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 April 1, 2024; 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 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.
# TABLE OF CONTENTS

GENERAL INFORMATION ......................................................................................................................................................... 7

COLLEGE ACCREDITATION .......................................................................................................................................................... 7

  Southern Association of Colleges and Schools Commission on Colleges ................................................................. 7
  Council of Interior Design Accreditation (CIDA) ................................................................................................................ 7
  Other Approvals and Authorizations ................................................................................................................................. 7
  Memberships .......................................................................................................................................................................... 7

ACADEMIC FOUNDATIONS ........................................................................................................................................................ 7

MISSION .................................................................................................................................................................................. 7

HISTORY .................................................................................................................................................................................. 8

LOCATION AND FACILITIES .................................................................................................................................................. 8

WADE COLLEGE LIBRARY ......................................................................................................................................................... 9

Library Mission Statement ....................................................................................................................................................... 9

ACADEMIC CALENDAR ............................................................................................................................................................. 10

ADMISSIONS ............................................................................................................................................................................ 11

ACADEMIC SCHEDULE ........................................................................................................................................................... 11

REQUIREMENTS ....................................................................................................................................................................... 11

  Associate Degree Programs ............................................................................................................................................. 11
  Direct-Entry Baccalaureate Degree Programs .................................................................................................................. 11
  Post-Associate Baccalaureate Degree Programs ............................................................................................................... 11

PROCEDURES ........................................................................................................................................................................... 12

  Associate and Direct-Entry Baccalaureate Degree Programs ......................................................................................... 12
  Post-Associate Baccalaureate Degree Programs ............................................................................................................... 12
  International Students ......................................................................................................................................................... 12
  Veterans ................................................................................................................................................................................. 12

ACCEPTANCE ........................................................................................................................................................................... 12

  Associate and Direct-Entry Baccalaureate Degree Programs ......................................................................................... 12
  Post-Associate Baccalaureate Degree Programs ............................................................................................................... 12

ASSESSMENT ........................................................................................................................................................................... 12

TRANSFER OF CREDIT EVALUATION AND PROCEDURES .................................................................................................. 13

  General Transfer Credit Procedures and Information ............................................................................................... 13
  Texas Common Course Numbering System ..................................................................................................................... 14
  Advanced Placement (AP) Credit Eligibility ...................................................................................................................... 14
  Other Equivalency Exams .................................................................................................................................................. 14

REGISTRATION .......................................................................................................................................................................... 15

  Late Registration ................................................................................................................................................................. 15

FINANCIAL INFORMATION ........................................................................................................................................................ 16

AVAILABLE FINANCIAL ASSISTANCE ........................................................................................................................................ 16

  Federal Pell Grants (Non-repayable funds) .......................................................................................................................... 16
  The William D. Ford Federal Direct Subsidized and Unsubsidized Stafford Loan (Repayable funds) ......................... 16
  The William D. Ford Direct Parent Loan for Undergraduate Students (PLUS) (Repayable funds) ....................... 17
  The William D. Ford Direct Consolidation Loans ........................................................................................................... 17
  William D. Ford Direct Loan Disbursement .................................................................................................................... 17
  General Federal Student Financial Aid Eligibility Requirements ................................................................................ 18
  Veterans Administration Educational Benefits (Entitlement Funds) ........................................................................... 18
  Vocational Rehabilitation Programs .................................................................................................................................. 18
  Wade College Tuition Rebates (Non-repayable funds) ................................................................................................. 18
  External Scholarships ......................................................................................................................................................... 18

APPLYING FOR FINANCIAL ASSISTANCE .................................................................................................................................. 20

FINANCIAL PLANNING ............................................................................................................................................................. 20

  Wade College Student Financial Plan ............................................................................................................................... 20
  Staying Informed ................................................................................................................................................................. 21

COLLEGE EXPENSES ............................................................................................................................................................... 21

  Guaranteed Tuition Rate ...................................................................................................................................................... 21
TABLE OF CONTENTS

Extended Payment Plans for Financial Aid Recipients ................................................................. 22
Institutional Charges ......................................................................................................................... 22
Repeated Courses ............................................................................................................................. 22
Baccalaureate Students on Admission Appeal .............................................................................. 22
Trimester Payment Plan for Non-Financial Aid Recipients ............................................................ 23
Payments ........................................................................................................................................ 23
UNDERGRADUATE COST OF ATTENDANCE ............................................................................. 23
STUDENT ACCOUNTS .................................................................................................................... 25
Application Fee and Late Fee ........................................................................................................... 25
Terms of Payment ............................................................................................................................... 25
Budgeting Assistance ......................................................................................................................... 25
Release of Records ............................................................................................................................ 25
Non-Sufficient Funds Fee ................................................................................................................. 25
REFUND AND REPAYMENT POLICIES ....................................................................................... 25
Wade College Refund Policy ........................................................................................................... 26
Federal "Return of Title IV Aid" Policy ............................................................................................. 26
ACADEMIC PROGRAMS .............................................................................................................. 30
ACADEMIC PROGRAMS .............................................................................................................. 30
Fashion Design and Product Development .................................................................................. 30
Interior Design ................................................................................................................................. 30
Marketing and Management ........................................................................................................... 30
Information Technology .................................................................................................................. 31
COURSE LOAD ............................................................................................................................... 31
GENERAL COURSE INFORMATION ......................................................................................... 31
COURSE DESCRIPTIONS ............................................................................................................. 31
TRANSFERABILITY OF CREDITS ............................................................................................. 41
ACADEMIC POLICIES ................................................................................................................... 42
ACADEMIC STANDARDS ............................................................................................................ 42
DEGREE PLAN ............................................................................................................................... 45
GRADING SYSTEM ......................................................................................................................... 45
Grade Point Averages ....................................................................................................................... 46
Cumulative Grade Point Averages ................................................................................................. 46
PROGRESS REPORTS .................................................................................................................. 46
ACADEMIC PROBATION ............................................................................................................. 47
ACADEMIC DISMISSAL ................................................................................................................. 47
CHANGE OF GRADE REQUEST/GRADE APPEALS ............................................................... 47
REMOVAL OF INCOMPLETE ....................................................................................................... 47
SCHEDULE CHANGES (ADD/DROP, WITHDRAWAL) ............................................................ 47
STUDENT SERVICES AND PROGRAMS ................................................................................ 48
CAREER SERVICES ....................................................................................................................... 48
College Central Network ................................................................................................................ 48
One-On-One Career Advising ....................................................................................................... 48
Working Market ............................................................................................................................. 48
Information Sessions and Recruiting Events ................................................................................ 48
Field Experience ............................................................................................................................. 48
Workshops ..................................................................................................................................... 48
Workshops are offered to expand students' learning of career development topics such as resume writing, interviewing, professional etiquette, networking, and portfolio development. ................................................................. 48
Professional Portfolio Critique ....................................................................................................... 48
STUDENT ADVISING .................................................................................................................. 49
Academic Advising ......................................................................................................................... 49
COLLEGE PREPARATION COURSES AND SUPPLEMENTAL INSTRUCTION LABORATORIES ................................................................. 49
College Preparation Courses ....................................................................................................... 49
Supplemental Instruction Laboratories ......................................................................................... 49
STUDENT ORGANIZATIONS ..................................................................................................... 49
Wade College Student Association ............................................................................................... 49
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE DIRECTORY</td>
<td>58</td>
</tr>
<tr>
<td>COLLEGE ADMINISTRATION</td>
<td>58</td>
</tr>
<tr>
<td>FACULTY</td>
<td>59</td>
</tr>
<tr>
<td>BOARD OF TRUSTEES</td>
<td>58</td>
</tr>
<tr>
<td>COLLEGE POLICIES</td>
<td>53</td>
</tr>
<tr>
<td>COLLEGE POLICIES: ADDING/DROPPING COURSES</td>
<td>53</td>
</tr>
<tr>
<td>COLLEGE POLICIES: LEAVE OF ABSENCE</td>
<td>53</td>
</tr>
<tr>
<td>COLLEGE POLICIES: WITHDRAWAL FROM COLLEGE</td>
<td>54</td>
</tr>
<tr>
<td>COLLEGE POLICIES: GRADUATION</td>
<td>54</td>
</tr>
<tr>
<td>COLLEGE POLICIES: GRADUATION REQUIREMENTS – ASSOCIATE DEGREE PROGRAMS</td>
<td>54</td>
</tr>
<tr>
<td>COLLEGE POLICIES: GRADUATION REQUIREMENTS – DIRECT-ENTRY AND POST-ASSOCIATE BACCALAUREATE DEGREE PROGRAMS</td>
<td>54</td>
</tr>
<tr>
<td>COLLEGE POLICIES: GRADUATION HONORS</td>
<td>54</td>
</tr>
<tr>
<td>COLLEGE POLICIES: COMMENCEMENT EXERCISES</td>
<td>55</td>
</tr>
<tr>
<td>PUBLIC INFORMATION POLICY AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT</td>
<td>57</td>
</tr>
<tr>
<td>ARBITRATION</td>
<td>57</td>
</tr>
<tr>
<td>LIABILITY FOR PERSONAL LOSS</td>
<td>57</td>
</tr>
<tr>
<td>STUDENT IDENTIFICATION CARDS</td>
<td>57</td>
</tr>
<tr>
<td>STABILITY FOR PERSONAL LOSS</td>
<td>57</td>
</tr>
<tr>
<td>STUDENT IDENTIFICATION CARDS</td>
<td>57</td>
</tr>
<tr>
<td>DIFFA</td>
<td>50</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>50</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>Dallas Society of Visual Communications</td>
<td>50</td>
</tr>
<tr>
<td>DIFFA</td>
<td>50</td>
</tr>
<tr>
<td>International Interior Design Association</td>
<td>50</td>
</tr>
<tr>
<td>Wade College Professional Portfolio Critique</td>
<td>50</td>
</tr>
<tr>
<td>Fashion Group International Scholarship Competition</td>
<td>50</td>
</tr>
<tr>
<td>International Interior Design Association (IIDA) Competition</td>
<td>50</td>
</tr>
<tr>
<td>Dallas Society of Visual Communications Show</td>
<td>50</td>
</tr>
<tr>
<td>Industry Competitions</td>
<td>51</td>
</tr>
<tr>
<td>Field Trips</td>
<td>51</td>
</tr>
<tr>
<td>Wade Holiday Bazaar</td>
<td>51</td>
</tr>
<tr>
<td>Community Service</td>
<td>51</td>
</tr>
<tr>
<td>AMERICANS WITH DISABILITIES ACT</td>
<td>51</td>
</tr>
<tr>
<td>Handicapped Facilities</td>
<td>51</td>
</tr>
<tr>
<td>ORIENTATION</td>
<td>52</td>
</tr>
<tr>
<td>WELLNESS SUPPORT</td>
<td>52</td>
</tr>
<tr>
<td>ALUMNI SERVICES</td>
<td>52</td>
</tr>
<tr>
<td>Texas College of Design Logo Day</td>
<td>52</td>
</tr>
<tr>
<td>Verification of Enrollment</td>
<td>55</td>
</tr>
<tr>
<td>Graduation Honors</td>
<td>54</td>
</tr>
<tr>
<td>Graduation Requirements – Associate Degree Programs</td>
<td>54</td>
</tr>
<tr>
<td>Graduation Requirements – Direct-Entry and Post-Associate Baccalaureate Degree Programs</td>
<td>54</td>
</tr>
<tr>
<td>Graduation Honors</td>
<td>54</td>
</tr>
<tr>
<td>Commencement Exercises</td>
<td>55</td>
</tr>
<tr>
<td>Tuition Adjustments</td>
<td>53</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE</td>
<td>53</td>
</tr>
<tr>
<td>WITHDRAWAL FROM COLLEGE</td>
<td>54</td>
</tr>
<tr>
<td>Readmission</td>
<td>54</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>54</td>
</tr>
<tr>
<td>Transcript</td>
<td>55</td>
</tr>
<tr>
<td>Verification of Enrollment</td>
<td>55</td>
</tr>
<tr>
<td>DIFFA</td>
<td>50</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>50</td>
</tr>
</tbody>
</table>
MESSAGE FROM THE PRESIDENT

Wade College is a small, specialized, private academic institution in Dallas, Texas, that currently offers associate and baccalaureate degree programs in fashion design, product development, interior design, marketing, management, visual communications, and information technology. The college’s campus is affiliated with the world’s largest wholesale center for design and merchandise, 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, product development, interior design, marketing, 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 field experience opportunities, and comprehensive student services, Wade College is committed to the ongoing success of its graduates.

For over 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 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 degree programs in fashion design, product development, interior design, marketing, 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, marketing, management, and technology fields while also helping them to broaden their perspectives. Complemented by the design, marketing, management, 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, product development, interior design, marketing, 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 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 its long-standing affiliation with the Dallas Market Center offers students the opportunity to witness and become a part of the technology, marketing, management, 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 celebrated 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 degree programs in fashion design, product development, interior design, marketing, 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 its affiliation with the Dallas Market Center complex, which offer the ideal professional environments for individuals seeking industry experience and early exposure to the business, 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 marketing, management, design, and technology industries. The college is affiliated with the Dallas Market Center, the world’s largest wholesale merchandise 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 a 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 has maintained a relationship with the Dallas Market Center for over 60 years. Areas throughout the Dallas INFOMART and the Dallas Market Center complex are also available for college use. These areas may be used for student orientations, exhibits, portfolio critiques, fashion shows, large assemblies, presentations by special guest lecturers, and commencements.

At Wade College, every student, regardless of specialty, has access to every course and every facility. Classrooms are spacious. The 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. 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 2024 Trimester
February 5, 2024 ................................................................. Spring 2024 Registration
February 5, 2024 ................................................................. Spring 2024 Trimester begins
February 12, 2024 ............................................................. Add/Drop period ends
March 29, 2024 ................................................................. Good Friday/Easter holiday
April 15, 2024 ................................................................. Last day to withdraw with “W”
May 16, 2024 ................................................................. Spring 2024 Trimester ends
May 17, 2024 ................................................................. Graduation/Reception
May 17-June 2, 2024 ......................................................... Inter-term break

Summer 2024 Trimester
June 3, 2024 ................................................................. Summer 2024 Registration
June 3, 2024 ................................................................. Summer 2024 Trimester begins
June 10, 2024 ................................................................. Add/Drop period ends
June 19, 2024 ................................................................. Emancipation Day Holiday
July 3-5, 2024 ................................................................. Independence Day holiday
August 12, 2024 ............................................................. Last day to withdraw with “W”
August 30 - September 2, 2024 ................................................ Labor Day Holiday
September 12, 2024 ........................................................... Summer 2024 Trimester ends
September 13-29, 2024 ...................................................... Inter-term break

Fall 2024 Trimester
September 30, 2024 ........................................................ Fall 2024 Registration
September 30, 2024 ........................................................ Fall 2024 Trimester begins
October 7, 2024 .............................................................. Last Day to Add/Drop
November 27-29, 2024 ..................................................... Thanksgiving Holiday
December 11, 2024 ........................................................ Last day to withdraw with “W”
December 20, 2024-January 5, 2025 ..................................... Winter break
January 20, 2025 ............................................................. Martin Luther King, Jr. Day Holiday
January 23, 2025 ............................................................. Fall 2024 Trimester ends
January 24-February 2, 2025 ................................................ Inter-term break

Spring 2025 Trimester
February 3, 2025 ............................................................. Spring 2025 Registration
February 3, 2025 ............................................................. Spring 2025 Trimester begins
February 10, 2025 .......................................................... Add/Drop period ends
April 14, 2025 ............................................................... Last day to withdraw with “W”
April 18, 2025 ............................................................... Good Friday/Easter holiday
May 15, 2025 ................................................................. Spring 2025 Trimester ends
May 16, 2025 ................................................................. Graduation/Reception
May 16 - June 1, 2025 ............................................................. Inter-term break

Summer 2025 Trimester
June 2, 2025 ................................................................. Summer 2025 Registration
June 2, 2025 ................................................................. Summer 2025 Trimester begins
June 9, 2025 ................................................................. Add/Drop period ends
June 19, 2025 ............................................................... Emancipation Day Holiday
July 2-5, 2025 .............................................................. Independence Day holiday
August 11, 2025 ........................................................... Last day to withdraw with “W”
August 29 - September 1, 2025 ............................................... Labor Day Holiday
September 11, 2025 ........................................................... Summer 2025 Trimester ends
September 12-28, 2025 ...................................................... Inter-term break
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 may offer 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 rigor 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. Candidates must be a graduate of Wade College, having earned an associate degree in the requisite program.
2. Candidates 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 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 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 50% (10 courses or 30 credit hours) of total degree program credit requirements. Students accepted into a post-associate baccalaureate degree program may transfer up to an additional 50% (10 courses or 30 credit hours) of total degree program credit requirements. Students matriculating into a direct-entry baccalaureate degree program may transfer up to 50% (20 courses or 60 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 completed during concurrent registration at Wade College and another institution must be received by the Office of the Vice-President of Academic and Student Affairs 2 weeks prior to the student’s graduation date.
• 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.
AVAILoble 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
- 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 2023-2024 award year (July 1, 2023 to June 30, 2024), the maximum Federal Pell Grant award is $7,395 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 2023-2024 award year (July 1, 2023 to June 30, 2024) 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:

<table>
<thead>
<tr>
<th>Freshman/Sophomore</th>
<th>$6,000 ($3,000 per trimester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior/Senior</td>
<td>$7,000 ($3,500 per trimester)</td>
</tr>
</tbody>
</table>

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) |

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 period. 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.

### 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.

Students and parents can learn about the direct loan program through online publications at https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized.

### 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.gov/app/launchConsolidation.action 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](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 determine if one is eligible for federal student financial aid, please visit: [https://studentaid.gov/understand-aid/eligibility/requirements](https://studentaid.gov/understand-aid/eligibility/requirements).

**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 is available in the Financial Services Department. More information can be found on the Internet at [http://www.benefits.va.gov/gibill](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 8 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 $3,000.00 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 $3,000.00 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 $6,000.00 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 25% 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. If a Wade College tuition rebate applied to the recipient’s account results in a credit balance on the recipient’s statement of account, such credit balance will be applied accordingly: (1) if the recipient receives federal student financial aid, the credit balance will be applied as returns to the recipient’s federal student financial aid disbursements; or (2) if the recipient does not receive federal student financial aid, the credit balance will be applied as returns to the recipient’s non-federal student financial aid payments made to the college.
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/ffas. 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/2023-24-ffas.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/ffas/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 to 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.gov/understand-aid/types/loans/subsidized-unsubsidized. 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 Student Aid on the Web.
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, and/or state programs. 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. Wade College provides quality print, copy, and scanning services to current students while maintaining sustainability efforts. Printing is limited to course-required materials only.

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 October 1, 2023.

**Tuition Rates**
- Per Credit Hour (Associate Degree Programs) $ 700.00
- Per Credit Hour (Post-Associate Baccalaureate Degree Programs) $ 775.00
- Per Credit Hour (Direct-Entry Baccalaureate of Degree Programs) $ 735.00
- 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

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour Tuition Rate</td>
<td>$700.00</td>
</tr>
<tr>
<td>Tuition (assumes no transfer credit)</td>
<td>$42,000.00</td>
</tr>
<tr>
<td>Application Fee*</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Total Approximate Educational Costs without College Preparation Courses</strong></td>
<td><strong>$42,025.00</strong></td>
</tr>
</tbody>
</table>

### Post-Associate Baccalaureate Degree Programs

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour Tuition Rate</td>
<td>$775.00</td>
</tr>
<tr>
<td>Associate Degree Program Educational Costs</td>
<td>$42,025.00</td>
</tr>
<tr>
<td>Tuition (assumes no transfer credit)</td>
<td>$46,500.00</td>
</tr>
<tr>
<td>Application Fee*</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Total Approximate Educational Costs</strong></td>
<td><strong>$88,550.00</strong></td>
</tr>
</tbody>
</table>

### Direct-Entry Baccalaureate Degree Programs

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour Tuition Rate</td>
<td>$735.00</td>
</tr>
<tr>
<td>Tuition (assumes no transfer credit)</td>
<td>$88,200.00</td>
</tr>
<tr>
<td>Application Fee*</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Total Approximate Educational Costs without College Preparation Courses</strong></td>
<td><strong>$88,225.00</strong></td>
</tr>
</tbody>
</table>

* 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.

UNDERGRADUATE COST OF ATTENDANCE
The cost of attendance (COA) is an estimate of what it costs the typical student to attend Wade College. The COA covers college tuition, fees, and basic living expenses. When comparing financial aid packages from other institutions, make sure to compare the total cost of attending that institution, not just the total financial aid offered. The chart below outlines the estimated cost of attendance at Wade College. Institutional aid cannot exceed this cost.
<table>
<thead>
<tr>
<th>Cost of Attendance (AA and AS Programs) *</th>
<th>Resident Living Off Campus</th>
<th>Resident Living at Home with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$16,320.00</td>
<td>$16,320.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>8,552.00</td>
<td>4,168.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>3,296.00</td>
<td>3,296.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>2,656.00</td>
<td>2,656.00</td>
</tr>
<tr>
<td>Total</td>
<td>$30,924.00</td>
<td>$26,540.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Attendance (Post-Associate BA and BS Programs) *</th>
<th>Resident Living Off Campus</th>
<th>Resident Living at Home with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$18,000.00</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>8,552.00</td>
<td>4,168.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>3,296.00</td>
<td>3,296.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>2,656.00</td>
<td>2,656.00</td>
</tr>
<tr>
<td>Total</td>
<td>$32,604.00</td>
<td>$28,220.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Attendance (Direct-Entry BA and BS Programs) *</th>
<th>Resident Living Off Campus</th>
<th>Resident Living at Home with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$17,040.00</td>
<td>$17,040.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>8,552.00</td>
<td>4,168.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>3,296.00</td>
<td>3,296.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>2,656.00</td>
<td>2,656.00</td>
</tr>
<tr>
<td>Total</td>
<td>$31,644.00</td>
<td>$27,260.00</td>
</tr>
</tbody>
</table>

*Amounts are based on 2022-2023 award year and 12 credit hours per trimester in residency.

<table>
<thead>
<tr>
<th>Cost of Attendance (AA and AS Programs) **</th>
<th>Resident Living Off Campus</th>
<th>Resident Living at Home with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$16,800.00</td>
<td>$16,320.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>12,832.00</td>
<td>7,384</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>2,880</td>
<td>2,880</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>4,224</td>
<td>4,224</td>
</tr>
<tr>
<td>Total</td>
<td>$36,836.00</td>
<td>$31,388</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Attendance (Post-Associate BA and BS Programs) **</th>
<th>Resident Living Off Campus</th>
<th>Resident Living at Home with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$18,600.00</td>
<td>$18,600.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>132.00</td>
<td>132.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>12,832.00</td>
<td>7,384</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>2,880</td>
<td>2,880</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>4,224</td>
<td>4,224</td>
</tr>
<tr>
<td>Total</td>
<td>$38,636.00</td>
<td>$33,220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Attendance (Direct-Entry BA and BS Programs) **</th>
<th>Resident Living Off Campus</th>
<th>Resident Living at Home with Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$17,640.00</td>
<td>$17,640.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>12,832.00</td>
<td>7,384</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>2,880</td>
<td>2,880</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>4,224</td>
<td>4,224</td>
</tr>
<tr>
<td>Total</td>
<td>$37,676.00</td>
<td>$32,228.00</td>
</tr>
</tbody>
</table>

**Amounts are based on 2023-2024 award year and 12 credit hours per trimester in residency.**
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:

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

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).

\[
\frac{18 \text{(completed days)}}{118 \text{(total days)}} = 15.3\% \text{ (% of completed calendar days)}
\]

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 a student does not give his or her permission, he or she will be offered the funds. However, it may be in the 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.gov 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, 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 and baccalaureate degree programs require a minimum of 60 semester credit hours and 120 semester credit hours for degree completion, respectively. Students can specialize in the fields of fashion design, product development, interior design, marketing, management, visual communication, or information technology. Full-time students can graduate 16 months after entering an associate degree program and 32 months after entering a baccalaureate degree program.

Fashion Design and Product Development
Wade College's fashion design and product development students are problem-solvers and innovators who find inspiration in the world around them, have an eye for trends, and are passionate about combining creativity and craftsmanship to produce their own signature designs.

Wade College's fashion design and product development program encourages students to experiment and create as they gain the hands-on design and industry technology skills necessary to thrive in a variety of careers in the global fashion industry. The curriculum emphasizes a strong technical foundation in construction, patternmaking, and draping alongside fashion sketching, fashion-related technology, trend analysis and forecasting, promotion, textiles, and presentation.

Fashion design and product development students share their creativity by participating in design competitions and student shows and can gain industry experience during markets at the Dallas Market Center.

Interior Design
Wade College's CIDA (Council for Interior Design Accreditation) accredited interior design program transforms students into professionals with the creative and technical skills necessary to design functional and beautiful residential and commercial spaces that contribute to the safety and well-being of inhabitants.

Interior design students learn how to problem solve using the design process by applying interior design principles, elements, theories, history, and methodology to analyze client profiles and project programs. Our program gives students hands-on experience in drafting, space planning, design, and essential industry software such as AutoCAD, Revit, and SketchUp. Studio classes taught by industry professionals challenge students to produce design solutions that emphasize aesthetics, construction, and innovative technology while incorporating a concern for the codes, sustainability, environmental issues, and society at large.

Interior design students can start gaining valuable experience while studying by enrolling in field experience courses, taking advantage of field experience opportunities and our proximity to the Dallas Design District, and participating in industry trade shows at the Dallas Market Center.

Marketing and Management
Wade College's marketing and management program prepares students with the skills needed to develop, present, manage, and promote goods and services to consumers in today's dynamic global marketplace.

In the wholesale and retail management concentration, real-world coursework and hands-on projects give students the ability to develop their knowledge of trend forecasting, consumer analytics, product development and manufacturing, market analysis, consumer studies, buying and planning, e-commerce, wholesale and retail strategies, and the distribution of products to various market channels.

Additional courses taught by industry-experts ensure a strong business foundation with coursework in accounting, finance, marketing, management, business law, entrepreneurship, branding, and global business. Wade College's marketing and management program prepares students with the skills needed to develop, present, manage, and promote goods and services to consumers in today's dynamic global marketplace.

In the marketing and visual communication concentration, students develop skills in market research and identify target audiences, develop advertising, promotional, and digital marketing and social media campaigns, and implement methods of distribution. Throughout the program, students are presented with 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. Students are transformed into professionals who can design engaging and purposeful campaigns that communicate effectively and strategically across diverse target audiences while incorporating a concern for the environment and society.

Additional courses taught by industry-experts ensure a strong business foundation with coursework in accounting, finance, marketing, management, business law, entrepreneurship, branding, and global business. Students will also be on track to obtain HubSpot and Google certificates upon completion of the program.

Information Technology
Wade College’s information technology program prepares students with the skills necessary to design, implement, and manage today’s complex digital landscapes.

Classes taught by industry professionals use a combination of theory, project work, hands-on experience, and real-world examples to create a solid foundation of IT principals so that students advance their knowledge and skill set in networking, operating systems, database design, programming, project management, data mining, web design, and artificial intelligence.

Additional courses emphasizing information security allow students to develop a strong grasp of the ever-changing environment that is digital security. Up-to-date courses cover cryptography, security risk management, threat and vulnerability management, web application security, and cloud-based systems security, inspiring the next wave of versatile and well-rounded security professionals.

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
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 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 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 1320 Interior Design Studio I (3). In the first of five studio courses, students are introduced to professional drawing and design techniques, basic vocabulary, and concepts of interior design. Human scale, circulation, the relationship between spaces, and wellness within design are explored through the beginning stages of the design process. Students will primarily work individually during this course and will use a variety of graphic techniques, helping in the development of their project. Ideation and creative iteration will be studied so that students can conceptualize different spaces quickly. This process should result in a documented small-scale project by both hand and digital graphics, curated with a focus on how interior design can impact the residential or renovation context. Course requirements include analysis, iteration, charrettes, and presentations. Prerequisites: INTD 1374 Introduction to Interior Design; INTD 1375 Design Drawing and Presentation; INTD 1376 Space Planning; and INTD 1371 Computer Aided Drafting I.

ARTS 1321 Interior Design Studio II (3). This studio course builds upon the principles of ARTS 1320 Interior Design Studio I. Here students will increase their knowledge of the basics of the interior design process. An emphasis is placed on the iterative nature of design so that students can begin to question their ideas of ‘what is good.’ Students will research and present findings on human nature, communities, and spatial functionality through case studies, precedent imagery, and literature to help build their design. Through attention to their research and concepts, students can begin to develop an understanding of how naturally people use and function within a space. This process should result in a documented large-scale residential/communal living space, both hand and
digitally curated through a focus on multi-family living. Course requirements include analysis, iteration, charrettes, and presentations. Prerequisites: ARTS 1320 Interior Design Studio I; and INTD 2377 Computer Aided Drafting II.

ARTS 1377 Design Applications I (3). This course introduces students to fundamental two and three-dimensional digital drawing. Students will be asked to hand sketch, digitally draw, model, and render objects to explore different representation techniques while building skills that support interior design studios. This class will be a baseline of software platforms from which students will then continue to hone their skills throughout their education. Emphasis will be placed on understanding which tools and techniques will benefit during different phases of design. In this class, students will be encouraged to experiment with representation and push the boundaries of design graphics. Course requirements include lectures, analysis, and presentations. Prerequisites: INTD 1371 Computer Aided Drafting I; and INTD 2377 Computer Aided Drafting II.

ARTS 1378 Design Applications II (3). This course builds upon the lessons from ARTS 1377 Design Applications I and INTD 2377 Computer Aided Drafting II. This class will be an advanced review of Revit, enabling students to create more unique elements and graphically represent their designs through connected rendering programs. Emphasis will be placed on understanding families and parameters and rendering high-quality images through Enscape or Lumion via Revit. In this class, students will be challenged in thinking through the realities of design while balancing the art of graphic representation. Course requirements include lectures, analysis, and presentations. Prerequisites: ARTS 1377 Design Applications I and INTD 2377 Computer Aided Drafting II.

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 digital or print mediums. 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 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 2379 Fashion History (3). This course is a study of the fashion evolution from King Louis XIV’s contribution to the industry in 1600’s France to current designers in the United States, 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 focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
BUSI 1301 Business Principles (3). This course is an introduction to the role of business in modern society and it includes an 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 as well as digital sales 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 are covered. 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 2374 Principles of Accounting and Finance (3). This course will provide an overview of critical personal finance topics including taxes, banking services, college loans, health care, investments, and retirement planning. In addition, topics of FinTech and digital financial literacy are included to help students use technology to improve financial decision-making. Prerequisite: 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. The key components of the business planning process, including entrepreneur opportunities, effective market strategies, and financial business management practices are emphasized. The composition of a comprehensive business plan serves as the final 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.

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 the 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 1377 Fashion CAD I (3). This course focuses on conceptualizing fashion design ideas using the computer as a design tool. Drawing flats with accurate proportions and garment details is emphasized. Students work with images, color, and print/fabric design to create a complete fashion collection.

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. Prerequisite: ARTS 1316 Drawing I.

DESI 2379 Fashion CAD II (3). This course focuses on advanced techniques for development of fashion collections, including digital fashion illustrations, flat sketches, and mood and trend boards, 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 includes 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 a sample notebook, skirt, and dress shirt is covered.

FASH 1371 Patternmaking I (3). This course introduces students to flat patternmaking methods. Students develop bodice, sleeve, collar, and skirt patterns. Students construct muslin samples and present a conceptual design project. Prerequisite: FASH 1370 Construction.

FASH 1372 Draping (3). This course focuses on apparel design using the draping process. Design research, garment analysis, and design development are emphasized. This course includes construction of muslin samples and a conceptual design project. Prerequisite: FASH 1371 Patternmaking.

FASH 1373 Introduction to Technical Design (3). This course covers computer illustrated 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 1377 Fashion CAD I.

FASH 2370 Fashion Design Studio I (3). This course offers an advanced study of the principles of patternmaking. Students will execute an original design using advanced patternmaking processes and industry techniques. Prerequisite: FASH 2382 Patternmaking II and junior or senior standing or by permission of the President.

FASH 2371 Fashion Design Studio II (3). In this studio course, students will explore advanced principles of draping as a method of designing original garments, with an emphasis on eveningwear design. Advanced construction skills are also emphasized. Prerequisite: FASH 1372 Draping and junior or senior standing or by permission of the President.

FASH 2375 Advanced Technical Design (3). This course further develops students in the technical field though the use of industry specific software used in the design process of digital patternmaking and manipulation. Also introduced is the concept of three-dimensional design, where students learn virtual 3D sampling through using best practices and workflow in digital pattern files. Prerequisite: FASH 1373 Introduction to Technical Design 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 knit top, 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. Students learn to draft slopers, and develop patterns for dresses, pants, and jackets. This course includes construction of muslin samples; a conceptual design project (trouser and jacket) is also required. Prerequisites: FASH 1371 Patternmaking; and Co- or Prerequisite: FASH 2380 Advanced Construction.

FASH 2384 Collection Development (3). This course focuses on the design and construction of an original three-look collection using patternmaking and draping processes, with a focus on cost analysis, marketability, trend research and creativity. Prerequisites: FASH 2370 Fashion Design Studio I and FASH 2371 Fashion Design Studio II, and junior or senior standing or by permission of the President.

GRPH 1371 Video Storytelling I (3). Topics covered in this course will include video compositing and video shooting styles. Editing techniques, timelines management, basic motion graphics, basic effects use and basic audio manipulation techniques.

GRPH 1372 Video Storytelling II (3). Topics covered in the course will include advanced video compositing with advanced single and multi-camera shooting styles. Advanced editing techniques, including multi-camera editing and advanced audio editing techniques are also explored. Prerequisite: GRPH 1371 Video Storytelling I.

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. Prerequisites: ARTS 2371 Brand Publishing; ARTS 2376 Photographic Applications; ARTS 2377 Vector Graphics; and 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: Prerequisites:
INTD 1376 Space Planning (3). This course introduces the student to space planning as applied to the interior environment. Instruction through color, patterns, and textures, students will problem-solve issues affecting selections and applications of materials. Topics include daylighting, shadows, reflective light on materials and surfaces, light and health, the color of light, patterns of brightness, and sustainable design. Through observations and explorations, students will become experienced in the nature and conditions of light, color, and shadows. Research, including built case studies, will allow a greater understanding of the lighting design process. Students will use design skills to develop a lighting project. Course requirements include lectures, research, and presentations. Prerequisite: ARTS 1321 Interior Design Studio II; and INTD 2371 Interior Materials and Systems.

INTD 1377 History of Interiors (3). This course will cover several of the moments that helped define architecture and interior design throughout the course of history. The aim will be to engage students' understanding of the social, cultural, and technological changes, through the study of the built environment. Some topics include: modernity and modernization; tradition and continuity; colonialism; orientalism; design and decoration class; gender; national identity; and sustainability. Students will explore the history of architecture within the global context. This class will require students to write an original essay on a topic of choice with checkpoints throughout the term. Course requirements include lectures, research, analysis, and presentations. Prerequisite: INTD 1374 Introduction to Interior Design and Presentation.

INTD 1378 History of Interiors (3). This course will cover several of the moments that helped define architecture and interior design throughout the course of history. The aim will be to engage students' understanding of the social, cultural, and technological changes, through the study of the built environment. Some topics include: modernity and modernization; tradition and continuity; colonialism; orientalism; design and decoration class; gender; national identity; and sustainability. Students will explore the history of architecture within the global context. This class will require students to write an original essay on a topic of choice with checkpoints throughout the term. Course requirements include lectures, research, analysis, and presentations. Prerequisite: INTD 1374 Introduction to Interior Design and Presentation.

INTD 1379 Advanced Web Design (3). This course will expand upon the methods and techniques of developing websites using industry standard software. 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: INTD 1374 Introduction to Interior Design and Presentation.

INTD 1380 Textiles (3). This course focuses on an analysis of fibers, yarns, fabrics, dyeing, printing, and finishes as related to end use, performance, and care of textile products.
include material assemblies, applications, sustainable products, transitions, construction practices, and specifications. Students will engage in case studies to gain hands-on experience individually and within groups. Course requirements include lectures, research, charrettes, and presentations.

INTD 2372 Topics in Interior Design (3). This course introduces students to a myriad of information in which students examine current issues of relevance to interior design. Topics of discussion include aesthetics, environment, society, gender, and philosophy. Articles, influential videos from expert speakers, and discussions act as a catalyst for critical thinking and design skills. Learning objectives include communicating theories and philosophies as they relate to interior design, understanding the decision-making process found in current design trends, understanding the socio-economic issues surrounding design, and exhibiting a broad understanding of problem-solving in today’s design challenges. Course requirements include lectures, research, and presentations. Prerequisite: INTD 1377 History of Interiors.

INTD 2374 Interior Design Studio III (3). This studio course expands on the knowledge of prior studios, challenging students to design for multiple stakeholders, business/commerce, shopping, entertainment, or education. Human comfort and nature are explored within these contexts; how does one interact with space as a guest, an employee, a child, or a mother? Students are asked to study or develop an understanding of what defines human comfort, climate, culture, technology, and social parameters. Students will be expected to understand and implement universal design and to begin to understand the characteristics of work, live, and play. Students will explore materiality and form and their impacts on movement and wayfinding. The process should result in a presentation that includes two and three-dimensional digital graphics with an emphasis on student presentations to communicate project solutions. Course requirements include analysis, iteration, charrettes, and presentations. Prerequisites: ARTS 1321 Interior Design Studio II; and INTD 3373 Human Factors and Ergonomics.

INTD 2376 Interior Design Studio IV (3). This studio course pushes students to think about the philosophical and often overlooked nature of interior design; they are asked to answer the question, “Does this help?” This studio focuses on civic or humanitarian projects, with specific focus on sustainable design solutions through materiality or local sources. Students will investigate constructability and “ethical” design. Working within groups, students will begin to understand the processes of real-world interior design. Students will engage with one another through research, investigation, and iteration and learn to critique and debate ideas; a process that results in a presentation that includes two and three-dimensional digital graphics with an emphasis on student presentations to communicate project solutions. Course requirements include analysis, iteration, charrettes, and presentations. Prerequisite: INTD 2374 Interior Design Studio III.

INTD 2377 Computer Aided Drafting II (3). This course builds upon the student’s understanding of technological tools that serve the interior design industry. The course specifically focuses on Building Information Modeling software, or BIM. BIM allows an interior designer control in both two and three-dimensional design within one program. Students will learn how to design using BIM through an application called Autodesk REVIT. Within Autodesk REVIT, students will learn 3D modelling, assemblies, construction methods, graphics, and documentation. Course requirements include lectures, research, analysis, and presentations. Prerequisite: INTD 1371 Computer Aided Drafting I.

INTD 2378 Interior Design Studio V (3). This studio course will be comprehensive, combining the knowledge, techniques, and skills developed from prior studios to complete a project. Emphasizing a professional project delivery process with attention to translating ideas into "completed" documents. The project will place a high degree of complexity to challenge each student beyond their current design understanding. Projects during this studio will focus on economic, cultural, or social ways that people work, live, or play, not just now but in the future. Students will apply their understanding of human factors, evidence-based research, programming, planning, branding, and wayfinding to guide their design and solution to the problem. Considering all they have learned, students will innovate for now and the future, a process that should result in a presentation that includes two and three-dimensional digital graphics with an emphasis on student presentations to communicate project solutions. Course requirements include analysis, iteration, charrettes, and presentations. Prerequisites: INTD 2370 Lighting Design; INTD 3374 Furniture Design; INTD 2376 Interior Design Studio IV; and INTD 3372 Environmental Systems and Controls.

INTD 3370 Interior Design Professional Practice (3). This course introduces the student to ethical business practices and procedures specific to the field of interior design. Topics of discussion include ethics and professional conduct, professional advancement, career goals, project compensation, design fees, preparing contracts, money management, and business formations. Students will consider marketing and branding tools for self-promotion. This course will result in the development of a resume. Course requirements include lectures, research, and presentations.

INTD 3371 Construction and Detailing for Interior Design (3). This course bridges the gap between design and construction, introducing the students to the documentation and detailing processes. The documentation, or construction documents, are legal instruments of the interior design profession. These are the "instructions" to a contractor or builder that communicate the design intent. This course
will provide students with the skills needed to solve detail-oriented problems rationally while maintaining their original design idea. The emphasis will be on creating professional quality mock documentation for an interior design project. Course requirements include lectures, research, analysis, and presentations. Prerequisites: ARTS 1378 Design Applications II; and INTD 2377 Computer Aided Drafting II.

INTD 3372 Environmental Systems and Controls (3). This course introduces students to technical building systems. Students will enhance their interior design vocabulary by communicating with design professionals. Topics include construction types, consultant influence on design, HVAC, audio-visual, acoustics, power, increasing efficiency, understanding how health and wellness impact humans, and indoor air quality. Emphasis will be on optimizing technology and improving society. Students will engage in case studies to gain hands-on experience individually and within groups. Course requirements include lectures, research, analysis, and presentations. Prerequisite: INTD 3373 Human Factors and Ergonomics.

INTD 3373 Human Factors and Ergonomics (3). This course introduces students to aesthetics and functional interior environments. Topics include physical, cognitive, social, cultural, and emotional factors. Students will engage in conversations related to behavior, economics, human capabilities, the needs of special groups, and the future of technology as it relates to design concepts. Applying knowledge to the design of types of equipment, processes of work, and enhancing safety will be emphasized. Course requirements include lectures, research, and presentations. Prerequisite: ARTS 1321 Interior Design Studio II.

INTD 3374 Furniture Design (3). This course introduces students to furniture design focusing on development, processes, materials, and manufacturing. Aligned with prior learning, the objectives encompass anthropometric and ergonomic principles, integrating sustainability practices, mastering design concepts, and budget considerations. Going beyond traditional lectures, the course enhances the student’s ability to fulfill the demands of design concepts in a manner reminiscent of studio courses. This multifaceted approach equips students with the skills to make informed and creative decisions in selecting, specifying, and incorporating furniture elements into diverse interior design projects. Course requirements include lecture, research, case studies, and presentations. Prerequisites: INTD 1376 Space Planning; INTD 2376 Interior Design Studio III; INTD 2377 Computer Aided Drafting II; and junior or senior standing or by permission of the President.

ISEC 1371 Network Security (3). This course will introduce network defense tools to include firewalls, intrusion defense and protection systems, managed antimalware software and others to secure a network from outside attacks. Topics will also include policy development, network baselines and mitigation strategies.

ISEC 1373 Security Risk Management (3). This course will provide students with a comprehensive overview of the role that risk management and governance plays in information security. Topics to be covered will include policies, industry standards, best practices, how to conduct risk assessments and the importance of enterprise-wide security education and training programs.

ISEC 1375 Threat and Vulnerability Management (3). This course will cover a top-down approach to vulnerability management within a company. Students will learn to carry out a complete security risk assessment that includes physical, employee, equipment, and computer aspects. Students will be able to identify and mitigate potential security risks through in person experience and real-world case studies.

ISEC 1381 Cryptography (3). This course will provide an overview of modern cryptography. Students will learn the history of cryptography to the current industry’s best standards as well as how to assess potential mistakes in deployment or use.

ISEC 1383 Web Application Security (3). This course will identify common vulnerabilities in web applications and how they can be mitigated. Students will learn how to test for vulnerabilities in existing applications and how attackers can exploit them to gain access to confidential information.

ISEC 1385 Information Policy and Ethics (3). This course introduces governmental regulations, policy development and the ethical perspectives in cybersecurity applications. The ideas of ownership, access, privacy, and security will also be explored.

ISEC 1389 Managing Cloud Security (3). This course will cover the appropriate security policies and procedures for cloud servers and applications. Other topics covered will include risk analysis and risk management for cloud servers/applications as well as disaster recovery and business continuity plans.

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 1332 Contemporary Mathematics I (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 1331 Contemporary Mathematics I and junior or senior standing or by permission of the President.

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 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 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. The course project will entail a simulation of a six-month plan that will include all aspects of six-month plans from selection of merchandise through interpretation of sales results. Prerequisite: MGMT 2371 Buying and junior or senior standing or by permission of the President.

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. The course will require completion of a Google certificate in analytics. Prerequisite: MRKT 2370 Principles of Marketing.

MRKT 1379 Fundamentals of Product Life Cycle (3). This course introduces 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 apparel, 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, creation and management of products and services 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 within retail and ecommerce channels.

MRKT 2372 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 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 media, social class, and culture on consumer behavior and research. Prerequisite: Junior or senior standing or by permission of the President.

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, as well as obtain Google and HubSpot certificates in digital marketing. Prerequisite: MRKT 1377 Fundamentals of Digital and Social Media Marketing and junior or senior standing or by permission of the President.
MRKT 2375 Trend Forecasting (3). This course provides an overview and analysis of current color, fiber, and trends, as well as their impact upon sales forecasting. Students will research, analyze, and develop forecasts related to specific seasons. Prerequisite: Junior or senior standing or by permission of the President.

MRKT 2376 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. The course will require completion of HubSpot certificates in social media strategy and content marketing. Prerequisite: MRKT 1377 Fundamentals of Digital and Social Media 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 using 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 and e-commerce branded, original product assortment. Market and trend research will be addressed 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.

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.

STAT 1301 Introductory Statistics (3). This course will provide students with an introduction to statistics with topics covered to include data sampling, probability, regression, confidence intervals, tests of significance, analysis, one-way analysis of variance (ANOVA) and how to make comparisons.

STAT 1303 Intermediate Statistics (3). This course will build upon STAT 1301 Introductory Statistics topics and introduce linear correlation, reliability, single and two-sample t-tests, multiple regression, data cleaning, data merging, data management and avoiding bias. Prerequisite: STAT 1301 Introductory Statistics and junior or senior standing or by permission of the President.

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 experiences. 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 the final trimester of the student's associate degree program.

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 field experience 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 Office of 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. Prerequisites: SUCC 0095 Career and Life Planning and sophomore status in good academic standing and with a minimum GPA of 2.5 (overall).

SUCC 2377 Field Experience II (3). A three-credit hour field experience 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 and senior status in good academic standing and with a minimum GPA of 2.5 (overall).

TECH 1301 Computer Science I (3). This course will introduce students to basic computer science skills, including problem-solving, algorithms, software design, working with the command line and working in various operating systems.

TECH 1303 Introduction to Networking (3). This course will introduce students to the concepts of networks, to include addressing, wired and wireless networking, switches, routers, how to install networking equipment and appropriate security measures to apply in different situations.

TECH 1305 Introduction to Database Design (3). This course will cover the design and creation of relational databases using MSSQL. Students will learn how to properly design a database, insert data, create queries, and run reports.

TECH 1307 Operating Systems (3). This course will introduce students to working with and managing several different operating systems from installation to security. Virtual machines will be used for students to configure Windows, Linux, and Unix systems to include user and group management, proper security configuration and appropriate resource management.

TECH 1311 Introduction to Computer Programming (3). Introduces the fundamental concepts of computer programming. This course will introduce students to the fundamentals of program design using pseudo code as well as best practices for testing, production, and documentation.

TECH 1313 Programming I (3). This course introduces students to the computer programming language Python. The course will cover the programming environment and will apply Python to real world uses such as system administration, website development, database access and others.

TECH 1321 IT Project Management (3). This course provides the tools and skills required for managing an array of IT projects such as software, system and network design and implementation. Real world cases and project-based exercises will be used to develop necessary skills for successful project management.

TECH 2301 Computer Science II (3). This course is a continuation of Computer Science I that will focus on software design, object-oriented programming, and structured programming. Prerequisites: TECH 1313 Programming I and TECH 2313 Programming II.

TECH 2305 Database Administration (3). This course will introduce students to the planning, installation, configuration, tuning and monitoring of database servers. Additional topics covered will include user management, access rights, management of views, tables and indexes, backup, restoration and recovery and performance monitoring.

TECH 2313 Programming II (3). This course introduces students to the computer programming language Java as well as fundamental object-oriented programming. Additional topics covered include encapsulation, inheritance, polymorphism, and interfaces.

TECH 2315 Human-Computer Interaction (3). This course investigates the ways humans interact with computers and the methods for designing and testing user interfaces for computer applications. Other topics to be covered include social computing, emotions, and information security implications.

TECH 2317 Social Issues in Computing (3). This course will discuss the effects of computers and technology in the home and workplace as well as day-to-day life. Additionally, the role of computer professionals in modern society will be covered.
TECH 2323 Artificial Intelligence (3). This course will discuss what artificial intelligence is, how it can be applied today and, in the future, and how it differs from machine learning. Students will investigate where artificial intelligence is used successfully today and possible areas of concern.

TECH 2325 Data Mining for Business (3). This course will introduce students to the tools and techniques of statistics and machine learning. Students will learn to use data mining tools to find, describe and predict trends and patterns in data.

TECH 2327 Information Technology Capstone (3). Students will research and present a wide array of current IT topics as well as complete a comprehensive project.

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 Academic Probation and 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 Academic Probation and 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 Academic Probation and 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 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.

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. If a student does not complete the stipulated work within the time specified, the Office of the Registrar changes the grade of I to the grade submitted by the respective professor; such grade is based upon actual class work 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 but 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 or 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, full-time students earning a 4.0 GPA are placed on the President’s List; full-time 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 changes the grade of I to the grade submitted by the respective professor; such grade is based upon actual class work completed. 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.
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 marketing, management, fashion design, interior 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.

Information Sessions and Recruiting Events
Wade College students can meet and network with field-related employers face-to-face at information sessions. This is a chance for students to receive information about job or field experience opportunities, ask questions about the organization, and get to know the culture of the company. Employers may also review resumes and portfolios, and interview students. Students may visit the College Central Network for announcements about upcoming events.

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 field experience opportunity for field experience course credits. Students must secure their field experience by week 1 of the school term that this course will occur.

Workshops
Workshops are offered to expand students' learning of career development topics such as resume writing, interviewing, professional etiquette, networking, and portfolio development.

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 business, design, and technology. WCSA provides an in-depth view of exciting professional opportunities in the business, design, and technology fields. Membership is open to all students interested in fashion design and product development, interior design, merchandise marketing and management, visual communication, and information technology. 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, field experience, 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 or baccalaureate degree program are invited to join.

**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 conferences 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 field experience 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 he 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.
Industry Competitions
Throughout the year, Wade College students are given the opportunity, through course work and extracurricular activities, to participate in industry-specific competitions.

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.

WELLNESS SUPPORT
Wade College offers individual wellness coaching to assist students through potential roadblocks to success. In addition, useful resources are shared weekly to support students’ goals academically and holistically.

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 Office of the Vice-President of Academic and Student Affairs, which 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
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.

Re-admission
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 and Interior Design, or the Associate of Science in Marketing and Management and 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 Bachelor of Arts in Fashion Design and Product Development and Interior Design, or the Bachelor of Science in Marketing and Management and 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.

Graduation Honors
Students may qualify as valedictorian or salutatorian graduate upon completion of all graduation requirements by earning the highest or second-highest cumulative grade point average and a minimum of 60% of their degree credits at Wade College. This honor distinction is noted on their transcripts. Recipients are honored at commencement.

Students may also qualify as honor graduates upon completion of all graduation requirements by earning the following cumulative grade point averages: Cum Laude (3.50 – 3.69); Magna Cum Laude (3.70 – 3.84); and Summa Cum Laude (3.85 - 4.00). This honor distinction is noted on their transcripts. Recipients are honored at commencement.
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 the 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 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 may be obtained upon initial registration and are through the Office of Vice-President of Academic and Student Affairs. 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.
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.

Jim Gilmartin, Board Chairman
President/CEO
Gilmartin Companies

Harry Davros, Board Secretary
President/CEO
Wade College

Troy Thibodeaux
President
Blue Cloud Surgery Centers

Paul Manganelli
Professor of Geology
Collin County Community College District

Tiffany Tortoriello Davros
Shareholder
Wade College, Inc

COLLEGE ADMINISTRATION
Harry Davros
President/Chief Executive Officer

Jennifer Magee
Vice-President of Academic and Student Affairs

Lisa Hoover
Vice-President of Compliance and Finance

James Schroeder
Vice-President of Enrollment Management

Tara Valure
Director of Academic and Student Affairs

Emilie Duvall
Director of Learning Resources and Institutional Support

Samantha Cook
Director of Financial Services

Donna Nugent and Valda Gonzales
Admissions and Outreach Coordinators

Zachary Tresp
Associate Director of Academic and Student Affairs

Isabel Miranda
Student Financial Aid Administrator

Danielle Beaudoin
Library Assistant
FACULTY

Micah Bot
BS, Wade College

Laura Chapuis
BFA, Fashion Institute of Technology

John Conte
MA, New York University
BBA, LIM College

Jennifer Cordell
MSIS, University of Texas – Arlington
BBA, University of Texas – El Paso

Rapheal Crump
BFA, School of Visual Arts

Harry Davros
JD, Baylor University School of Law
BBA, University of Texas – Austin

James Dunning
MA, University of Texas at Arlington
BA, Howard Payne University

Cortney Elliott
BA, Wade College

Ashley Haggerty
BS, University of Texas – San Antonio

Nilaa Kadiresan
MS, Avinashilingam University
BS, St. Teresa’s College

Lori MacLean
MFA, Texas Woman’s University
BFA, York University

Jennifer Magee
MS, Amberton University
BSW, University of Texas – Arlington

Travis Magee
AAA, The Art Institute of Dallas

Michael Malone
BArch, Oklahoma State University

Amanda Medina
BA, Wade College

Ric Mulligan
BA, Western Michigan University

Amber Patterson
MA, University of Alabama
BA, University of Alabama

Jason Reynaga
MFA, Texas Christian University
BFA, Midwestern State University

Cecilia Rivera
MPS, Georgetown University
BFA, University of North Texas

Hilda Rodriguez
M Arch, Harvard University
BS, Universidad de Puerto Rico

Angela Robinson
B Arch, Tuskegee University

Betty Schearf
PhD, Capella University
MBA, Texas Woman’s University
BS, Southeast Missouri State University

Jason Stanford
DBA, Argosy University
MS, University of North Texas
BS, Kansas State University

Tara Valure
MS, Nova University
BA, Florida Atlantic University

Angela Walker
MS, Arkansas Tech University
BS, Arkansas Tech University

Will Webster
MA, Savannah College of Art and Design
BFA, University of Cincinnati

Melanie White
MA, Northcentral University
BA, Victoria University

Sharon Zenner
BFA, University of North Texas
MS, University of North Texas (in progress)