards must be reported to the Financial Services Department.

APPLYING FOR FINANCIAL ASSISTANCE

Citizens and eligible non-citizens of the U.S. may apply for financial assistance by first completing their enrollment for a starting date at the college. Students requesting financial assistance are encouraged to apply for admission and enroll for classes as early as possible. The Financial Services Department is available to assist and advise students applying for financial assistance. A student should schedule some time to meet with the Financial Services Department for help applying for financial assistance, completing all necessary forms, and planning for educational costs.

For determination of federal student financial aid eligibility, the *Free Application for Federal Student Aid* (FAFSA) must be filed. The FAFSA is a standard form published and used by the federal government. The FAFSA, a financial aid guide, and applicable college forms are made available to a student in the financial aid packet distributed by the Financial Services Department. Before starting the FAFSA form, the student should visit [Student Aid on the Web](#) for more information.

To complete the FAFSA, the student will need the FAFSA code for Wade College, which is **010130**. We encourage students to apply for federal student financial aid using *FAFSA on the Web* at <https://studentaid.gov/h/apply-for-aid/fafsa>. *FAFSA on the Web* is smarter and easier than ever, providing an intuitive Web experience for each applicant. Live interactive help is accessible as the applicant uses the site; applicants can also get assistance by calling the U.S. Department of Education's toll-free number, 1-800-4-FED-AID (1.800.433.3243) or downloading the [Completing the FAFSA](#) publication.

The applicable FAFSA may also be downloaded by the student and/or parent at <https://studentaid.gov/sites/default/files/2022-23-fafsa.pdf> and mailed to Wade College after completion.

The student and parent, if he or she contributed information to the form, will need to create an FSA ID to electronically sign the FAFSA. Instructions for creating FSA ID are found at <https://studentaid.gov/apply-for-aid/fafsa/filling-out>. Applying an FSA ID may be done while completing the FAFSA form via the Internet, but it may be helpful to apply for an FSA ID prior, so it is available at the time the FAFSA form is completed. If a student and parent, if applicable, need assistance, they should contact the Financial Services Department.

Once the FAFSA is processed with the federal processing agency, the agency sends each applicant a multi-page Student Aid Report (SAR), and the college receives an electronic Institutional Student Information Report (ISIR) if the student indicated Wade College as a college choice on the FAFSA. The student should contact the Financial Services Department make certain that the college received his or her ISIR.

FINANCIAL PLANNING

Wade College is committed to assisting every student plan for his or her entire educational program. The Financial Services Department meets one-on-one with each student to walk him or her step-by-step through the financial planning process. Since the college offers an all-inclusive tuition rate, which includes all necessary books and supplies, and is guaranteed not to change during the student's normal time for degree completion (see "Guaranteed Tuition Rate"), most uncertainties regarding educational costs are eliminated.

Upon completion and receipt of the student's ISIR and other required forms, the Financial Services Department will review and determine his or her financial aid eligibility based on federally required calculations. After grant and scholarship eligibility is determined, student and/or parent loans may be applied for through the Federal Direct Loan program. If a student and/or parent borrow education loans from the federal government, the direct loan servicing center becomes their single source for managing the repayment of their loans. For general information, a student and/or parent should visit the <https://studentaid.ed.gov/sa/>. This site will provide information about loan limits, regardless of whether a dependent student applying for a loan with his or her parents or an independent student applying for a loan without his or her parents.

The William D. Ford Direct Loan program offers the following types of loans: subsidized; unsubsidized; and PLUS. There are separate applications for each. Student borrowers will be required to sign a Federal Direct Loan Master Promissory Note (MPN); parent borrowers must sign a Federal Direct PLUS Loan Master Promissory Note (MPN). These are multiyear promissory notes that allow the student and/or parent to receive multiple loans without having to complete additional promissory notes each year. The student and parent, if applicable, should contact the Financial Services Department to learn more about these loans and for help in applying for federal loans, or visit <https://studentaid.ed.gov/sa/>.

To apply for a Direct Subsidized and/or Unsubsidized Loan, a student must complete the Federal Direct Loan Master Promissory Note (MPN) online via the U.S. Department of Education's Direct Loan website at <https://studentaid.gov/mpn/>.

To apply for a Federal Direct PLUS Loan, the student's parent (only one parent need apply) must complete the Federal Direct PLUS Loan Master Promissory Note (MPN) at <https://studentaid.gov/mpn/>. Eligible parents who qualify may apply for Federal Direct PLUS Loans to help a dependent child attend school. Since Federal Direct PLUS Loans require a credit check, the Financial Services Department assists the student and parent with that process. Based on eligibility and the amount needed to pay for school, the Financial Services Department will recommend an appropriate loan amount.

Before a student applies for a direct education loan, the student should schedule a meeting with the Financial Services Department who can develop a student financial aid plan based on the student's specific set of circumstances.

Wade College Student Financial Plan

The Wade College Student Financial Plan is prepared after loan approvals and required credit determinations are obtained. The Wade College Student Financial Plan is a direct result of a lengthy process that considers the relevant information a student provides on his or her financial assistance applications and forms and reflects the approximate amounts and dates of all estimated financial assistance awards and institutional charges for the student's educational program. An individual Wade College Student Financial Plan is prepared for each registered student prior to the start of classes.

- The student's educational expenses will consist of direct and indirect costs. Direct costs may include tuition and fees. The indirect costs may include food, transportation, personal expenses, and room and board (the Wade College Student Financial Plan does not outline indirect costs). Housing costs may be considered direct or indirect.
- The student's total financial resources available, which may include federal and state assistance, grants, loans, veteran benefits, and scholarships, will be added together.
- The student's total financial resources are then subtracted from his or her total estimated direct costs of the educational program.
- This information will be included in the student's Wade College Student Financial Plan and covered with the student by the Financial Services Department.
- All four pages of this document constitute the entire Wade College Student Financial Plan. Future revisions/updates to the first page of a student's Wade College Student Financial Plan will be sent to the student electronically via email and a copy placed in the student's financial folder found on the secure college network.

The federal student financial aid payments shown on the Wade College Student Financial Plan are usually made in equal installments for each term in each academic year. Once all the required paperwork is accurately completed, submitted, and the student begins classes, the student's federal financial aid is automatically credited to his or her account each term. Federal student financial aid is sent to the college electronically.

Staying Informed

As the student progresses, a Statement of Account is provided to each student when actual financial assistance disbursements are received, and institutional charges become known. The student has the right to cancel the current trimester's loans or the loan disbursements, in whole or in part, by notifying the Office of the President of Wade College in writing within 30 days of the receipt of the Statement of Account.

The college is sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, the staff offers planning services to all students. Any student who has incurred or anticipates a financial problem is encouraged to meet with the Financial Services Department and receive consulting assistance as needed to assure his or her ability to complete the program.

Financial assistance processing and planning takes time; consequently, if a student's federal financial aid applications and forms have been properly submitted, the college will apply anticipated aid receipts to the student's Statement of Account. This allows the student to register for and begin classes on time by deferring costs covered by federal financial aid until the aid is received. To expedite the federal financial aid process, the student should apply online whenever possible. Additionally, the student must reapply each academic year to reestablish his or her eligibility for federal financial aid.

COLLEGE EXPENSES

Guaranteed Tuition Rate

Wade College recognizes that good financial planning is required on the part of parents and students to meet educational expenses over the course of the student's enrollment. In support of this need, Wade College guarantees students that they will not encounter a tuition rate increase in any of the first five trimesters of their associate degree program, in any of the first five trimesters of their post-associate baccalaureate degree program, and in any of the first ten trimesters of their direct-entry baccalaureate degree program. This policy of no tuition rate increases after entry allows students to closely estimate educational costs during the financial planning process.

If a student withdraws and is later readmitted or takes an official leave of absence and returns after the leave of absence expires, the current tuition rate will be assessed for each remaining trimester in attendance; however, a student enrolled in a Direct-Entry Baccalaureate Degree Program is allowed to take up to one official leave of absence without incurring an increase in tuition, if applicable.

Extended Payment Plans for Financial Aid Recipients

To ease the burden of college costs, Wade College offers a variety of individual payment options for expenses not paid for by federal student financial aid, veteran benefits, scholarships, state programs, and/or institutional loans. Extended payment plans on estimated remaining balances allow students and their families to spread some costs over the student's enrollment period, in monthly installments. Detailed information on a monthly payment plan is contained in the Wade College Student Financial Plan developed by the Financial Services Department. While the student is enrolled, the extended payment plans incur no interest charges. Payments are due by the payment deadline; late payments may be subject to penalties. Paying by installment will incur additional fees.

Institutional Charges

Tuition rates are assessed on a per credit-hour basis, except for college preparation courses which are assessed on a flat-rate tuition basis.

All necessary course materials, which may include, but not limited to, textbooks, e-books, course-specific software, consumable classroom supplies, and printing costs necessary to meet minimum course requirements, which include portfolio production, are included at no additional cost to the student. Tuition rates do not include: the costs of the application and graduation fees; costs for fees required for participating in optional extracurricular activities, such as student organizations and activities; or costs for laptops, desktops, sewing machines, drafting tables, furniture and fixtures, and other long-lived tangible assets.

Full-time students take a minimum of 12 credit hours per trimester. Course loads depend on the area of study, trimester, and whether the student has transferred in credit for courses taken previously or concurrently at institutions of higher education.

The following tuition rates are effective July 1, 2022.

Tuition Rates

Per Credit Hour (Associate Degree Programs)	\$	680.00
Per Credit Hour (Post-Associate Baccalaureate Degree Programs)	\$	750.00
Per Credit Hour (Direct-Entry Baccalaureate of Degree Programs)	\$	710.00
College Preparation Course (includes textbooks)	\$	550.00

Fees (Institutional Charges Not Included in Tuition)

Application Fee (Associate Degree and Direct-Entry Baccalaureate Degree Programs)	\$	25.00
Application Fee (Post-Associate Baccalaureate Degree Programs)	\$	25.00

Portfolio Design and Presentation Course (if taken alone)	\$	550.00
Withdrawal Fee (assessed if student withdraws from the college)	\$	125.00

Repeated Courses

Students may retake a course by registering for the course and paying tuition for that course again. Tuition is charged for repeated courses at the applicable tuition rates; students applying for federal student financial aid to pay the educational costs of repeated courses will be subject to additional federal student financial aid regulations. Please contact the Financial Services Department for more information.

Baccalaureate Students on Admission Appeal

Matriculating students who are granted conditional acceptance into a post-associate baccalaureate degree program based upon an Admissions Appeal will be assessed the then current baccalaureate-level per-credit-hour-tuition rate for any associate-level course(s) being repeated to meet the minimum cumulative grade point average admission requirement.

Trimester Payment Plan for Non-Financial Aid Recipients

Full-time students not using federal student financial aid must use the trimester payment plan for the trimester cost of tuition and fees. Full payment of tuition and fee expenses are due by the payment deadline (usually the student's registration date). Please contact the Financial Services Department for the option to pay by installment. Paying by installment will incur additional fees.

Tuition and Fee Costs

Investing in a program of study at Wade College can provide a student with a lifetime of opportunities. The following provides the approximate costs for a student to attend and earn an associate and/or baccalaureate degree at Wade College (with no tuition rebates applied):

Associate Degree Programs

Total Credit Hours		60
Per Credit Hour Tuition Rate	\$	680.00
Tuition (assumes no transfer credit)	\$	40,800.00
Application Fee*	\$	25.00
Total Approximate Educational Costs without College Preparation Courses	\$	<u>40,825.00</u>

Post-Associate Baccalaureate Degree Programs

Total Credit Hours		60
Per Credit Hour Tuition Rate	\$	750.00
Associate Degree Program Educational Costs	\$	40,825.00
Tuition (assumes no transfer credit)	\$	45,000.00
Application Fee*	\$	25.00
Total Approximate Educational Costs	\$	<u>85,850.00</u>

Direct-Entry Baccalaureate Degree Programs

Total Credit Hours		120
Per Credit Hour Tuition Rate	\$	710.00
Tuition (assumes no transfer credit)	\$	85,200.00
Application Fee*	\$	25.00
Total Approximate Educational Costs without College Preparation Courses	\$	<u>85,225.00</u>

* With the exception of tuition rates (see **Guaranteed Tuition Rate** above), all institutional charges are subject to change.

Payments

Payment for tuition and fees may be made by personal check, money order, cashier's check, cash, or credit card (Discover, MasterCard, Visa, and American Express). A three percent convenience fee is assessed on all payments made via credit card.

STUDENT ACCOUNTS

Application Fee and Late Fee

Each applicant accepted for admission into an associate, or a direct-entry baccalaureate degree program pays a one-time application fee. Each applicant for admission into a post-associate baccalaureate degree program pays a one-time application fee. A late fee of \$50 is charged to a student when the student registers for classes after his/her scheduled registration date and time.

Terms of Payment

All fees are payable in accordance with the payment schedule specified in the *Tuition and Enrollment Agreement* or the Student Financial Plan. The student (or parent, if assuming responsibility) is responsible for ensuring that payments are made on time. For each late payment, the student's account may be assessed, up to but not exceeding, \$25.00. The student is urged to make any necessary financial arrangements (including outside sources such as agency sponsorship, private financing, vocational rehabilitation, employee benefits, scholarship programs, etc.) well in advance of the dates on which fees are due. The college will promptly process forms for any outside source of funds when the student provides proper information. The disbursement schedule of these outside sources of payment may not permit the release of funds in order to meet the college's payment due dates.

The college reserves the right to dismiss any student from registered classes for nonpayment of institutional charges by the published due dates. A student who is in arrears to any department of the college may not receive his or her report of grades, academic transcript, or degrees. Collection costs may be added to all accounts assigned to the college's collection service.

Budgeting Assistance

In the event a student overpays the college and is still enrolled when the overpayment occurs, the credit balance of the student's account will be disbursed to the student within 14 days after the credit balance was created; any credit balance from Title IV aid funds that remains after 14 days of the receipt of these funds may be returned to the U.S. Department of Education according to federal regulations, unless the student authorizes the college to ration the credit balance. Rationing will allow the college to apply, within federal student financial aid regulations, any credit balance remaining in a current period to institutional charges for future periods or to balances owed the college for a prior period. This authorization must be in writing and is provided as an option on the Wade College Student Financial Plan.

If the student wishes the college to assist in budgeting the amounts awarded for living expenses after all institutional charges have been paid, the student must request in writing for the college to do so. However, the college does not require a student to sign a budgeting agreement. The student is given the opportunity to accept or decline budgeting assistance and is provided as an option on the Wade College Student Financial Plan.

In the event a student overpays the college and is no longer enrolled, the overpayment may be returned in accordance with the college's refund and repayment policies to the lender within 45 days of the date that the college determined that the student was no longer enrolled.

Release of Records

Copies of official transcripts are provided to students for a fee of \$5.00 per copy. If a student wishes to request a transcript online via the Wade College website or the Wade College mobile app and/or pay via credit/debit card, an additional convenience fee may be added. Official transcripts are not issued to any current or former student who has an unpaid account or owes on a defaulted federal student loan received from any college or university.

Non-Sufficient Funds Fee

For all checks returned due to non-sufficient funds, a fee of \$25.00 will be charged to the student's account. Students who fail to redeem checks within five days of notification by the college may be subject to dismissal from the college and legal action. Check writing privileges may be revoked after two checks have been returned.

REFUND AND REPAYMENT POLICIES

A student who withdraws or is administratively withdrawn from Wade College within certain time periods of a trimester may be eligible to receive a refund for a portion of the institutional charges that were paid to Wade College for the trimester. However, if the student received federal student financial aid (federal grants or loans), all or a portion of the refund will be returned to the federal student financial aid programs as follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Other Title IV Aid
6. Other Aid and/or Scholarships

The college reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.

Wade College Refund Policy

In the event of enrollment cancellation, withdrawal by the student, or termination by the college, the following policies apply:

1. If a student decides not to enroll for his or her matriculation trimester, all monies paid (less application fee) will be refunded when requested in writing by the student.
2. Prepaid tuition and fees (less application fee) for any period beyond the student's current trimester will be refunded in full.
3. In the event of withdrawal by the student or termination by the college during any trimester of study, the application fee and graduation fee are nonrefundable and nontransferable.
4. A student who officially withdraws from the college during the first four weeks of the trimester is eligible for a refund of tuition according to the following schedule:

<u>Time Period</u>	<u>Amount Refunded</u>
Prior to the first day of classes	100%
First week of classes	70%
Second week of classes	60%
Third week of classes	50%
Fourth week of classes	40%
After the fourth week of classes	None

Federal "Return of Title IV Aid" Policy

This policy applies to students who withdraw (officially, unofficially, or fail to return from a Leave of Absence) or are dismissed from enrollment at Wade College. It is separate and distinct from the *Wade College Refund Policy* contained in this catalog. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy is determined according to the following definitions and procedures, as prescribed by regulation:

Though the student's Title IV aid may be posted to his or her account at the start of each period, the student earns the funds as he or she completes the period. If the student withdraws during his or her payment period (the college can define the payment period for the student), the amount of Title IV aid that the student has earned up to that point is determined by a specific formula. If the student received (or the college or the student's parent received on the student's behalf) less assistance than the amount that he or she earned, the student may be able to receive those additional funds. If the student received more assistance than he or she earned, the excess funds must be returned by the college and/or the student.

Wade College has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

A college is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance.

Withdrawal before 60%

The amount of assistance that the student has earned is determined on a pro rata basis. Wade College must perform an R2T4 within 30 days from the date the institution determines that the student withdrew to determine the amount of earned aid up through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. **After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.** The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Wade College must still determine whether the student is eligible for a post-withdrawal disbursement.

Example of Calculation:

1. Determine the percentage of Title IV aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of **five** days or more AND days the student was on an approved LOA).

18 (completed days)/118 (total days) = 15.3% (% of completed calendar days)

2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed **plus** the Title IV aid that could have been disbursed for the payment period.

$$15.3\% \times \$2,805.00 = \$429.17 \text{ (amount of aid earned by student)}$$

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a post-withdrawal disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Withdrawals – Official vs. Unofficial

A student who withdraws is one who either officially goes through a withdrawal from Wade College, unofficially withdraws (is administratively withdrawn), is suspended, or officially withdraws and submits it in writing to the Office of the President.

A student's withdrawal date is determined by using one of the following:

- **the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or**
- **the midpoint of the period for a student who leaves without notifying the institution; or**
- **the student's last date of attendance at a documented academic-related activity.**

A student may rescind his or her official notification to withdraw by filing a written statement with the Office of the President that he or she is continuing to participate in academically-related activities and intends to complete the term (payment period) for which payment of Title IV funds were or would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal unless there is acceptable documentation showing a later date of attendance at an academically-related activity and the college chooses to use such date.

Failure to Return from an Official Leave of Absence (LOA)

If a student does not return on his or her scheduled date from a documented Leave of Absence, Wade College will withdraw the student within **ten** days after they were scheduled to return. Their withdrawal date will be the day the Leave of Absence began.

Earned Title IV Aid

Title IV Aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the trimester. Title IV Aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Services Department.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Other Title IV Aid
6. Other Aid and/or Scholarships

Wade College's responsibilities in regard to the return of Title IV funds follow:

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students; and
- returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation;
- notifying of a withdrawal via written form;

- notifying of an intent to rescind a withdrawal notice via written form; and
- notifying the Office of the President of a notification of withdrawal or rescission of intent to withdraw.

If you would like examples of the worksheets for this Return of Title IV Funds policy, contact the Financial Services Department at (214) 637-3530.

Post Withdrawal

If the student does not receive all of the funds that he or she has earned, the student may be due a post-withdrawal disbursement. Wade College has 30 days from the date the institution determines that the student withdrew to notify the student (or the student's parent for a parent PLUS Loan) of his or her eligibility for a post-withdrawal disbursement of a Title IV aid.

The college must advise the student or parent that he or she has 14 calendar days from the date the college sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student (or the student's parent for a parent PLUS Loan) declines the funds, the college will return any earned funds that the college is holding to the Title IV programs within 45 days from the date the institution determines that the student withdrew.

If the post-withdrawal disbursement includes Title IV grant funds, the college has up to 45 days from the date the institution determines that the student withdrew to make the post-withdrawal disbursement directly to the student or up to 180 days from the date the institution determines that the student withdrew to credit the post-withdrawal disbursement to the student's account for outstanding charges.

If the post-withdrawal disbursement includes Title IV loan funds, the college must get the student's permission before it can disburse the funds. The student may choose to decline some or all of the loan funds so that he or she does not incur additional debt. The college may automatically use all or a portion of the student's post-withdrawal disbursement (including loan funds, if he or she accepts them, for tuition and fees). For all other institutional charges, the institution needs the student's permission to use the post-withdrawal disbursement. If student does not give his or her permission, he or she will be offered the funds. However, it may be in student's best interest to allow the college to keep the funds to reduce his or her debt at the college. The college has up to 180 days from the date the institution determines that the student withdrew to make the post-withdrawal disbursement.

There are some Title IV funds that the student was scheduled to receive that may not be disbursed to him or her once he or she withdraws because of other eligibility requirements.

If the student receives (or the college or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, the college must return a portion of the excess equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. the entire amount of excess funds.

The college must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the institution is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the student's parent for a parent PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. Wade College has 30 days from the date the institution determines that the student withdrew to notify the student of a grant overpayment. The college is required to notify the student if he or she owes a repayment via written notice. The maximum amount of a grant overpayment that the student must repay is half of the grant funds he or she received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the college or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from the Wade College Refund Policy. Therefore, the student may still owe funds to the college to cover unpaid institutional charges. Wade College may also charge the student for any Title IV program funds that the college was required to return. If the student does not already know what the Wade College Refund Policy is, the student should ask the Director of Financial Services for a copy.

Wade College can also provide the student with the requirements and procedures for officially withdrawing from college.

If the student has questions about his or her Title IV program funds, the student can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Federal Student Financial Aid on the Web at <https://studentaid.ed.gov/sa/>. This policy is subject to change at any time, and without prior notice.

ACADEMIC PROGRAMS

ACADEMIC PROGRAMS

Through the integration of diverse disciplines in art, design, business, merchandising, computer-aided design, technology, and the liberal arts, the associate and baccalaureate degree programs reach beyond specialized professional skills to a broader spectrum of knowledge. Programs prepare graduates for entry into design, business, and/or technology fields.

The associate degree programs require a minimum of 60 semester credit hours for degree completion. Students can specialize in one of the fields of fashion design and product development, interior design, merchandise marketing and management, or visual communication. Full-time students can graduate 16 months after entering an associate degree program.

The baccalaureate degree programs require a minimum of 120 semester credit hours for degree completion. Students can specialize in either fashion design and product development, interior design, merchandise marketing and management, or visual communication. Full-time students can graduate 32 months after entering a baccalaureate degree program.

Fashion Design and Product Development

Fashion design and product development students are encouraged to experiment and innovate while keeping market demands in mind. Wade College offers the latest industry-related technology in fashion design and product development to prepare students for careers within the industry. Facilities include industrial sewing machines and sergers, industry-standard pattern drafting tables, a variety of standard and custom-made dress forms, and gravity feed steam irons. The college's computer and graphics laboratories feature individual workstations with connectivity to laser printers and scanners, specialized software such as Gemini CAD systems, Adobe Photoshop and Illustrator, and online access to fashion resources such as WGSN, a trend forecasting resource, The University of Fashion, WWD, and the Internet and WWD. The fashion design and product development program merges today's latest computer software with hand skills utilized in garment design and construction.

At the freshman and sophomore associate level, the program emphasizes a strong technical skills foundation in construction, patternmaking, and draping while teaching design skills including, fashion sketching, fashion-related technology, trend analysis, promotion, textiles, and presentation while providing a strong technical background in patternmaking, draping, and sewing. Students also gain an awareness of the aesthetics of fashion design. In addition, students learn product lifecycle management software, and digital patternmaking on the Gemini CAD system, one of the industry's most innovative computerized pattern-making systems. Each trimester, graduating fashion design students at the associate-degree level design and present a finished collection at the Wade College Professional Portfolio Critique. Presentation skills are judged by a panel of faculty members and industry professionals that selects a best collection. Students also develop a professional portfolio geared to their individual career goals in the fashion industry. Fashion design and product development students are also given the opportunity to share their creativity by participating in design competitions and by showcasing their work at student shows held throughout the year. In addition, students will have the opportunity to further their knowledge with opportunities to gain industry experience during markets at Dallas Market Center.

At the junior and senior level baccalaureate, the program emphasizes advanced skills topics in garment design, customer research, product development, trend analysis and forecasting, technical design, and presentation skills while providing a strong technical enhancing students' skills background in advanced computerized patternmaking, draping, and sewing. Elective studio courses address advanced topics that could include construction utilizing hand tailoring methods, evaluation of construction and costing, tailoring, advanced draping methods, knit and swimwear, and/or bridal and evening wear. Communication within the industry regarding garment construction, detailing, and fabrication utilizing computer aided design programs and product lifecycle management software is a focus. Baccalaureate students receive advanced instruction in the business of fashion as they complete merchandising coursework spanning the complete product lifecycle. Advanced techniques for development of the fashion flat and fashion illustration using industry-related computer-aided design programs are also executed. Mastery of the fields of design and merchandising is demonstrated by all graduating baccalaureate-level students in a formal presentation at the Professional Portfolio Critique. Students gain an awareness of the aesthetics of fashion design by designing a collection from inspiration in each studio course and completing it with a finished garment and formal presentation at the Professional Portfolio Critique.

Interior Design

Interior design students are presented with issues pertaining to context, aesthetics, and social responsibility. The curriculum focuses on design theory and practices with emphasis in construction and innovative technology.

At the freshman and sophomore levels, students develop diverse skills such as critical thinking, professional procedures, business practices, and communication skills that include verbal, written, and visual formats. Students learn how to problem solve using the design process by applying their knowledge of interior design principles, elements, theories, history, and methodology to analyze a

client profile and project program. Building systems are defined to produce design solutions with an understanding of sustainability, codes, environmental issues, and regulatory compliance. The program transforms students into professionals who have the ability to design quality interior environments that contribute to the safety and well-being of inhabitants, while incorporating a concern for the environment and society at large. All graduating interior design students at the associate-degree level will produce a finished professional portfolio and participate in the Wade College Professional Portfolio Critique. Students will have the opportunity to further their knowledge with opportunities to gain industry experience during markets at Dallas Market Center.

At the junior and senior level, students are presented with issues pertaining to context, aesthetics, and social responsibility. The curriculum focuses on design theory and practices with emphasis in construction and innovative technology. Students learn how to problem solve using the design process by applying their knowledge of interior design principles, elements, theories, history, and methodology to analyze a client profile and project program. Building systems are defined to produce design solutions with an understanding of sustainability, codes, environmental issues, and regulatory compliance. The baccalaureate-level program allows for a more comprehensive study of critical topics including; lighting design, sustainability, construction methodology, professional practice, color, and environmental systems. The program provides an increased exposure to critical design topics which face the interior design profession today. Mastery of the field is demonstrated by all graduating baccalaureate-level students in a formal presentation at the Professional Portfolio Critique.

Merchandise Marketing and Management

Merchandise marketing and management students are introduced to information and innovation as seen in the context of business—how one commodity can impact another. Students will gain information, develop their skills continuously, and become aware of the effects of business practices within today's dynamic marketplace. Merchandise marketing and management students develop analytical competencies to build a competitive advantage via knowledge of products and services within both domestic and international environments.

Merchandise marketing and management involves the marketing and distribution of goods and services including hard goods such as home furnishings, toys or consumer products; soft goods such as apparel, accessories, cosmetics and fragrance, in addition to utilizing intellectual property and social media concepts. Students will be trained regarding the production, buying, and retail aspects of wholesale selling and management of goods and services inclusive of the selection, purchase, and distribution of products to various market channels, along with the coordination and planning of business-to-business sales, promotions, product lifecycle management software, and the overall retail environment. Merchandise marketing and management students will also be taught to analyze and interpret business, economic and consumer trends with real-world applicability.

At the freshman and sophomore levels, the merchandise marketing and management core courses include design I, drawing I, business principles, business law I, principles of management, principles of marketing, and portfolio design and presentation. Program specific courses include digital image manipulation, computer illustration, desktop publishing, supply chain management, textiles, visual branding and store planning, web design basics, and buying. All graduating merchandise marketing and management students at the associate-degree level will display their ability to effectively use critical analysis and aesthetic principles in a finished portfolio presented during the Wade College Professional Portfolio Critique. Merchandise marketing and management students are also given an opportunity to showcase their talents by networking with industry insiders as well as having the opportunity to gain hands-on experience through market involvement at the Dallas World Trade Center.

At the junior and senior levels, the merchandise marketing and management core courses include design II, drawing II, principles of accounting, business law II, global business, and branding. Program specific courses include digital marketing and management, photographic applications, vector graphics, merchandise buying, planning, and control, trend forecasting, social media marketing, and advanced web design. Upon completion of the merchandise marketing and management program, students will have the skill sets to secure employment opportunities within a merchandise marketing and management or related field, utilize professional verbal, written, and interpersonal formats while communicating with appropriate aesthetic principles within the business environment, and make a significant contribution to their industry and community by supporting peers and juniors in a mentoring role. Mastery of the field is demonstrated by all graduating baccalaureate-level students in a formal presentation at the Professional Portfolio Critique.

Visual Communications

Visual Communications students are encouraged to be creative while emphasizing strong technical and presentation skills.

At the freshman and sophomore levels, students gain a background in design history, theory, and current visual communication practices. Students use this knowledge and understanding to experiment and develop their own design approaches as they design advertising campaigns, logos, other product packaging, posters, publications, web page layouts, and more. Visual communications students also develop skill sets to utilize the printing process, web design skills, and produce materials for their portfolios. Visual

communications courses at Wade College are taught in a graphics laboratory/studio using the latest hardware and industry specific software, which is continually updated. Current Adobe Creative Cloud applications: Illustrator, Photoshop, and InDesign are stressed. Typography as it relates to message, medium, product, and the impact on the marketplace is emphasized. Classroom facilities include iMac computers equipped with scanners, laser printers, and online access to databases and the Internet. Students improve their technical and conceptual skills while developing a personal creative vision. All graduating visual communications students at the associate-degree level express their design philosophies in a finished portfolio presented during the Wade College Professional Portfolio Critique. Additionally, students may showcase their work in various art contests and competitions.

At the junior and senior level, students will be engaged in simulated real-world challenges and immersed in a focused curriculum of design thinking, design practice, and innovative technology. The program challenges students with issues pertaining to context, content, aesthetics, design constraints, social responsibility, and behavioral science. Brand identity, brand marketing, advertising, and web design are a focus. Upper division courses transform students into professionals who can design engaging and purposeful pieces that communicate effectively and strategically across diverse target audiences while incorporating a concern for the environment and society at large. The development of diverse skills such as critical thinking, professional procedures, professional practices, and communication skills that include verbal, written, and visual formats will empower students to attain significant positions in the workforce. Major courses address areas like advanced web design, design for small digital media, art direction, and advanced design methodologies. Upon completion of the visual communications degree, students should have the skill sets to secure employment opportunities within a visual communications or related field, communicate professionally using appropriate aesthetic and design principles for the business environment, and make significant contributions to the industry and community by supporting their peers and juniors in a mentoring role. Mastery of the field is demonstrated by all graduating baccalaureate-level students in a formal presentation at the Wade College Professional Portfolio Critique.

COURSE LOAD

Wade College operates on the trimester plan, offering three consecutive 15-week trimesters in a 12-month period. The unit of credit at Wade College is the semester hour. The majority of students at Wade College are enrolled for 12 credit hours during an academic term, depending on the area of study, trimester, and transfer credit awarded.

GENERAL COURSE INFORMATION

Individual courses of instruction are subject to change or cancellation at any time and may not be offered each trimester or every year. Any course may be withdrawn from current offerings if the number of registrants is too small to justify conducting the course. Students interested in a particular course during a particular period should inquire in advance and/or consult the Office of the Vice-President of Academic and Student Affairs.

COURSE DESCRIPTIONS

ACCT 2301 Principles of Accounting (3). This course introduces the basic principles of accounting theory and practice. Primary areas of study include the theory of debit and credit, accounts, special journals, the accounting cycle, notes and interest, accruals and deferrals, receivables, inventory, plant assets, and the preparation of financial statements. Prerequisite: Junior or senior standing or by permission of the President.

ARTS 1301 Art Appreciation I (3). Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness.

ARTS 1303 Survey of Art History (3). This course will trace the major developments in the history of Western and non-Western art from prehistoric times to the 21st century. Course material will emphasize the contextual and cultural evolution of the history of art and its impact on global society. Prerequisite: Junior or senior standing or by permission of the President.

ARTS 1311 Design I (3). Basic concepts of design with two-dimensional materials including the use of color, illusion of space or mass, texture, value, shape, and size in composition.

ARTS 1312 Design II (3). This course explores the elements and principles of art using two- and three-dimensional concepts. This is a continuation of those principles and techniques learned in ARTS 1311 Design I. Prerequisite: ARTS 1311 Design I and junior or senior standing or by permission of the President.

ARTS 1316 Drawing I (3). Investigation of drawing media and techniques including the use of color, illusion of space or mass, texture, value, shape, and size in composition.

ARTS 1317 Drawing II (3). This course provides an investigation of drawing media and techniques including expressive possibilities and an extended development of observational study. This is a continuation of those elements and techniques acquired in ARTS 1316 Drawing I. Prerequisite: ARTS 1316 Drawing I and junior or senior standing or by permission of the President.

ARTS 1320 Interior Design Studio I (3). This is a studio course in interior design. Professional techniques used in the planning of a design or renovation project are introduced. Space planning, materials selection, and project presentation skills are emphasized. Prerequisite: INTD 1375 Design Drawing and Presentation.

ARTS 1321 Interior Design Studio II (3). This course utilizes professional techniques as applied to complex problems to create innovative design solutions. Projects emphasize the utilization of technology, materials, color, and lighting, through programming, design drawings, and project documentation. Prerequisite: ARTS 1320 Interior Design Studio I.

ARTS 1370 Survey of Graphic Design (3). This course surveys the evolution of visual communication through the current state of graphic communication. Fundamental design components of design theory are explored, allowing students to create, execute, and present projects.

ARTS 1371 Typography (3). This course focuses on the history of type and the technical construction and application of typography as it is used in visual communication.

ARTS 1375 Perspective Drawing (3). This course offers techniques in one-point and two-point perspective, and color rendering in three-dimensional drawings.

ARTS 2303 Art Appreciation II (3). This course will trace the major developments in art by focusing on Western and Non-Western Civilizations from the 17th century to the 21st century. Course material will emphasize the contextual and cultural evolution of art and its impact on global society. Prerequisite: ARTS 1301 Art Appreciation I and junior or senior standing or by permission of the President.

ARTS 2313 Digital Image Manipulation (3). This course introduces the student to the computer as an art tool with emphasis on design principles and visual communications. Instruction is devoted to basic computer graphic technology including illustration and photo-editing software and electronic imaging techniques.

ARTS 2314 Computer Illustration (3). Using advanced computer graphic techniques, the student computer artist increases proficiency in using state-of-the-art software and hardware technologies to create illustrations.

ARTS 2370 Desktop Publishing (3). Sophisticated computer graphics applications used in design, manufacturing, and marketing are studied. Using specialized graphics hardware and software, students develop advertising materials and product layouts.

ARTS 2371 Brand Publishing (3). This course is a project-oriented study of the concepts and methods of electronic desktop publishing in the digital or print medium. Features essential to multimedia presentations are integrated with techniques necessary for creating brand publications with consistent and cohesive graphic layouts utilizing industry standard production methods for successful project completion. Prerequisite: ARTS 2370 Desktop Publishing and junior or senior standing or by permission of the President.

ARTS 2373 Visual Communication Portfolio I (3). This course offers lectures, demonstrations, and studio work to assist the student in developing a portfolio. All projects are completed using the most professional standards, emphasizing quality and relevant subject matter. Prerequisites: ARTS 1371 Typography or ARTS 1370 Survey of Graphic Design.

ARTS 2375 Visual Communication Portfolio II (3). This course covers branding and how packaging helps to support it. Part one of the course will cover the steps in creating the brand, including logo development. Part two will cover the history of packaging, techniques, and hand skills needed to create layouts. Prerequisite: ARTS 2373 Graphic Design Portfolio I.

ARTS 2376 Photographic Applications (3). This course focuses on techniques that will help the student work efficiently and effectively in applicable software. The course will introduce the creation and manipulation of original digital imagery utilizing the integration of multiple elements, including product packaging, event signage, logos, and other brand identity vehicles while considering the importance of product placement, user experience, and overall visual aesthetics of the commercial environment as it relates to the consumer. Prerequisite: ARTS 2313 Digital Image Manipulation and junior or senior standing or by permission of the President.

ARTS 2377 Vector Graphics (3). This course focuses on techniques that will help the student work efficiently and effectively in applicable software. Students will create successful commercial solutions from concept to execution; this will include product

packaging, event signage, logos, and other brand identity vehicles. Prerequisite: ARTS 2314 Computer Illustration and junior or senior standing or by permission of the President.

ARTS 2378 Digital Art (3). This course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

ARTS 2379 Fashion History (3). This course is a study of fashion evolution from King Louis XIV's contribution to the industry in 1600's France to current designers in US, England, Italy and Japan with an emphasis on 1800's and pre- and post-war 1900s designers and design. The influence of social, political, economic and technological factors and their impact on garments will be explored.

BCIS 1305 Business Computer Applications (3). This course focuses on computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

BMGT 1021 Introduction to Project Management (3). Introduces methods for planning and controlling projects. Includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. Upon completion, students will be able to define project management compared to general management; describe the phases of the project life cycle; define the roles of the project manager and the project team; define deliverables and stakeholders; and identify project management resources.

BMGT 2030 Advanced Project Management (3). Addresses the application of project management tools and methods. Includes use of project management software, statistical applications, change management, processes, environmental effects, and time and cost estimations in a project simulation. Upon completion, students will be able to demonstrate use of project management software; implement appropriate statistical analyses for quality control; compare and contrast internal and external environmental effects; apply industry-specific standards; and demonstrate the use of project management tools.

BUSI 1301 Business Principles (3). This course is an introduction to the role of business in modern society and it includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 1311 Sales and Promotion (3). This course focuses on principles of personal salesmanship including methods and tasks applicable to a wide variety of industries and commercial settings.

BUSI 2301 Business Law I (3). Principles of law which form the legal framework for business activity. The judicial process and court system, contract law, tort and criminal law, product liability law, title and risk of loss in sales of goods, and business organization and regulation are specifically covered.

BUSI 2302 Business Law II (3). A review of the judicial system is followed by a study of alternate dispute resolution, civil procedure, discharge and remedies, sales and lease of goods contracts, performance and breach of sales contracts, consumer protection, personal and real property, bailments, negotiable instruments, insurance, principal and agency relationships and operations, and employment laws. Prerequisite: BUSI 2301 Business Law and junior or senior standing or by permission of the President.

BUSI 2375 Entrepreneurship (3). This course demonstrates the components of entrepreneurship as they relate to the operation of a successful business for-profit. The key components of the business planning process, including entrepreneur opportunities, effective market strategies, financial business management practices, as well as an overview of legal and risk management issues, are emphasized. The composition of a comprehensive business plan will serve as the final, capstone project for the course. Prerequisite: Junior or senior standing or by permission of the President.

BUSI 2377 Global Business (3). This course will examine the opportunities and threats companies face in the global business environment. Students will be introduced to the environmental elements, cross-cultural challenges and varied market opportunities American companies face in international settings. Students will recognize the competitive advantages and nuances of entry into global business. Prerequisite: BUSI 1301 Business Principles and junior or senior standing or by permission of the President.

BUSI 2379 Professional Practices in Merchandising & Design (3). Serving as a capstone course for baccalaureate level students, this course introduces the student to the business practices and procedures specific to the fields of merchandising and design. It provides an in-depth study of the profession including professional goals and career paths, and allows students to examine current issues of relevance to their field. Course topics vary by trimester. Prerequisite: junior or senior standing or by permission of the President.

COMM 2315 Public Speaking (3). This course provides instruction and experience in preparation and delivery of speeches within a public setting. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion

public speaking. Prerequisite: SPCH 1311 Introduction to Communication and junior or senior standing or by permission of the President.

DCOM 0095 Fundamentals of Composition (0). This course focuses on development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. Placement into DCOM 0095 is dependent on the student's ACCUPLACER Writing test score.

DESI 1375 Fashion Design I (3). This course introduces apparel design and manufacturing. Industrial machinery and garment construction techniques are covered. Basic patternmaking techniques are introduced. Construction of dress, pant, and knit top is taught; woven construction techniques are introduced.

DESI 1376 Fashion Design II (3). This course covers flat patternmaking. Students develop a bodice, sleeve, collar, and skirt. Construction of muslin samples and conceptual design project are emphasized. Prerequisite: DESI 1375 Fashion Design I.

DESI 1377 Fashion CAD I (3). This course focuses on working with images, color, and print/fabric design to build and merchandise complete fashion collections. This course also focuses on conceptualizing fashion design ideas using the computer as a design tool. Principles of drawing flats and garment details and working with print and color using industry-specific computer software are emphasized.

DESI 1379 Fashion Sketching (3). An introductory course in fashion drawing skills that includes rendering fashion figures and garments. Various media and techniques are introduced to depict design and detail. Hand-drawn flats are also covered.

DESI 2377 Fashion Design III (3). This course focuses on advanced patternmaking and apparel design using draping and flat processes. Design research, embellishment, garment analysis, and design development are emphasized. This course includes construction of muslin samples; conceptual design projects are also required. Advanced knit construction is introduced. Prerequisite: DESI 1376 Fashion Design II.

DESI 2378 Fashion Design IV (3). Advanced techniques of garment construction and design are addressed. Line development, research, and product development are emphasized. Design and construction of an original 3-piece collection in fashion fabric using patternmaking, draping techniques, cost analysis, marketability, and creativity are required. Prerequisite: DESI 2377 Fashion Design III.

DESI 2379 Fashion CAD II (3). This course focuses on advanced techniques for development of the fashion flat and fashion illustration using industry-standard CAD programs. Prerequisite: DESI 1377 Fashion CAD I.

DMAT 0075 Fundamentals of Mathematics (0). This course is a survey of major topics in mathematics. Students review arithmetic on fractions and decimals, solving equations, and simple and compound interest, with an emphasis on realistic contexts. Placement into DMAT 0075 is dependent on the student's ACCUPLACER Arithmetic test score.

ENGL 1301 Composition I (3). Principles and techniques of written composition, textual analysis, and critical thinking are the focus. Prerequisite: DCOM 0095 or an appropriate assessment test score.

ENGL 1302 Composition II (3). This course will include expository and persuasive composition, as well as an analysis of literary, expository, and persuasive texts. Prerequisite: ENGL 1301 Composition I and junior or senior standing or by permission of the President.

FASH 1370 Construction (3). This course introduces apparel design and manufacturing. Industrial machinery and garment construction techniques are covered. Basic patternmaking techniques are introduced. Construction of dress, pant, and knit top is taught; woven construction techniques are introduced.

FASH 1371 Patternmaking (3). This course covers flat patternmaking. Students develop a bodice, sleeve, collar, and skirt. Construction of muslin samples and conceptual design project are emphasized. Prerequisite: FASH 1370 Construction.

FASH 1372 Draping (3). This course focuses on advanced patternmaking and apparel design using draping and flat processes. Design research, embellishment, garment analysis, and design development are emphasized. This course includes construction of muslin samples; conceptual design projects are also required. Advanced knit construction is introduced. Prerequisite: FASH 1371 Patternmaking.

FASH 1373 Introduction to Technical Design (3). This course covers sketching and specification drawings for the professional designer. The course also emphasizes communicating with manufacturers, pattern-makers, and assistants regarding garment construction, detailing, and fabrication. Co-requisite: DESI 2379 Fashion CAD II or by permission of the President.

FASH 2370 Fashion Design Studio I (3). This course offers an advanced study and application of the principles of patternmaking, draping, and hand tailoring. Through lectures and demonstrations, students evaluate different levels of quality garments to better understand construction and costing, and develop a comprehensive understanding of the design process. Prerequisite: DESI 2377 Fashion Design III and junior or senior standing or by permission of the President.

FASH 2371 Fashion Design Studio II (3). In this studio course, students develop a collection utilizing market research and forecasting services; the collection builds upon the student's technical, creative, and industry knowledge. Students will execute an original design using industry techniques. Topics may include specialized design fields such as knit and swim wear, eveningwear, and tailoring methods. Prerequisite: FASH 2370 Fashion Design Studio I and junior or senior standing or by permission of the President.

FASH 2372 Advanced Patternmaking (3). This course allows students to advance from the study and application of the basic principles of patternmaking to a more comprehensive view of design utilizing flat pattern methods and principles. Basic slopers are developed from measurements to industry standards. Prerequisite: DESI 1376 Fashion Design II and junior or senior standing or by permission of the President.

FASH 2373 Fashion Design Studio III (3). In this studio course, students are introduced to the advanced techniques of garment construction and design. Line development, research, and product development are emphasized. Design and construction of an original 3-look collection in fashion fabric using patternmaking, draping techniques, cost analysis, marketability, and creativity are required. Prerequisites: FASH 2370 Fashion Design Studio II and junior or senior standing or by permission from the Office of the President.

FASH 2374 Tailoring and Advanced Draping (3). This course allows students to elevate their basic sewing skills to an advanced level. Construction utilizing hand-tailoring methods is covered. Through lectures and demonstrations, students evaluate different levels of quality garments to better understand construction and costing. Students will explore principles of draping as a method of designing original garments in three-dimensional form. Advanced draping techniques and construction skills are also. Prerequisite: DESI 2377 Fashion Design III and junior or senior standing or by permission of the President.

FASH 2376 Technical Design (3). This course covers sketching and specification drawings for the professional designer. The course also emphasizes communicating with manufacturers, pattern-makers, and assistants regarding garment construction, detailing, and fabrication. Prerequisite: DESI 2379 Fashion CAD II and junior or senior standing or by permission of the President.

FASH 2378 Knit and Swim Wear Studio (3). In this studio course, students develop a collection of knitwear utilizing market research and forecasting services; the collection builds upon the student's technical, creative, and industry knowledge. Students will execute an original design using industry techniques. Prerequisites: FASH 2372 Advanced Patternmaking, FASH 2374 Tailoring and Advanced Draping, and junior or senior standing or by permission of the President.

FASH 2379 Evening and Bridal Wear Studio (3). In this studio course, students are introduced to the specialized design field of bridal and evening wear. Through market research, students explore the areas of formal and semi-formal wear, as well as apparel in both the American and international markets. Students will develop a collection of bridal or evening wear designs and execute an original design using industry techniques. Prerequisites: FASH 2372 Advanced Patternmaking, FASH 2374 Tailoring and Advanced Draping, and junior or senior standing or by permission of the President.

FASH 2380 Advanced Construction (3). This course is a continuation of FASH 1370 Construction with an emphasis on advanced garment construction techniques. Students construct muslin samples as well as a fly-front trouser and a lined blazer. Prerequisites: FASH 1370 Construction

FASH 2382 Patternmaking II (3). This course is a continuation of FASH 1371 Patternmaking and focuses on apparel design using advanced patternmaking methods. Design research, garment analysis, and design development are also emphasized. Students learn to draft a sloper, and develop patterns for dresses, pants, and jackets. This course includes construction of muslin samples; conceptual design project (trouser and top) is also required. Prerequisites: FASH 1371 Patternmaking

FASH 2384 Collection Development (3). Advanced techniques of garment construction and design are addressed. Line development, research, and product development are emphasized. Design and construction of an original 3-look collection in fashion fabric using patternmaking, draping techniques, cost analysis, marketability, and creativity are required. Prerequisites: FASH 2372 Advanced Patternmaking, FASH 2374 Tailoring and Advanced Draping, and junior or senior standing or by permission of the President.

GRPH 2372 Art Direction (3). This course covers a comprehensive understanding of how ideas become branded visual communications that engage, capture, and persuade audiences. The course also emphasizes combining the fundamental tools of visual communication with creative brainstorming to arrive at fresh, branded concepts. The course will also put an emphasis on the visual, verbal, and conceptual skills of advertising strategies to create effective storyboards, web sites, and more. The use of typography, composition, photography, and illustration is implemented into each project. Prerequisite: ARTS 2373 Graphic Design Portfolio I and junior or senior standing or by permission of the President.

GRPH 2374 Advanced Design Methodologies (3). In this course, students will analyze and creatively develop effective written and visual communication. They will plan, create, and give rationale for their design decisions for two or three-dimensional layouts for different audiences and contexts. The course will also cover communication theory, way finding, dynamic information design, signage, and interactive media. Prerequisite: ARTS 2373 Graphic Design Portfolio I and junior or senior standing or by permission of the President.

GRPH 2375 Topics in Visual Communication (3). This course covers a matrix of information in which students examine current issues of relevance to Visual Communications. Topics of discussion include aesthetics, environment, social awareness, gender, trends, and philosophy. Through readings, lectures, discussions, and application, the intersection of topics with image concepts, content, symbolism, and narrative potential afford opportunity for advanced portfolio applications and provocative expression. Discussion, observation and research act as a catalyst to critical thinking, design skills, and visual communication. Course content and required deliverables may vary each offering. Prerequisite: Junior or senior standing or by permission of the President.

GRPH 2376 Small Media Strategies (3). The course introduces participants to interface design in the context of hand-held media devices. The course will provide hands-on programming training as well as interaction design techniques. Prerequisite: ARTS 2373 Graphic Design Portfolio I and junior or senior standing or by permission of the President.

GRPH 2377 Web Design Basics (3). This course introduces the basic methods and techniques of developing websites by learning basic HTML coding, navigation, file naming conventions, image preparation and optimization. While learning the fundamental principles of visual communication, the student will create exciting and effective websites using a content management system such as Wordpress.

GRPH 2378 Video Editing (3). Topics covered in this course will include video compositing, layered timelines, working in 3D space, precision driven time-based motion graphics and special effect techniques. Prerequisite: ARTS 2373 Graphic Design Portfolio I and junior or senior standing or by permission of the President.

GRPH 2379 Web Design (3). This course will expand upon the methods and techniques of developing websites using Dreamweaver. Students will review basic web page HTML/CSS coding, and learn more about page layout, interactive design, responsive web design and FTP while utilizing the fundamental principles of visual communication to create exciting and effective websites. Prerequisite: GRPH 2377 Web Design Basics and junior or senior standing or by permission of the President.

HECO 1320 Textiles (3). This course focuses on analysis of fibers, yarns, and finishes as related to end use, performance, and care of textile products.

INTD 1371 Computer Aided Drafting I (3). This course is an introduction to interior design applications. Instruction includes an introduction to AutoCAD drawing, digital imaging software, and three-dimensional drawing software, exploring foundation tools and the interrelation of these three applications to generate drawings, renderings, etc.

INTD 1373 Survey of Decorative Arts (3). This is a research-based course focusing on the decorative quality, beauty, craftsmanship, and design period of objects used in environments that serve an ornamental and functional purpose, including ceramics, furniture, glass, metalwork, and textiles

INTD 1374 Introduction to Interior Design (3). This course introduces interior design covering the principles and elements of interior design with emphasis on the history of architecture, interior design, art, and furniture.

INTD 1375 Design Drawing and Presentation (3). This course focuses on developing mechanical drafting with an emphasis on the technical skills necessary to produce design drawings. Techniques and methods are also developed to create formal presentations using a combination of visual communication skills and technology.

INTD 1376 Space Planning (3). This course introduces the student to residential space planning as applied to the interior environment. Emphasis will be placed on the design process, design elements and principles, furniture arrangement, typical planning guidelines, and presentation skills. Prerequisite: INTD 1375 Design Drawing and Presentation.

INTD 1377 Kitchen and Bath Design (3). A continuation of INTD 1375 Design Drawing and Presentation. This is a studio course in kitchen and bath design. Professional techniques used in the planning of a design or renovation project are introduced. Space planning, materials selection, and project presentation skills are emphasized.

INTD 2370 Lighting Design (3). This course presents an integrated approach to lighting design. The student is exposed to the lighting design process as it relates to interior design. The course provides opportunity to develop techniques to identify the appropriate lighting source from a range of options and to evaluate their resulting impact. The student develops a lighting vocabulary while creating skills driven by technical and design principles associated with lighting. In addition, skills are developed which are required to successfully convey lighting design through industry-standard techniques. Prerequisite: Junior or senior standing or by permission of the President.

INTD 2371 Interior Materials and Systems (3). This course provides a broad study of interior finishes and furnishings. The specification, composition, construction, and application/usability of finishes and furnishings are also covered. Course topics include sustainable materials and finishes, mechanical systems, market resources, and industry terminology.

INTD 2372 Topics in Interior Design (3). This course covers a matrix of information in which students examine current issues of relevance to interior design. The topics of discussion include aesthetics, environment, social, gender, and philosophy. Readings, lectures, and discussions act as a catalyst to critical thinking and design skills. Course content and required product may vary each offering. Prerequisite: Junior or senior standing or by permission of the President.

INTD 2373 Color Theory for Interior Design (3). This course introduces the use of color and application as it pertains to interior environments. Color theory, psychology of color and how it affects the brain and moods are discussed. Included in the course is the vocabulary of color, color temperatures, and the principles of the color wheel and how to use it. Students explore an organized and systematic approach to developing color schemes for interiors. Prerequisite: Junior or senior standing or by permission of the President.

INTD 2374 Interior Design Studio III (3). In this studio course, students are introduced to a specific user group and commercial project type such as institutional, corporate, hospitality, or retail. Particular focus will be given to the impact of codes and regulations on interior design. Students will explore materials and finishes appropriate for commercial use. Direct contact with clients and end users will be provided as available and as deemed necessary. Oral presentations with graphic two-dimensional and/or three-dimensional techniques will be the primary tool to communicate project solutions. Prerequisite: ARTS 1321 Interior Design Studio II and junior or senior standing or by permission of the President.

INTD 2375 Presentation Drawing (3). This course offers techniques in one-point and two-point perspective and conceptual design. Students will translate their perspective drawings and designs into a graphical presentation using industry-standard software.

INTD 2376 Interior Design Studio IV (3). In this studio course, students continue to study and apply design principles related to a specific user group and commercial project type such as institutional, corporate, hospitality, or retail. Special emphasis is placed on sustainable interior design solutions by exploring sustainable materials and finishes appropriate for commercial use. Oral presentations with graphic two-dimensional and/or three-dimensional techniques will be the primary tool to communicate project solutions. Prerequisite: INTD 2376 Interior Design Studio III and junior or senior standing or by permission of the President.

INTD 2377 Computer Aided Drafting II (3). This course primarily focuses on advanced mastery of three-dimensional drawing software to address current building information modeling software used by architects, structural engineers, interior designers and contractors. Users learn how to design structures and components in 3D, annotate models with 2D drafting elements, and access building information from the building model's database. Revit is 4D BIM capable with tools to plan and track various stages in the building's lifecycle, from concept to construction and later demolition. Prerequisite: INTD 1371 Computer Aided Drafting I.

INTD 2378 Interior Design Studio V (3). This studio course serves as the second part of a two-course sequence dedicated to the development and production of an approved major interior design project. Professional level drawings, models, and other supporting materials will be created and presented as they relate to the topic and project pursued. Emphasis is placed on a high degree of complexity and challenge within the design project. Prerequisite: INTD 2374 Interior Design Studio IV and junior or senior standing or by permission of the President.

INTD 2379 Computer Aided Drafting III (3). This course covers a wide range of advanced techniques in building information modeling and parametric solid modeling. Students explore advanced rendering techniques, animation, creating families of custom components, and collaborating on a design. Graphic presentations, in both printed and digital formats, are the primary tools used to communicate

project understanding. Prerequisites: INTD 1371 Computer Aided Drafting I, INTD 2377 Computer Aided Drafting II, and junior or senior standing or by permission of the President.

INTD 3370 Interior Design Professional Practice (3). This course introduces the student to the ethical business practices and procedures specific to the field of interior design. It also provides an in-depth study of the profession of interior design, including the current state of the profession, legislative issues, professional goals, legal responsibilities, and design contracts, including contract administration and project management. Oral communications skills are emphasized. Prerequisite: Junior or senior standing or by permission of the President.

INTD 3371 Construction and Detailing for Interior Design (3). This course bridges the gap between design and construction and introduces the students to the detailing process. The course shows how to evolve conceptual ideas into details that meet practical and pragmatic requirements. The course will provide students with skills needed to solve detail-oriented problems in a rational way while maintaining the desired design aesthetic. The students will be challenged with conceptual and practical approaches to create interior design and details related to vertical and horizontal planes. Prerequisites: INTD 1371 Computer Aided Drafting I, INTD 2377 Computer Aided Drafting II, and junior or senior standing or by permission of the President.

INTD 3372 Environmental Systems and Controls (3). This course introduces technical building systems and engineering issues within a context of interior design. It presents topics related to HVAC, water, and waste. The student is given an opportunity to develop a vocabulary to effectively communicate with architects, engineers, and contractors. An engagement with a broad range of building considerations prepares the student to effectively collaborate on a multitude of project typologies. Prerequisite: Junior or senior standing or by permission of the President.

INTD 3373 Human Factors and Ergonomics (3). This course focuses on the functional and aesthetics of interior environments examining the interface between man-made environments and humans. Drawing on the fields of human behavior, health, and performance, students learn how to conduct ergonomic analyses and to apply the findings to improve design. Types of interior spaces, environmental effects on behavior, ergonomics, interior design needs of special groups, and human factors are studied. Emphasis is placed on the study of interactions of people and environments to ensure their effectiveness, safety, and ease of performance. Prerequisite: Junior or senior standing or by permission of the President.

ITNW 1313 Computer Virtualization (3). Covers the implementation and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. Upon completion, students will be able to install and configure virtual machine managers; create and network virtual machines and set priorities for accessing resources; move and clone virtual machines; and ensure high availability for applications within virtual machines.

ITSC 1330 Introduction to Programming (3). This course will allow students to build programming skills and gain confidence in their ability to think and problem-solve like a programmer. Students will learn the basics of programming through HTML, CSS, and Python. The class concludes with an opportunity to explore possible programming paths with a final project selection.

ITSC 2330 Advanced Programming (3). This course builds on the fluency in a programming language, they can begin to create larger software programs. Curriculum for this advanced course covers the design, implementation, testing and modification of larger platforms. Students learn to design software using large code bases and libraries, strategies and patterns, integrated design environments, debuggers, system build tools and code re-factoring. Other topics may include GUIs, multi-threading, client-server networking and event-driven programming. Prerequisite: ITSC1330 Introduction to Programming

ITNW 1340 Desktop Virtualization (3). Focuses on the installation and configuration of desktop virtualization components. Upon completion, students will be able to install and configure desktop virtualization components; create, manage, and deploy virtual desktops using various delivery methods; configure user profiles; configure secure access to virtual desktops through a public network; package and deploy software applications for a virtual desktop environment.

ITNW 1351 Fundamentals of Wireless LANs (3). Focuses on the design, planning, implementation, operation, and troubleshooting of Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Upon completion, students will be able to explain wireless technologies, topographies, and standards; design, install, configure, monitor, maintain, and troubleshoot wireless networks; and implement wireless security using encryption, MAC filtering, Authentication, Authorization, and 802.1x technologies.

ITNW 1354 Implementing and Supporting Servers (3). Addresses the implementation, administration, and troubleshooting of information systems that incorporate servers in a networked computing environment. Upon completion, students will be able to

configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems.

ITNW 1358 Network+ (3). Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Upon completion, students will be able to define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software.

ITNW 2305 Network Administration (3). Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Upon completion, students will be able to describe the components of a local area network and their relationship; create and administer user accounts and groups; plan and set up network file systems; create effective file system security; and implement and administer network printing.

ITNW 2312 Routing (3). Focuses on router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Upon completion, students will be able to install, configure, and manage switches, routers, and subnets; create and apply access control lists in TCP/IP and multiprotocol internetworks; and configure variable-length subnet masking and intermediate routing protocols.

ITNW 2353 Advanced Routing and Switching (3). Introduces advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments. Emphasizes advanced routing protocols, Multi-Protocol Label Switching (MPLS), and advanced security. Upon completion, students will be able to implement advanced routing protocols; configure route filtering and redistribution, advanced security, and scalable multilayer-switched LANs; implement appropriate technologies to build a scalable routed network; implement campus networks using multilayer switching technologies; and analyze traffic flow, reliability, redundancy, and performance for campus LANs, routed and switched WANs, and remote access networks.

ITNW 2355 Server Virtualization (3). Offers an in-depth study of the installation, configuration, management and troubleshooting of a virtualized server environment. Upon completion, students will be able to install, configure and manage virtual networking and storage; deploy, manage, migrate, and secure virtual machines; and manage user access and resource usage.

ITSC 1305 PC Operating Systems (3). Provides an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Upon completion, students will be able to install, configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and run utilities.

ITSC 1316 Linux Installation and Configuration (3). An introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Upon completion, students will be able to install, administer, and manage a Linux system; demonstrate proficiency with Linux utilities, commands, and applications; identify and resolve security-based issues; and integrate a Linux system into an existing network.

ITSC 1325 PC Hardware (3). Focuses on personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Upon completion, students will be able to assemble and upgrade personal computer systems; diagnose and isolate faulty components; optimize system performance; and install/connect peripherals.

ITSC 2325 Advanced Linux (3). Provides instruction in advance open-source Linux operating system. Develops directory services for clients, support users remotely, and install and configure network services. Upon completion, students will be able to install, administer, and manage advanced network environment using a Linux system; demonstrate advanced skills and proficiency with Linux utilities and configurations; deploy secure networks; and integrate Linux networks with existing networks.

ITSC 2339 Personal Computer Help Desk Support (3). Addresses the diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Upon completion, students will be able to demonstrate rapport with users in problem-solving situations; analyze user problems and lead them through solutions; maintain problem logs; and formulate problem-solving methodologies.

ITSC 2346 Computer Center Management (3). Focuses on the assessment of computing center needs and general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis on interpersonal communication and management skills. Upon completion, students will be able to summarize the process of hardware/software selection and acquisition; describe the categories of software licenses; contrast the options available for software/hardware maintenance; develop a plan for scheduling hardware usage; and determine factors involved in successful workplace personnel interactions.

ITSC 2364 Information Technology Practicum (or Field Experience) (3). Provides practical, general workplace training, career management, and portfolio development supported by an individualized learning plan developed by the employer, college, and student. Upon completion, students will be able to, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

ITSC 2365 Information Technology Practicum (or Field Experience) II (3). Provides a more advanced practical, general, career management, and portfolio development workplace training supported by an individualized learning plan developed by the employer, college, and student. Upon completion, students will be able to, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

ITSY 1300 Fundamentals of Information Security (3). An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Upon completion, students will be able to outline best practices for the information security goals of confidentiality, integrity and availability; explain ethical practices; define vocabulary/terminology related to information security; explain the importance of planning and administrative controls; identify security threats, vulnerabilities, and countermeasures; and identify procedures for security risk management.

MATH 1332 Contemporary Mathematics I (3). The course offers an introduction to topics including sets, logic, number systems, functions, equivalence, congruence, measurement, and other geometric concepts. Co-requisite: DMAT 0075 or an appropriate assessment test score.

MATH 1333 Contemporary Mathematics II (3). This course exposes students to mathematical concepts of logic and argumentation as well as counting, probability and statistics. Realistic contexts are strongly emphasized. Prerequisite: MATH 1332 Contemporary Mathematics I and junior or senior standing or by permission of the President.

MGMT 2370 Principles of Management (3). This course emphasizes the development and practice of managerial skills associated with self-awareness, stress management, problem-solving, workplace communications, motivational methods, conflict management, delegation and empowerment incorporated within the elements of teamwork, and aspects of leading positive change within managerial roles.

MGMT 2371 Management and Organizational Behavior (3). This course examines the various organizational levels, structure within organizations, and the behavioral nuances associated with organizations. Emphasis is placed upon organizational structures and how those structures impact managerial practices and organizational behavior. Prerequisite: MGMT 2370 Principles of Management and Junior or senior standing or by permission of the President.

MGMT 2375 Human Resources Management (3). This course will offer a domestic and global perspective of the nuances within the field of human resources management. Students will gain an overview of theory and strategic and tactical approaches to human resources management, and how they apply to the domestic and global workforce. Students will examine traditional and contemporary approaches to human resources management functions including recruitment, training, and retention. Prerequisite: MGMT 2370 Principles of Management and junior or senior standing or by permission of the President.

MGMT 2376 Organizational Behavior and Human Resources Management (3). This course will offer a domestic and global perspective of the nuances within the field of human resources management. Students will gain an overview of theory and strategic and tactical approaches to human resources management and how they apply to the domestic and global workforce. Students will examine traditional and contemporary approaches to human resources management functions including recruitment, training, and retention.

This course also examines the various organizational levels, structure within organizations, and the behavioral nuances associated with organizations. Emphasis is placed upon organizational structures and how those structures impact managerial practices and organizational behavior. Prerequisite: MGMT 2370 Principles of Management and junior or senior standing or by permission of the President.

MGMT 2378 Supply Chain Management (3). This course introduces the role of sales and promotion strategies common to the wholesaling environment. Students will study principles of personal salesmanship including methods and tasks applicable to a wide variety of industries and commercial settings. This course further provides a comprehensive study of the retail system covering a variety of key aspects associated with retailing in the 21st century.

MGMT 2379 Merchandise Buying, Planning, and Control (3). This course familiarizes students with the buyer's responsibilities within the retail industry, including six-month plans, open to buy, model stock, vendor/supplier negotiations, presenting and selling the merchandise, and how these functions can best be performed to maximize profit. Retail reports are analyzed to familiarize the students with ways to react to business conditions. Students are introduced to profit and loss statements, pricing (both initial pricing and markdowns), planning sales, and inventory. Prerequisite: MRKT 2371 Buying and junior or senior standing or by permission of the President.

MRKT 1371 Visual Branding and Store Planning I (3). This course provides a study and application of display principles as related to the effective promotion of merchandise. Included are design elements, color, store exteriors, store layout, fixtures, props, lighting, signage, mannequins, budget, and store theme. The course is broadly based and brings the student beyond the role of a window dresser or trimmer.

MRKT 1375 Principles of Retailing (3). This course provides a comprehensive study of the retail system covering a variety of key aspects associated with retailing in the 21st century. Topics include a historical overview of retailing, current and emerging trends in retailing, domestic and international retail formats, multiculturalism impact on the retail sector, and the managerial, buying, and merchandising functions of the retail industry.

MRKT 1376 Introduction to E-Commerce (3). This course focuses on principles of e-commerce from a business perspective, providing an overview of business and technology topics, business models, virtual supply and value chains and social innovation and marketing strategies. Major issues associated with e-commerce—broad design considerations, security, privacy, intellectual property rights, authentication, encryption, acceptable use policies, and legal liabilities—will be explored.

MRKT 1377 Fundamentals of Digital and Social Media Marketing (3). This course focuses on core principles and foundations of digital marketing, social media marketing and content marketing. Topics will include how digital and social media have disrupted the way businesses sell to consumers, how marketers influence purchase decisions on digital platforms using digital content and tools, benefits of integrating traditional and digital marketing with the advantages of inbound and outbound marketing strategies, principles of effective social media and content marketing to create content that engages an audience.

MRKT 1379 Fundamentals of Product Life Cycle (3). This course provides an introduction to the business of creative product industries from a global perspective and through a digital lens. Students will examine the broad scope of industries and discover how all segments of fashion, home furnishings, furniture, hardgoods and other consumer goods from product concept to end consumer continue to evolve in the consumer and technology driven marketplace. Emphasis is placed on sustainable sourcing, sustainable supply chain management, the role of technology, and innovation in all aspects of the product life cycle.

MRKT 2370 Principles of Marketing (3). This course examines the scope and structure of marketing. Marketing functions, market research, sales forecasting, creation and management of products and services, and the legal environment are analyzed.

MRKT 2371 Buying (3). This course provides a detailed examination of buying practices and constraints at the retail and wholesale levels. Special emphasis is placed on quantitative analysis of sales forecasting, stock levels, and profit factors.

MRKT 2373 Consumer Behavior (3). This course focuses on consumer behavior and the buying process as it affects marketing. Topics include attitudes, needs, motivations, perceptions, and the influence of social class, culture, and subculture on consumer behavior and behavior research.

MRKT 2374 Digital Marketing (3). The course examines digital marketing strategy and implementation and provides for mastery of digital channels and platforms. Topics will include search engine optimization, pay per click advertising, digital display advertising, email marketing, social media marketing, mobile marketing and the management of analytics. Students will complete the course with

experience in how to develop an integrated digital marketing strategy and will have used data analytics to evaluate the efficacy of digital marketing campaigns.

MRKT 2375 Trend Forecasting (3). This course provides an overview and analysis of current color, fiber, and fashion trends, as well as their impact upon sales forecasting. Students will research, analyze, and develop fashion forecasts related to specific seasons in the apparel industry. Prerequisite: Junior or senior standing or by permission of the President.

MRKT2376 Social Media Marketing (3). This course explores the concepts and application of branding through social media to equip the learner with skills to plan and implement a successful social media marketing strategy for an organization or individual. Course topics include the use of email/database marketing, affiliate marketing, using social media tools including Facebook, Twitter, Instagram, blogs and other current platforms to communicate promotions to current and prospective customers. Development of targeted content will be practiced. Management of back-end metrics will be explored through Google Analytics and Facebook Ad Manager. Prerequisite: MRKT 2370 Principles of Marketing and junior or senior standing or by permission of the President.

MRKT 2377 Branding (3). This course surveys the best practices in brand management. Achievement of brand equity through the use of integrated marketing communications is explored by employing brand elements and leveraging strategies like brand extensions, co-branding, and strategic alliances with third parties. Prerequisite: MRKT 2370 Principles of Marketing and junior or senior standing or by permission of the President.

MRKT 2378 Product Development and Manufacturing (3). This course introduces the process of merchandise selection for store branded, original product assortment. Market and trend research will be addressed in order to prepare students for the development phase. Students will be guided through the preproduction processes of product development: researching, planning, forecasting, fabricating, developing silhouettes and specifications, pricing, sourcing, producing, distributing, presenting, and analyzing. Prerequisite: Junior or senior standing or by permission of the President.

MRKT 2379 Visual Branding and Store Planning II (3). This course covers concepts in commercial interior design as related to retail and wholesale sales environments including retail stores. Included are advanced study of design elements, color, store exteriors, store layout, fixtures, props, lighting, signage, mannequins, and store theme. The course will focus on mastery of floor plans and lighting plans. Construction and installation budget will serve as an important deliverable in the course. Prerequisite: MRKT 1371 Visual Branding and Store Planning I and junior or senior standing or by permission of the President.

PSYC 2301 Psychology I (3). This course is a survey of major topics in psychology. Students are introduced to the science of psychology and various areas within the field, including the history of psychology, its relationship with biology, sensation and perception, consciousness, and learning.

PSYC 2303 Psychology II (3). Students are introduced to additional topics covered in the field of psychology including areas such as life span and personality development, thinking and intelligence, motivation and emotion, stress and adjustment, and psychopathology. Prerequisite: PSYC 2301 Psychology I and junior or senior standing or by permission of the President.

SPCH 1311 Introduction to Communication (3). This course covers the theory and practice of speech communication in interpersonal, small group, and public communication situations are emphasized.

SUCC 0075 Introduction to the Wade College Experience (0). This course introduces students to the total college experience-how to navigate through Wade College specifically, and how to handle college-level expectations generally. Basic college and life success skills are introduced. The college's academic programs, student services, general procedures and policies and library resources are also emphasized.

SUCC 0095 Career and Life Planning (0). This course introduces success skills and strategies for planning and decision-making as it relates to academics, career, and life. Emphasis will be placed on self-assessment, career exploration, and developing an action plan to help students achieve their goals. The college's academic programs, student services, career services, general college procedures and policies, and library resources are also emphasized.

SUCC 0099 Portfolio Design and Presentation I (0). This capstone course provides associate-level students with techniques for portfolio organization, development, and overall presentation of their associate-level work to further their career goals. Students will be guided during the portfolio process through feedback and critique from faculty and peers. Students will also refine their self-marketing materials. Prerequisite: Course must be taken during final trimester of associate degree.

SUCC 0199 Portfolio Design and Presentation II (0). This capstone course provides baccalaureate-level students with techniques for portfolio organization, development, and overall presentation of their bachelor-level work to further their career goals. Students will be guided during the portfolio process through feedback and critique from faculty and peers. Students will also refine their self-marketing materials. Prerequisite: Course must be taken during final trimester of baccalaureate degree.

SUCC 1379 Field Experience I (3). A three-credit hour internship course for associate-level students focusing on an applied-learning experience related to their field of study or career goal. Students will gain hands-on experience and a deeper understanding of their career interests. Prerequisite: A total of 100 hours at the worksite and 15 hours of on-campus instruction is required. Enrollment in this course requires approval from the Director of Career Services and Vice-President of Academic and Student Affairs, and participation in a mandatory preparation process prior to the class/work experience. Prerequisite: SUCC 0095 Career and Life Planning or SUCC 0075 Introduction to the Wade College Experience, and sophomore or junior in good academic standing and with a minimum GPA of 2.5 (overall).

SUCC 2375 Professional Practices (3). This baccalaureate-level course focuses on career planning tools, practical strategies, self-promotion methods, and advanced-level portfolios to facilitate career success. Students will further explore career opportunities and career paths. [This course offers a blended option to incorporate experiential learning of approved internships for academically-qualifying students. Students who elect to do the experiential learning option of the course will focus on a field-related internship experience, along with 15 hours of instruction. A total of 100 hours at the worksite and 15 hours of on-campus instruction is required for the internship. Electing the internship option requires approval from the Office of Career Services and participation in a mandatory preparation process in the trimester prior to the class/work experience.]

SUCC 2377 Field Experience II (3). A three-credit hour internship course for baccalaureate-level students focusing on an applied-learning experience related to their field of study or career goal. Students will gain hands-on experience and a deeper understanding of their career interests. Prerequisite: A total of 100 hours at the worksite and 15 hours of on-campus instruction is required. Enrollment in this course requires approval from the Office of Career Services and Office of the Vice-President of Academic and Student Affairs and participation in a mandatory preparation process prior to the class/work experience. Prerequisite: SUCC 0095 Career and Life Planning or SUCC 0075 Introduction to the Wade College Experience, and sophomore or junior in good academic standing and with a minimum GPA of 2.5 (overall).

SUCC 2379 Internship (3). A three-credit hour internship course for baccalaureate-level students focusing on an industry-specific internship experience and on helping students plan their careers and market themselves professionally. Prerequisite: A total of 100 hours at the worksite and 15 hours of on-campus instruction is required. Enrollment in this course requires approval from the Office of Career Services and Office of the Vice-President of Academic and Student Affairs and participation in a mandatory preparation process in the trimester prior to the class/work experience. Prerequisite: Junior or senior standing or by permission of the President.

TRANSFERABILITY OF CREDITS

Although Wade College is a regionally-accredited institution of higher education, the transferability of its credits is solely determined by the receiving institution taking into account such factors as course title, course content, grades, accreditation, and licensing; consequently, Wade College does not imply, promise, or guarantee transferability of its credits to any other institution. If the student is considering transferring to another institution, it is that student's responsibility to determine whether that institution will accept Wade College credits. For further information or advising on the transferability of credits, please see the Office of the President.

ACADEMIC STANDARDS

Every student enrolled in undergraduate degree programs must ensure that he or she makes satisfactory progress towards successful completion of his or her academic program. The evaluation measures contained in the Wade College Satisfactory Academic Progress Policy are meant to provide minimum standards that a student must achieve at the end of a given enrollment period in order to remain in good academic standing and to identify problems for which actions of early intervention can be taken. Although an academic year consists of two trimesters (30 weeks of instructional time) of attempted courses for all programs, Wade College evaluates each student's academic achievement at the end of each trimester. Per federal financial assistance regulations, payment periods at Wade College are determined by terms and full-time students are expected to earn at least 24 trimester credit hours for a program in an academic year. Failure to complete courses successfully for any reason may negatively impact academic progress and may result in the loss of federal financial assistance.

The associate degree programs and the post-associate baccalaureate degree programs are considered separate and distinct programs for purposes of the Wade College Satisfactory Academic Progress Policy; therefore, when a student has graduated from an associate degree program and begins coursework in a post-associate baccalaureate degree program, grades and credit hours earned in the associate degree program shall not be considered in the measurement of academic achievement in the post-associate baccalaureate degree program. This distinction is not applicable to the direct-entry baccalaureate degree programs. Academic achievement is measured in two ways: (1) qualitatively; and (2) quantitatively.

(A) Qualitative measure: The qualitative evaluation is determined by the student's cumulative grade point average (CGPA). A student's cumulative grade point average (CGPA) is evaluated at the end of each trimester as follows:

- i. At the end of his or her first trimester in either an associate degree program or a direct-entry baccalaureate degree program, a student whose CGPA is below a 1.5 is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not attained a 1.75 CGPA or above at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and Financial Aid Suspension and is academically dismissed and not eligible to receive further federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- ii. At the end of his or her second trimester in either an associate degree program or a direct-entry baccalaureate degree program, a student whose CGPA is below a 1.75 is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not attained a 2.0 CGPA or above at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- iii. At the end of his or her third trimester and each trimester thereafter in an associate degree program or a direct-entry baccalaureate degree program, a student whose CGPA is below a 2.0 is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not attained a 2.0 CGPA or above at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and on Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- iv. At the end of each of his or her trimesters in a post-associate baccalaureate degree program, a student whose CGPA is below a 2.0 is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not attained a 2.0 CGPA or above at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and on Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.

(B) Quantitative measure: The published (normal) length of the associate degree programs is 60 credit hours. The published (normal) length of the post-associate baccalaureate degree programs is an additional 60 credit hours. The published (normal) length of the direct-entry baccalaureate degree programs is 120 credit hours. Students must progress at a rate which will allow them to graduate in a period that is no longer than 150 percent of the published length of the educational program, as measured in credit hours; therefore, the maximum credit hours a student enrolled in an associate degree program, post-associate baccalaureate degree program, and direct-entry baccalaureate degree program can attempt are 90, 90, and 180, respectively. This aspect of progress, determined by dividing the cumulative number of credit hours the student has successfully completed by the cumulative numbers of credit hours the student has attempted, is evaluated at the end of each trimester as follows:

- i. At the end of his or her first trimester in either an associate degree program or a direct-entry baccalaureate degree program, a student must have completed at least 50 percent of the credits attempted. Any student who has not is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not completed at least 60 percent of the credits attempted at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and on Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- ii. At the end of his or her second trimester in either an associate degree program or a direct-entry baccalaureate degree program, a student must have completed at least 60 percent of the credits attempted. Any student who has not is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not completed at least 66.66 percent of the credits attempted at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and on Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- iii. At the end of his or her third trimester and each trimester thereafter in either an associate degree program or a direct-entry baccalaureate degree program, a student must have completed at least 66.66 percent of the credits attempted. Any student who has not is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not completed at least 66.66 percent of the credits attempted at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and on Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- iv. A student in an associate degree program may not attempt more than 150 percent of the credits required in the program; therefore, anything in excess of 90 credit hours attempted will result in academic dismissal with no grounds for appeal.
- v. A student in a direct-entry baccalaureate degree program may not attempt more than 150 percent of the credits required in the program; therefore, anything in excess of 180 credit hours attempted will result in academic dismissal with no grounds for appeal.
- vi. At the end of each of his or her trimesters in a post-associate baccalaureate degree program, a student must have completed at least 66.66 percent of the credits attempted. Any student who has not is placed on Academic Probation and, if applicable, on Financial Aid Warning for the subsequent trimester. A student placed on Academic Probation and on Financial Aid Warning remains eligible to receive student financial assistance during the Financial Aid Warning trimester. If the student has not completed at least 66.66 percent of the credits attempted at the end of the Financial Aid Warning trimester, the student is placed on Academic Suspension and on Financial Aid Suspension and is academically dismissed and not eligible to receive federal financial assistance unless the student successfully appeals the determination. If an appeal is granted, the student is placed on Academic Appeal and Financial Aid Probation for the subsequent trimester.
- vii. A student in a post-associate baccalaureate degree program may not attempt more than 150 percent of the credits required in the program; therefore, anything in excess of 90 credit hours attempted will result in academic dismissal with no grounds for appeal.

(C) Effect of course incompletes, withdrawals, and repetitions: A course in which a student receives an incomplete must be completed within 7 days of the next trimester's start; otherwise the incomplete becomes an "F." In the interim, the "I" grade has no effect on the GPA and CGPA and is not counted as credit hours successfully completed or attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy. A grade of "W" (withdrawal) is given for withdrawal during the first 10 weeks of the trimester or for an official Leave of Absence and has no effect on the GPA or CGPA. A grade of "WF" (withdrawal/failing) is given for an official withdrawal after the first 10 weeks of the trimester and does compute in the GPA and CGPA as an "F." Both withdrawal and withdrawal/failing count as credit hours attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy. A grade of "Q" is given when a student drops a course after the first two weeks of the trimester; presidential permission and documentation of extenuating circumstances are required. Withdrawals with grades of "Q" are not computed in the GPA and CGPA and are not counted as credit attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy. A student who receives a grade of Q for all coursework remains an enrolled student unless he or she officially withdraws.

When a student repeats a course previously completed, the original grade and the subsequent grade(s) will remain on the student transcript for reference purposes; however, when a course is successfully repeated, only the passing grade (not the original grade) will be computed in the GPA and CGPA.

To improve academic achievement, it is strongly recommended that any student with a grade of "WF" or "F" register for the same course in the subsequent trimester in which the course is offered. Students may also retake a course in which they received a passing grade in order to improve their CGPA.

(D) Effect of transfer credits from other institutions: Credits from transfer courses are calculated in the quantitative measure of the Wade College Satisfactory Academic Progress Policy as credit hours completed and credit hours attempted; however, grades for credits transferred do not compute in the GPA and CGPA. Transfer credits reduce the total number of credits that must be attempted within the program; therefore, the maximum number of attempted credits for a student with transfer credit is 150 percent of the number of credits required to complete for graduation.

(E) College preparation courses are based on the results of the academic placement test. Students must successfully complete such courses in order to progress in the program. College preparation course credits do not count toward the total number of credits for graduation, nor do they count in the GPA and CGPA; additionally, they are not counted as credit hours attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy.

(F) A student may appeal a determination that he or she is not making satisfactory progress, in writing, to the Vice-President of Academic and Student Affairs. To be successful, the appeal must address the mitigating circumstances the student believes contributed to the poor academic showing and must demonstrate that those circumstances will not present a problem in the future. If the appeal is granted, the student will be given one additional probationary trimester, during which the student's eligibility for federal financial assistance is reinstated. At the conclusion of that trimester, the student must attain the appropriate qualitative and quantitative measures listed above, or else he or she will be academically dismissed. (Regardless of the reasons for the student's academic problems, an appeal will not be granted if it would be mathematically impossible for the student to attain a satisfactory academic progress standing by the next evaluation point.)

The following is a list of events that indicate possible mitigating circumstances which may have negatively impacted academic progress:

- a. Death of an immediate family member
- b. Student illness requiring hospitalization (including mental health issues)
- c. Illness of an immediate family member where the student is a primary caretaker
- d. Illness of an immediate family member where the family member is the primary financial support
- e. Abusive relationships
- f. Divorce proceedings
- g. Previously undocumented disability
- h. Work-related transfer during the trimester
- i. Change in work schedule during the trimester
- j. Natural disaster
- k. Family emergency
- l. Financial hardship such as foreclosure, eviction, or loss of job
- m. Loss of transportation where there are no alternative means of transportation
- n. Documentation from a professional counselor or physician

(G) If a student appeals a determination that he or she is not making satisfactory progress and is denied, he or she may not re-enroll for the following trimester and must remain out of school until one year after the trimester in which the appeal was denied. The student can then request an additional appeal for reinstatement through the Office of the Vice-President of Academic and Student Affairs; to be successful, the appeal would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict academic success. If the appeal is granted, the student will be given an additional probationary trimester, during which the student's eligibility for federal financial assistance is reinstated. At the conclusion of that trimester, the student must attain the appropriate qualitative and quantitative measures listed above, or else he or she will be academically dismissed. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from Wade College.

(H) The *Wade College Academic Clemency Policy* provides an opportunity for students to apply for a fresh academic start by disregarding their prior academic record. This policy permits students to begin their college studies again with up to two excused trimesters of coursework (consecutive or nonconsecutive). Academic clemency may be awarded to a student only once and is applicable only to students enrolled and credits earned at Wade College. Academic clemency may be referred to as academic bankruptcy, academic amnesty, academic renewal, or academic pardon at other institutions. Academic clemency does not affect accumulated financial aid history. If granted, expunged grades will be noted on transcript with X grade.

Criteria includes:

- a. Student must have applied for readmission with the Vice-President of Academic and Student Affairs.
- b. Student must complete Academic Clemency Request Form.
- c. At least three years must have elapsed since the end of the trimester in which the applicant was last in attendance at Wade College.
- d. If a student is granted academic clemency, excused academic credits will not be used as part of a degree program or count against GPA and completion rate; however, the prior record, including probation and appeal, remains a visible part of the student's transcript.
- e. A decision of clemency includes all coursework taken at Wade College during excused trimesters; it is not selectively applied.

DEGREE PLAN

The student is responsible at all times for knowing his or her scholastic standing and for fulfilling all requirements of the college by referring to published academic policies, regulations, and standards and by consulting with the appropriate Academic Advisors. It is the student's responsibility to ascertain and meet course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing, and any other applicable academic requirements.

The degree audit is an official document prepared by the Office of the Vice-President of Academic and Student Affairs. It lists all courses completed, courses not completed, transfer credit awarded, and other requirements for degree completion.

GRADING SYSTEM

Wade College's grading system uses the letters A, B, C, D, F, WF, P, I, W, Q, CR, T, and IP. Grades are awarded at the end of each trimester as follows:

- A Excellent, four grade points per credit hour.
- B Good, three grade points per credit hour.
- C Fair, two grade points per credit hour.
- D Passing, one grade point per credit hour.
- F Failing, no grade points.
- WF Withdraw/Failing, given for an official withdrawal after the first ten (10) weeks of the trimester. WF is computed as an F in the GPA and CGPA and is counted as credit hours attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy.
- P Pass. Indicates passing work. Awarded in pass/fail courses only. P is not computed in the GPA and CGPA and is not counted as credit hours successfully completed nor attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy.

- I Incomplete. All coursework is expected to be completed by the end of the trimester. In an emergency, the professor may assign a grade of I when the student has already completed 75% of course work and has experienced a documented hardship. This grade will become an F seven (7) days after the next trimester begins if the work is not completed. I is not computed in the GPA and CGPA and is not counted as credit hours successfully completed or attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy

- W Withdrawal, given for withdrawal during the first ten (10) weeks of the trimester or upon return from an approved Leave of Absence if work has not been completed. W is not computed in the GPA and CGPA but is counted as credit hours attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy.

- Q Withdrawal, given when a student drops a course after the first two (2) weeks of the trimester. Presidential permission and documentation of extenuating circumstances are required. Q is not computed in the GPA and CGPA and is not counted as credit hours attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy. A student who receives a grade of Q for all coursework remains an enrolled student unless he or she officially withdraws.

- CR Transfer credit, credit transferred from other accredited post-secondary (college-level) institutions. CR is not computed in the GPA and CGPA but is applied to the total credits required for graduation and is counted as credit hours successfully completed and attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy.

- T Transfer credit, credit transferred from other accredited post-secondary (college-level) institutions. T is not computed in the GPA and CGPA but is applied to the total credits required for graduation and is counted as credit hours successfully completed and attempted in the quantitative measure of the Wade College Satisfactory Academic Progress Policy.

- IP In progress, course in which the student is currently enrolled.

- X Expunged, given when student qualifies for academic clemency. Presidential permission is required. X is not computed in the GPA and CGPA.

Grade Point Averages

The overall grade point average (GPA) is used to determine student class loads, classification status, and eligibility for graduation. All GPA calculations are subject to post audit and correction by the Office of the Registrar.

The GPA is calculated by dividing the total number of trimester grade points earned by the total number of trimester credit hours attempted. The number of trimester credit hours attempted includes all courses with grades of A, B, C, D, F, and WF. Courses with grades of I, P, CR, T, IP, Q, or W are not counted as credit hours attempted in this qualitative measure. Credit hours are a different measure of academic achievement than contact hours of class attendance.

Cumulative Grade Point Averages

The cumulative grade point average (CGPA) upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at Wade College by the total number of credit hours attempted in residence at Wade College. Excluded in this calculation are all courses in which the student received grades of I, P, CR, T, IP, Q, or W. In calculating grade points, grades count as follows: A, four points per credit hour; B, three points per credit hour; C, two points per credit hour; D, one point per credit hour; and F and WF, zero points.

PROGRESS REPORTS

Student progress reports are available via the college's student management system for continuing students at the beginning of each trimester (progress reports are for the trimester just completed). Non-continuing students may obtain a copy of their grades at no charge, provided they are in good standing with the college, by submitting a written request to the Office of the Registrar.

If the grade report is believed to be in error, the student should contact the Office of the Registrar within 15 days following the first class day of the succeeding trimester.

At the end of each trimester, students earning a 4.0 GPA are placed on the President's List; students earning a 3.5 GPA or above are placed on the Vice-President of Academic and Student Affairs' List. This is noted on student transcripts.

ACADEMIC PROBATION

Academic probation is an emphatic warning that the quality of the student's work during the probationary trimester must improve in order to continue as a student at Wade College. A student is removed from academic probation at the end of any trimester during which the minimum qualitative and quantitative measures listed under "Academic Standards" are attained.

A student who, during a probationary trimester, fails to meet the minimum qualitative and quantitative measures listed under "Academic Standards" at the end of that trimester will be academically dismissed from Wade College. For appeal procedures, please refer to the "Academic Standards" section of this *Wade College Catalog*.

The progress report available at the end of each trimester includes the student's academic status and a data summary on which the status is based. Each student is responsible for knowing whether the minimum CGPA and the proper credit hours have been achieved and whether he or she is eligible to re-enroll in the college. Any student who enrolls while ineligible will be withdrawn by the Office of the Registrar, and no special consideration will be given to such a student on a plea of ignorance of academic status. If the cumulative record is believed to be incorrect, the student should contact the Office of the Registrar.

ACADEMIC DISMISSAL

A student academically dismissed from the college for the first time for failure to meet minimum academic standards may not re-enroll for the following trimester and must remain out of school until one year after the trimester in which he or she was academically dismissed. The second academic dismissal is permanent.

CHANGE OF GRADE REQUEST/GRADE APPEALS

Any student who believes a grade has been inequitably awarded should first contact the professor who awarded the grade to discuss the issue and attempt to resolve the difference. The professor may then submit a *Change of Grade Form* to the Office of the Vice-President of Academic and Student Affairs.

To formally dispute a grade that the student feels has been inequitably awarded, the student must obtain a *Grade Protest Form* from the Vice-President of Academic and Student Affairs. A student not in residence the trimester following the awarding of the grade or a resident student who is unable to resolve the differences with the professor has until the end of the second week of classes of the succeeding trimester to file a *Grade Protest Form* with the Vice-President of Academic and Student Affairs.

Formal grade protests follow this procedure: The student submits a written appeal to the Office of the Vice-President of Academic and Student Affairs using the *Grade Protest Form*. The Office of the Vice-President of Academic and Student Affairs forwards the *Grade Protest Form* to the professor who then submits a written response on the protest form and submits it to the Office of the Vice-President of Academic and Student Affairs. The Office of the Vice-President of Academic and Student Affairs either approves the change of grade or meets with the student to explain the reason the grade was not changed.

A student who remains unsatisfied with this process or its outcome may request that the Office of the Vice-President of Academic and Student Affairs conduct a meeting with the student and the professor. In following either procedure above, the Office of the Vice-President of Academic and Student Affairs will make a judgment on the merits of the case and recommend a specific action regarding the disputed grade.

If the student still deems the matter unresolved, he or she may lodge a formal grievance. For more details about this process refer to the "Grievance Procedures" section in the *Wade College Student Handbook*.

REMOVAL OF INCOMPLETE

A student may remove a grade of I by the add/drop deadline of the following trimester by completing the stipulated work assigned by the professor. The professor then records the final grade and obtains a signature on the *Change of Grade Form* from the Office of the Vice-President of Academic and Student Affairs. The Office of the Vice-President of Academic and Student Affairs completes processing with the Office of the Registrar, where the grade, GPA, and CGPA are adjusted accordingly.

If a student does not complete the stipulated work within the time specified, the Office of the Registrar automatically changes the grade of I to the grade of F. The GPA and CGPA are adjusted accordingly.

SCHEDULE CHANGES (Add/Drop, Withdrawal)

Students may adjust their schedules by adding and/or dropping classes or by withdrawing. Specific procedures must be followed in making these changes. Students dropping *all* of their courses must go to the Office of the Vice-President of Academic and Student Affairs to officially withdraw. For more information, please refer to the “College Policies” section in this *Wade College Catalog*.

STUDENT SERVICES AND PROGRAMS

CAREER SERVICES

The mission of the Office of Career Services is to support and empower students and alumni on their career paths by teaching lifelong employability and career management skills, and providing resources, guidance, and learning opportunities to help them successfully gain employment and manage their careers.

Career Services offers students and alumni one-on-one career advising, resources for employability development, access to a dynamic online job board [College Central Network](#), on-campus workshops and recruiting events, opportunities to connect with industry professionals and prospective employers, and other resources and services for the purposes of:

- Helping students and alumni navigate the career search process for gainful employment;
- Promoting understanding about the necessary competencies and skills required to qualify for immediate employment and career advancement; and
- Encouraging students and alumni to be engaged in continual self-improvement and professional development to maintain long-standing careers in the merchandising, design, and/or technology fields.

College Central Network

The [College Central Network](#) system offers opportunities and options for students, alumni, and employers. [College Central Network](#) allows registered students and alumni to apply for jobs, track job search progress, receive important announcements, and much more all in one location. [College Central Network](#) is continuously updated with many field-related opportunities ranging from temporary to full-time employment while also including national job posting. This job board system is offered exclusively to Wade College students and alumni.

One-On-One Career Advising

One-on-one career advising allows students and alumni to receive focused attention to address individual needs and answer questions concerning career development such as job search strategies, resume and cover letter writing, interview preparation, and career exploration. Students and alumni are encouraged to schedule an appointment.

Working Market

One of the benefits of Wade College's proximity to the Dallas World Trade Center is the exposure students have to businesses and activities of one of the world's largest wholesale marketplaces. Many showrooms and vendors offer qualified students and alumni opportunities to work not only during scheduled Markets, but also throughout the year. Market jobs are frequently posted on the [College Central Network](#).

Part-Time Employment

The [College Central Network](#) includes these part-time job postings to assist students seeking employment within the Dallas/Fort Worth area.

Field Experience

Wade College students are encouraged to gain meaningful field-related work experiences while pursuing their studies. Whether through academically eligible field experience or part-time industry work, Wade College students utilize various forms of field experience to build their career paths, often opening the doors to permanent positions upon graduation. In partnership with Career Services, associate and baccalaureate students may use an eligible internship opportunity for field experience course credits. Students must secure their field experience internship by week 1 of the school term that this course will occur.

On-Campus Workshops and Professional Guest Speakers

Workshop topics have focused on methods of job search, resume and cover letter writing, interviewing, networking, business etiquette, self-promotion, dressing for success, public speaking, and other topics related to professionalism. Industry professionals are regularly invited as on-campus guest speakers offering inspiration, sharing knowledge of up-to-date industry practices and standards, and showing students how to be professionals in their fields of study. Students may visit the [College Central Network](#) for announcements about upcoming events.

On-Campus Interviews and Job Fairs

Wade College attracts wholesale, retail, corporate recruiters, and executives to campus to recruit on campus, review resumes and portfolios, and interview students. Through on-campus recruiting and interviews, employers are able to select students to fill full-time and part-time positions, market positions, and internships.

Professional Portfolio Critique

Graduating students from certain associate degree programs are given a chance to hone their job-search skills in the *Portfolio Design and Presentation I* course. In this capstone class, students are given the opportunity to assimilate all that they have learned while at Wade College; the final product is a professional portfolio showcasing the work they have done while a student at Wade College. All students, regardless of program, will produce a portfolio suited to their career needs. At the conclusion of the trimester, eligible graduating students present their portfolios to a panel of industry professionals at the *Professional Portfolio Critique* and receive constructive feedback for additional preparation for real-world presentations and employment.

Graduating students from certain baccalaureate degree programs have the opportunity to produce a career-focused professional portfolio showcasing the advanced work they have completed in the baccalaureate degree program at Wade College and work gained in the industry. The *Portfolio Design and Presentation II* course also allows students to refine their career planning tools, practical strategies, self-promotion methods to facilitate career success. At the conclusion of the trimester, eligible graduating baccalaureate degree program students will showcase their professional portfolio at the Professional Portfolio Critique. The critique consists of independent, third-party industry professionals, who evaluate each student's portfolio presentation based on the viability of their portfolio work, organization, attention to detail, and the readiness for employment or self-employment.

STUDENT ADVISING

Academic Advising

The Academic Advising Program is designed to help enhance students' experiences at Wade College by providing academic support throughout the program. Academic Advisors are available to provide resources, key information, and guidance to assist in degree completion. The Office of the Vice-President of Academic and Student Affairs provides Academic Advisors. Students may meet with Academic Advisors to discuss scheduling, curriculum, grades, college policies, and other college-related issues.

COLLEGE PREPARATION COURSES AND SUPPLEMENTAL INSTRUCTION LABORATORIES

College Preparation Courses

To assess student needs in the areas of mathematics and written communication skills, all students are required to take placement exams via the College Board's ACCUPLACER exams; such exams will assess the skills and abilities of students to determine whether they should be placed in either or both of the college preparation courses offered at Wade College. Upon acceptance and enrollment, but prior to registering for classes, all students will sit for the two placement exams—administered on campus and overseen by college administration. The student will be required to schedule an appointment for testing with the Office of Admissions upon enrollment.

All students who score below a predetermined benchmark score on the College Board's ACCUPLACER placement exams will be placed in *DMAT 0075 Fundamentals of Mathematics* and/or *DCOM 0095 Fundamentals of Composition*, as appropriate. College preparation courses in mathematics and English composition will serve as co-requisites for the college-level courses: *MATH 1332 Contemporary Mathematics I* and *ENGL 1301 Composition I* courses, respectively; consequently, successful completion of mandated preparation courses is required for those students whose placement scores determine need.

Supplemental Instruction Laboratories

The supplemental instruction program at Wade College provides students regularly-scheduled laboratory instruction linked to all of the institution's mathematics and English composition courses—including both the college preparation and the college-level courses—to supplement the information and skills taught in those courses.

The laboratory instruction will be led by subject-matter specialists (Wade College professors). As opposed to the lecture format that is used to present course concepts in the college preparation courses and college-level courses, the mathematics and writing laboratories will emphasize one-on-one student assistance in the respective areas with the professor acting as a facilitator, providing assistance when necessary. Students will be able to work individually through course concepts provided by assignments, workbooks, or course-specific computer software.

STUDENT ORGANIZATIONS

To support the college's mission of providing students with experiences that enrich their lives both culturally and socially, the following student groups are available at Wade College. These organizations complement the classroom experience by providing students with the opportunities to develop intellectual, humanitarian, and leadership skills. In addition, participation in student organizations offers networking opportunities while in college and after graduation.

Wade College Student Association

The Wade College Student Association (WCSA) is a professional student organization which helps to broaden students' interest and knowledge of the world of merchandising, design, and technology. WCSA provides an in-depth view of exciting professional opportunities in the merchandising, design, and technology fields. Membership is open to all students interested in fashion design and product development, interior design, merchandise marketing and management, and visual communication. Each trimester, officers are elected to organize and guide the activities of the group. WCSA takes learning beyond the classroom through organized activities, such as field trips, guest speakers, special events, career-building workshops, and community service efforts. In addition, members are eligible to apply for market job opportunities, internships, and attend the annual Fashion Group International Scholarship Competition. Any student wishing to join must take an active role in the group's activities, abide by the set guidelines and procedures of the group, and be in good academic and financial standing with the college.

Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honor society that students enrolled in an associate degree program are invited to join. Any student who earns a GPA of 3.5 or above after completing at least 12 credit hours of course work and is recommended by the faculty may be invited. In addition, members must maintain a 3.0 GPA and have good attendance to remain a member.

Mu Kappa Tau

Mu Kappa Tau (MKT) is an honor society for any baccalaureate-level student dedicated to recognizing excellence in the field of marketing. MKT is a national organization whose mission is to recognize the scholarship, achievement, and professional development of marketing students committed to the advancement of marketing education and the integrity of careers in marketing. MKT welcomes the top 10% of the junior class and the top 20% of the senior class with a minimum CGPA of 3.25 on a 4.0 scale.

STUDENT ACTIVITIES

Wade College offers several beneficial and stimulating activities aimed at increasing student involvement in the college, enhancing individual development, promoting desirable social interactions, providing recreational activities, and preparing skills for professional development. Examples of past student activities are listed below.

Dallas Society of Visual Communications

The DSVC has grown to become one of the largest independent graphic design clubs of its kind. Along the way it has continually sought to elevate the standards of the visual communications industry and promote the value that creative professionals add to commerce and the community at-large. Wade College students participate in monthly guest lectures and other events and design competitions throughout the year.

DIFFA

Design Industries Foundation Fighting AIDS (DIFFA/Dallas) raises funds for organizations that aid in the fight against HIV/AIDS by providing preventative education programs, treatment and direct care services for people living with/impacted by HIV/AIDS. DIFFA/Dallas hosts multiple events throughout the season including Burgers and Burgundy, DIFFA/Dallas Wreath Collection and House of DIFFA. Wade College students serve as front of house and back of house support for all DIFFA events.

International Interior Design Association

The IIDA strives to create a niche for the most talented and visionary interior design professionals, to elevate the profession to the level it warrants. Students participate in national conference and award show ceremonies.

Wade College Professional Portfolio Critique

Practicing presentation and interview skills is an important component of a student's success in preparation for professional experiences in his or her chosen industry. The Professional Portfolio Critique (PPC), held at the close of each trimester, is an exciting time during which selected candidates for graduation can present and display the skills they have developed at Wade College during their course of studies. The PPC consists of each student presenting his or her portfolio to a professional industry panel, who will then offer valuable verbal and written feedback. The panel evaluates each student's portfolio and presentation based on overall organization, knowledge of the concentration, communication skills and professionalism, enthusiasm and energy, readiness for a professional interview, and greatest strengths and weaknesses.

Fashion Group International Scholarship Competition

Every April, Wade College students participate in the country's largest career event of its kind. Nearly 1,200 students and faculty attend annually. The program provides career opportunities and insights; hands-on access to companies offering internships and entry-level jobs; interaction with industry leaders, mentors and role models; and most importantly, merchandising and design competitions with

cash awards and scholarships. Wade College students participate in presentations by keynote speakers and other seminars and networking opportunities.

International Interior Design Association (IIDA) Competition

Each year, interior design students from around the world submit design projects solving residential and commercial problems by submitting a digital presentation board and floor plans. The winning design projects will be selected by a jury of design professionals. Submissions are judged on excellence in aesthetics, design, creativity, and function as well as the suitability of the design solution to the project challenge and the successful integration of the elements of design.

Dallas Society of Visual Communications Show

The Dallas show is the leading juried competition and awards show for professionals in the southwest, seeking to recognize and honor the region's top creative work in advertising, design, interactive, illustration, and photography. Students submit work to the emerging creative category is open to all creatives, regardless of age or previous professional experience, who are in the first 5 years of their creative career.

Fashion and Lifestyle Awards

Every November, Wade College students participate in the production of the largest fashion, hard goods, interior design, retailing, and art event in the Dallas/Fort Worth area, the *Fashion and Lifestyle Awards*. This black-tie gala puts the spotlight on outstanding individuals and companies for their achievements in the fashion and lifestyle-related fields. The Dallas Trade Mart Grand Pavilion is transformed into a glamorous, intimate setting where guests enjoy gourmet hors d'oeuvres, a fashion show produced by Jan Strimple spotlighting Dallas' design talent, silent auction, and presentation of awards to the honorees. Wade College students have opportunities to volunteer and attend the high-profile event.

Industry Competitions

Throughout the year, Wade College students are given the opportunity, through course work and extracurricular activities, to participate in industry-specific competitions.

Wade College DMI Magazine

Wade College publishes *DMI Magazine* several times each calendar year. Contributions are made by faculty, staff, students and student organizations. Articles range from events and activities that occur on campus to spotlights of past alumni.

Field Trips

There are various course-related activities that take place outside the classroom and the college. Some of these activities displace regularly-scheduled classes, and some are voluntary extracurricular activities. Students are required to provide their own transportation to field trip locations. Students who provide carpool assistance to fellow students should be certain they have adequate insurance coverage. All students who participate in a field trip are required to complete a release form to assure their understanding of the conditions established for such a trip.

Wade Holiday Bazaar

To help get ready for the holiday season, the Wade College Student Association hosts the Wade College Holiday Bazaar. Students sell homemade foods, crafts, and artwork to Wade College shoppers.

Community Service

Wade College students have been volunteering for Attitudes and Attire for over ten years. The Dallas-based non-profit agency promotes personal growth for women seeking self-sufficiency. Clients of the agency are typically single moms who have experienced financial difficulty, abuse, addiction, and/or generational poverty. Attitudes and Attire offers tools and programs to help their clients build self-esteem, promote ethics, and assist them in re-entering the workforce. Wade College students offer much needed support to the organization through volunteering. Volunteer opportunities range from sorting donated items, assisting clients with styling advice, visual merchandising for the Attitudes and Attire boutique, and assisting with various events such as the annual Kim Dawson Attitude Award Fashion Show and Luncheon. For more information on volunteer opportunities contact the Wade College Student Association.

Students also have the opportunity to volunteer with *Dwell with Dignity*, a non-profit group of Interior Designers and volunteers dedicated to creating soothing, inspiring homes for families struggling with homelessness and poverty. They provide and install home interiors for families that include furnishings and art, bedding and kitchen supplies, and food in the pantry. *Dwell with Dignity's* mission is to help families escape poverty and homelessness through design, one household at a time.

AMERICANS WITH DISABILITIES ACT

Wade College is aware of and deeply concerned with the unique challenges that a student with a disability faces. The college is committed to reducing and/or eliminating the barriers that these students encounter. The Office of the Vice-President of Academic and Student Affairs coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Office of the Vice-President of Academic and Student Affairs works closely with the Texas Rehabilitation Commission, the Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act (ADA) of 1990* prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting a reasonable accommodation must provide documentation of the disability (as appropriate), complete an application for support services, and must schedule and participate in an interview to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact with the Office of the Vice-President of Academic and Student Affairs to identify needs and to ensure that services will be available in an effective and timely manner.

Handicapped Facilities

The Wade College campus is fully accessible to the handicapped. Ramps, elevators, and specially-furnished restrooms are available throughout the facility. Wade College complies with all local and federal laws regarding provision for disabilities.

Service Animals and Emotional Support Animals

Wade College welcomes well-trained service animals and emotional support animals on campus. Students should contact the Office of the Vice-President of Academic and Student Affairs to ensure that the college is aware of their requested accommodation and to provide any applicable documentation.

ORIENTATION

All accepted students new to Wade College are required to attend the new student orientation session(s) prior to matriculation. These sessions are conducted each trimester and are offered as a means of assisting new students in the transition into Wade College. New students receive individual attention and assistance. New student orientation may include campus life sessions and introductions to student services, activities, faculty, and administration, as well as information on academic advising and completion of the tuition and fee payment process.

ALUMNI SERVICES

Wade College's Alumni Association includes thousands of graduates who have taken the necessary steps to complete a degree program at Wade College and move forward into successful careers. All Wade College graduates automatically become members upon graduation. Alumni can receive announcements about on- and off-campus industry events and networking opportunities, participate as guest speakers and on alumni panels, coordinate mixers with fellow alumni, and share their alumni stories. Career Services offers job search resources and support to alumni including continuous access to [College Central Network](#) our online job board. Alumni can stay connected by joining the Wade College Alumni Association group on [LinkedIn](#).

ADDING/DROPPING COURSES

In any trimester, the last official day to make schedule changes, including adding or dropping a class, is the date specified on the Academic Calendar (see "Academic Calendar"). Schedule changes must be completed by 5 p.m. on the deadline dates specified in the "Academic Calendar."

Students who wish to add or drop a course after registration, but prior to the add/drop period deadline, must complete an official *Add/Drop Form* in the Office of the Vice-President of Academic and Student Affairs. There is no fee or grade associated with this procedure if done during the add/drop period. No course(s) may be added after the deadline date specified in the "Academic Calendar."

Courses that are dropped after the add/drop period will result in a grade of W. The last date to drop with a W is specified on the Academic Calendar. Courses dropped after the last date to drop with a W, as specified on the Academic Calendar, will result in the grade of WF.

While every effort is made by the Office of the Vice-President of Academic and Student Affairs to assist a student in planning his or her schedule, it is the student's responsibility to know course sequence, course requirements, and prerequisites as listed in the *Wade College Catalog*.

A student who is enrolled in a college preparation course may not drop such course without approval from the Vice-President of Academic and Student Affairs.

International students and students receiving financial aid or veteran's assistance should notify the Financial Services Department before dropping any class to learn how it will affect current or future financial aid eligibility.

Tuition Adjustments

During the add/drop period, students may drop a course they have attended without being charged for the course, provided withdrawing from that course does not constitute withdrawing from the college in which case the withdrawal policy will apply; **however, students will be assessed the institutional costs for any textbooks (electronic or print) and supplies that the student received for the dropped course(s).**

A tuition adjustment results when a student officially changes enrollment status (full-time to part-time, part-time to full-time, or part-time to less than part-time) during the add/drop period. Adjustments will not be made for students dropping individual courses after the add/drop period.

LEAVE OF ABSENCE

If a student needs to interrupt his or her studies due to unforeseen personal circumstances, the student may apply for a leave of absence through the Office of the Vice-President of Academic and Student Affairs. A leave of absence must be approved by the Vice-President of Academic and Student Affairs, who will determine if there is a reasonable expectation that the student will return to school. The request must be in writing, must give the date the leave is to begin and the date the student is expected to return, and must not be taken while the student is registered for classes. The approved leave of absence form must be signed by the student and the approving school officials. Grounds for an approved leave of absence include:

- a. Death of an immediate family member
- b. Student illness requiring hospitalization (including mental health issues)
- c. Illness of an immediate family member where the student is a primary caretaker
- d. Illness of an immediate family member where the family member is the primary financial support
- e. Abusive relationships
- f. Divorce proceedings
- g. Previously undocumented disability
- h. Work-related transfer during the trimester
- i. Change in work schedule during the trimester
- j. Natural disaster
- k. Family emergency
- l. Financial hardship such as foreclosure, eviction, or loss of job

- m. Loss of transportation where there are no alternative means of transportation
- n. Documentation from a professional counselor or physician

If approved, the leave of absence is not considered a withdrawal unless the student does not return from the leave. The student will retain in-school status during the leave. A leave of absence cannot exceed 180 consecutive days in any 12-month period. The 12-month period begins on the first day of the student's first leave of absence. A series of non-consecutive days may be approved as one leave. No additional institutional charges are generated during the leave. When a student returns from a leave of absence, he or she will continue the academic program from where he or she left.

Students receiving financial aid should consult the Financial Services Department before deciding to request a leave of absence to learn if, or how, it will affect current or future financial aid eligibility. Any student receiving veteran's educational benefits will be re-certified for educational benefits upon return from the Leave of Absence.

WITHDRAWAL FROM COLLEGE

Any student who desires to officially withdraw from the college must report to the Office of the President and submit an official notification. Following an exit interview with the President, the student will be issued a withdrawal form in order to provide written notice of intent to withdraw. The Office of the President will process the withdrawal paperwork and follow the appropriate regulations for terminating the student's federal financial aid, if any. Within 45 days of the date that official notification was provided, the student will be mailed a statement of account.

Readmission

A former Wade College student who did not attend Wade College the previous trimester and who was not on an official leave of absence must apply for re-admission through the Office of Admissions and, if applicable, the Office of Financial Services. The former student must be in good standing with the college and must present justification for re-admission. Students who interrupt their education will be subject to any changes in fees, curricula, and graduation requirements that took effect during their absence.

GRADUATION

Upon successful completion of the stated requirements below, students are awarded an associate degree and/or a baccalaureate degree. A student must complete all academic requirements and resolve all financial obligations with the college before either degree is awarded.

Graduation Requirements – Associate Degree Programs

The Associate of Arts in Fashion Design and Product Development, Interior Design, or Visual Communications or the Associate of Science in Merchandising Marketing and Management or Information Technology is granted to students who have completed the following requirements:

1. Completion of a minimum of 60 credit hours with a passing grade or credit.
2. Completion of all required general education, core curriculum, and major coursework for the applicable program.
3. A cumulative grade point average (CGPA) of 2.0 or above based on a 4.0 scale.
4. Satisfaction of all financial obligations through the Business Office to participate in the graduation ceremony and to receive a degree and/or an official transcript from Wade College.

Graduation Requirements – Direct-Entry and Post-Associate Baccalaureate Degree Programs

The Baccalaureate of Arts in Fashion Design and Product Development, Interior Design, or Visual Communications or the Baccalaureate of Science in Merchandising Marketing and Management or Information Technology is granted to students who have completed the following requirements:

1. Completion of a minimum of 120 credit hours with a passing grade or credit.
2. Completion of all required general education, core curriculum, and major coursework for the applicable program.
3. A cumulative grade point average (CGPA) of 2.0 or above based on a 4.0 scale.
4. Satisfaction of all financial obligations through the Business Office to participate in the graduation ceremony and to receive a degree and/or an official transcript from Wade College.

Commencement Exercises

Commencement exercises are held annually in May and are followed by a reception open to graduates and their families. Candidates for graduation from the May and the prior January and September graduation cohorts are eligible to attend. Candidacy for graduation includes having earned the requisite program credit hours and being in good academic standing in accordance with the Satisfactory

Academic Progress Policy prior to the commencement ceremony and maintaining good financial standing with the institution. Attending the commencement ceremony requires completion of a graduation clearance form with authorizations from all appropriate department heads.

TRANSCRIPTS

The student's transcript is a permanent record of courses taken, grades received, hours earned, and degrees granted. Transcripts are maintained for each student matriculating at Wade College, current and former. An "official transcript" is a copy of the above record, signed by the Registrar of the college and imprinted with the college's seal. The signature and seal validate the "official" status of the transcript. A copy of the above record without signature and seal constitutes an "unofficial transcript."

Before an official transcript can be released, all financial and/or administrative obligations to the college must be resolved. To find out if there are any transcript blocks, students may contact the Office of the Registrar in person or by phone.

Transcripts may be ordered online via www.parchment.com or at www.wadecollege.edu, through the Parchment or Wade College app, or in person at the Office of the Registrar.

Transcripts ordered online via website or app can be mailed or electronically delivered. Transcripts ordered in person can be mailed or picked up at a later date. If a student requests a transcript through parchment, they will also be able to log into their portal to see the status of the request.

Requests for transcripts must include:

- Student's full name, and any previous name(s), if applicable
- Student's social security number
- Student's date of birth
- Student's approximate dates of attendance at Wade College (and month/year of graduation, if applicable)
- Complete address of where to mail the transcript
- Student's signature
- A daytime phone number, e-mail, and student's home address (for contact, if there are questions)
- Transcript Fee —When all conditions have been satisfied and the correct fee paid, Parchment or the Office of the Registrar will send the student's transcript from Wade College to any college, agency, or individual named. A \$5.00 fee will be charged for each official transcript issued. An additional \$2.50 S&H fee will be assessed for printed transcripts mailed by Parchment.

Verification of Enrollment

Wade College will verify the attendance, enrollment, and/or degree awarded of any current or former student. Verification requests must be submitted to the Office of the Registrar in writing by the individual requesting this information.

PUBLIC INFORMATION POLICY AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Wade College receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Consent must be in writing and specify the records to be released, the reasons for such release, and to whom the information is to be released. Personal information shall be transferred to a third party outside of the college only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. The third party is expected to adhere to the FERPA guidelines upon receipt of this information. The college shall include with any information released, a written statement which informs the receiver of the information and conditions of disclosure.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wade 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 regarding the student will be provided to the public upon request unless the student files a request in the Office of the Registrar asking to be excluded from the directory or from any other request for open directory information from outside entities. The request should be submitted prior to the 12th class day of each new trimester.

A request to withhold information may be submitted after the stated deadline, but information may be released between the deadline and receipt of the request. The file of a student who has asked to be excluded from the directory information will remain flagged until the student requests that the flag be removed.

Directory information consists of a student's full name, address, e-mail address, telephone number, date and place of birth, major field of study, classification, participation in officially recognized activities, dates of attendance, degrees, and awards received, the last educational agency or institution attended previous to Wade College, and photograph.

Wade College will disclose information from a student's educational records only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records. A school official is a person employed by Wade College in an administrative, supervisory, academic, research, or support staff position (including third-party law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Wade College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Wade College.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

For any other information regarding the college's policy on access to records and to request accessibility to college records, contact the Office of the Registrar.

ARBITRATION

Any dispute or civil claim between the student and Wade College or any company that is an affiliate of Wade College or any officer, trustee, employee or agent of Wade College or any such affiliated company (other than disputes or claims regarding non-payment, grades, or other academic evaluations) not resolved with Wade College or regulatory officials shall be submitted to binding arbitration in the City of Dallas, Texas, pursuant to the rules of the American Arbitration Association. Any award entered shall be final and binding on both parties.

LIABILITY FOR PERSONAL LOSS

Wade College is not responsible for and does not assume any liability for loss of or damage to personal property. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions on campus. For further information on personal insurance coverage, contact the Office of the President.

STUDENT IDENTIFICATION CARDS

Wade College student identification (ID) cards are issued digitally to students through the Wade College app, available in IOS and Android app stores. In addition, the INFOMART issues security badges to all Wade College students; these badges are required for entrance and exit of the building. The INFOMART charges a fee for lost security badges. Upon graduation or withdrawal from the college, the INFOMART security badge must be returned to Wade College prior to receiving official transcripts and/or college degree. The ID/access card must be carried when attending classes or other college-sponsored events. Possession of a Wade College digital ID card enables a student to request, in advance, admission to the World Trade Center.

COLLEGE DIRECTORY

BOARD OF TRUSTEES

The Board of Trustees is the legal body responsible for the college and has the authority and duty to ensure that the mission of Wade College is implemented. The majority of board members are not affiliated with the college in any capacity other than board service. The Board of Trustees is elected by the shareholders of Wade College, Inc. which is a private, for-profit entity.

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Gilmartin Companies

Harry Davros, *Board Secretary*

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Wade College

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BFA, Midwestern State University

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B Arch, Tuskegee University

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MBA, Texas Woman's University

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MS, MIT Sloan School of Management

AB, Kenyon College

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BS, Kansas State University

Tara Valure

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BA, Florida Atlantic University

Will Webster

MA, Savannah College of Art and Design

BFA, University of Cincinnati

Sharon Zenner

BFA, University of North Texas

MS, University of North Texas (in

progress)