Catalog Addendum

Effective May 01, 2016

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

The Catalog Addendum is not a standalone document and must be accompanied by the most current version of the 2015-2016 catalog. It serves as notification of corrections to content and changes to college policy, tuition and fees, programs, courses, admission and graduation requirements and staff updates which have occurred since the catalog was published.

Effective May 01, 2016

The Following Certificate Section was added to the end of the College Catalog.

Certificate Programs

- Virtual Reality and Augmented Reality

Certificate Calendar

2016-2017 Term Calendar

Summer 2016 Session

April 3, 2016	Registration Begins
May 31, 2016	Registration deadline
May 31, 2016	**First day of classes**
June 6, 2016	Last day to ADD/DROP classes
July 16, 2016	**Last day of classes**
July 20, 2016	Final grades due from faculty

Fall 2016 Session A

April 3, 2016	Registration begins
September 5, 2016	*Labor day (Holiday) - College Closed*
September 7, 2016	Registration deadline
September 7, 2016	**First day of classes**
September 13, 2016	Last day to ADD/DROP classes
October 22, 2016	**Last day of classes**
October 26, 2016	Final grades due from faculty

Fall 2016 Session B

April 3, 2016	Registration begins
November 2, 2016	Registration deadline
November 2, 2016	**First day of classes**
November 8, 2016	Last day to ADD/DROP classes
November 26-27, 2016	*Thanksgiving Break – College Closed*
December 17, 2016	**Last day of classes**
December 21, 2016	Final grades due from faculty
December 23, 2016 - January 2, 2017	*Winter Break - College Closed*

Spring 2017 Session A

November 7, 2016	Registration begins
January 16, 2017	*Martin Luther King, Jr. (Holiday) - College Closed*
January 23, 2017	Registration deadline

January 23, 2017	**First day of classes**
January 29, 2017	Last day to ADD/DROP classes
February 20, 201	*Presidents Day (Holiday) – College Closed*
March 11, 2017	**Last day of classes**
March 14, 2017	Final grades due from faculty

Spring 2017 Session B

November 7, 2016	Registration begins
March 20, 2017	Registration deadline
March 20, 2017	**First day of classes**
March 26, 2017	Last day to ADD/DROP classes
May 6, 2017	**Last day of classes**
May 9, 2017	Final grades due from faculty

Certificate Admission Policies

General Policies and Procedures

Application Procedures

Applicants for admission must complete and submit the following to the Admissions Office:

1. Interview with a College Admission Advisor,
2. A completed application form,
3. A completed recommendation form,
4. An official or unofficial college transcript,

Rolling Admissions

Cogswell College continuously accepts and reviews completed applications, rendering admission decisions to applicants throughout the calendar year for the following term starts. The Admissions Department will advise students on appropriate deadlines according to date of term start and course availability.

Notification of Admission

All applicants will receive an acknowledgement of their admission status approximately two (2) weeks after their file is complete and processed. Notification will include information regarding registration, academic advising, and enrollment agreement.

Certificate Student Admissions Requirements

In general, admission decisions are based on evaluation of the applicant's professional and/or educational experience, application, and recommendations. The following are the general admissions requirements for all certificate students:

- Professional Experience
  - Should have two (2) or more years of experience in related fields: i.e., Media Arts, Programming, Game Development, or Engineering.
  - Recommendation Form completed by current or prior supervisor.

Students that do not have the Professional Experience may meet the admissions requirements by using the Educational Background or a combination of both.

- Educational Background

- o Should have two (2) or more years of post-secondary educational background in related fields: i.e., Technical Artist, Media Arts, Programming, Game Development, or Engineering.
- o Recommendation Form completed by current or prior faculty.

Applicants interested in learning more about Cogswell College are invited to visit the campus. Information regarding our programs is available from the Admissions Office.

Cogswell College
191 Baypointe Parkway,
San Jose, California 95134
408-498-5100, Toll Free: (800-264-7955)
www.cogswell.edu

Enrollment Statuses

The following is the College's classification of certificate seeking students:

- **Non-matriculated student**. Certificate seeking students are not classified as full- or part-time students as defined by the catalog.

Right of Acceptance or Enrollment

Cogswell College reserves the right to revoke acceptance or continued enrollment if:

1. Any application materials are false or misrepresented.
2. The student imposes any risk to the health, safety or welfare of others.
3. A student disrupts the orderly process of the College, or a student violates any Cogswell policy.

Transfer of Credit Policy

Notice Concerning Transferability of Credentials Earned at Our College

The transferability of credits you earn at Cogswell College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cogswell College to determine if your certificate of completion will transfer.

VRAR courses are not credit-bearing. The college does not accept hours or credit from other intuitions through transfer of credit, challenge examinations, achievement tests, or experiential learning for the VRAR certificate courses.

Registration and Records

Registration

Students wishing to drop a course after the add/drop period must complete an Add/Drop Form. The form can be obtained from the Registrar's Office.

Prerequisite/Co-requisite

Please reference Prerequisites Section located previously in this Catalog.

Add/Drop Period

The Add/Drop Period closes at the end of the first week of each session. Students cannot add after the first week of each session.

Students that do not attend a course in which they have registered may be dropped from the course by the end of the add/drop period. Once dropped from the course seat availability is not guaranteed.

Transcript and Other Official Documents

Please reference Transcript and Other Official Documents Section located previously in this Catalog.

Document Hold

Please reference Document Hold Section located previously in this Catalog.

Student Record Retention

Please reference Student Record Retention Section located previously in this Catalog.

Change of Contact Information

Please reference Change of Contact Information Section located previously in this Catalog.

Financial Information

Tuition Information for Registration

Student are not officially registered unless their account balance is current. Tuition may be paid in several ways, including, but not limited to, payment in full according to the tuition schedule. The Business Office can provide a detailed explanation of payment methods.

Tuition payments may be paid through the on-line student portal. Payments may also be made by mail with a certified or cashier's check, with a money order, MasterCard, Visa, American Express or with a personal check. Checks are to be made payable to Cogswell College. All payments should be sent to:

> Cogswell Polytechnical College
> Student Accounts Office
> 191 Baypointe Parkway
> San Jose, CA 95134

The name of the student, the student's college ID and the purpose of any amount paid must be included in with payment.

Process for Withdrawing from the College

You have the right to withdraw from the College at any time. Students must provide a written notice to the Registrar's Office of intent to withdraw from the College. Any College property must be returned: i.e., ID Badge, library books and equipment, etc.

Student's Right to Cancel

You may cancel your enrollment with Cogswell Polytechnical College, without any penalty or obligation, and obtain a refund of charges paid through the first seven calendar days from the start of the session, or the seventh day after enrollment, whichever is later.

If you cancel, any payments you have made and any negotiable instruments signed by you shall be returned to you within 30 calendar days following the receipt of your notice to withdraw from the program.

If you have received any student ID/access badge, you must return the ID/Access badge within 30 days of the date you signed your notice of cancellation.

To cancel your enrollment with Cogswell Polytechnical College you must mail or hand deliver a signed and dated copy of your written notice to:

> Cogswell Polytechnical College
> Attn: Registrar's Office
> 191 Baypointe Parkway
> San Jose, CA 95134

REMEMBER THAT YOU MUST CANCEL IN WRITING (email notification is not acceptable). You do not have the right to cancel by telephoning the school or by not attending class.

Refund Policy

Students who drop classes, with written notice, within the designated add/drop period are entitled to a refund of all monies paid for the dropped classes. Classes dropped after the add/drop period are not eligible for refund. The College shall provide the refund no later than 30 days of receiving the notice to drop classes.

If applicable, refunds to agencies, private loans, scholarships, and to the student will be made within 45 days of the date the student is determined to have withdrawn.

The following is the refund percentage for students for certificate programs:

Percent of Period of Completed (Semester)	Institutional Charge	Student Refund Percent
During the Add/Drop Period	0	100%
After Add/Drop Period	100%	0

Tuition and Fees Certificate Programs

Tuition and Expenses Per Semester	
Cost Per Course	$699
Estimated Total	$4,194

Other Charges and Fees	Amount

Official Transcript	$10 per transcript (non-refundable)
Certificate Reprint	$25 (non-refundable)
Student ID Card Replacement	$10
Textbooks	Varies per course
Student Tuition Recovery Fee	$0 (non-refundable)

- Tuition and fees are subject to change upon approval by the Board of Trustees.

STUDENT TUITION RECOVERY FEE

You must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

> Bureau for Private Postsecondary Education (BPPE)
> Web site: www.bppe.ca.gov
> Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833
> Mailing address: P.O. Box 980818, West Sacramento, California 95798-0818
> Phone Number: Toll Free (888) 370-7589; (916) 431-6959
> Fax: (916) 263-1897

Financial Aid

The Certificate Program does not qualify for federal or state student financial aid programs.

General Policies

Please refer to the General Policies Section located previously in this Catalog.

Academic Policies

Academic Freedom

Institutions of higher education are conducted for the common good, and not to further the interest of merely either the individual teacher or the institution itself. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential for these purposes, and applies to both teaching and research. Freedom in research is fundamental for the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of a teacher in teaching, and for the student to freedom in learning. It carries with it both rights and responsibilities.

Cogswell Polytechnical College endorses the 1940 Statement of Principles and 1940 and 1970 interpretive comments of the American Association of University Professors on academic freedom, which includes in substance, but is not limited to:

Academic Freedom:

- The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties.
- The teacher is entitled to freedom in the classroom in discussing his/her subject, but he or she should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject.
- The college or university teacher is a citizen, a member of a learned profession, and a member of the educational community. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educator, he or she should remember that the public may judge his/her profession by his/her written or verbal statements. Hence, he or she should at all times be accurate, should exercise appropriate restraint, and should show respect for the opinions of others.

Grading System and Grade Points

The College uses the following grading system for certificates:

Cogswell Certificate Grade Scale		
Letter Grade	**Grade Points/Credit**	**Cutoff Percentage**
Pass	N/A	80.0
No-Pass	N/A	0.0

Pass/No Pass

Certificate Programs are graded on a pass/no-pass basis. Please refer to the Grade Scale above.

Completion Requirements

To receive a certificate of completion the student must successfully complete all required courses and final examination.

Student Academic Responsibilities

It is the responsibility of students to be aware of and comply with policies, procedures, deadlines, and completion requirements found within this catalog and the Student Handbook.

Academic Honesty

Please refer to the Academic Honesty Section located previously in this Catalog.

Student Affairs

New Student Orientation

Students may be required to complete an online orientation prior to the start of class. Orientation provides an opportunity for students to familiarize themselves with College policy and procedures and their rights and responsibilities as a student.

ID Cards

The IT Office issues student ID cards at the beginning of each semester during registration. ID cards are required to check out books from the College Library and equipment from the audio/video lab. ID cards also provide access to the building during and after office hours.

Student Housing

Students in certificate programs are not eligible for student housing.

Career Services

Cogswell's Career Services provides services and resources to students and alumni to assist in career preparation. Career workshops and coaching are offered on topics such as interviewing, resumes, cover letters, job search strategies, and portfolio preparation.

Website resources, magazines, books, bulletins, job descriptions, and salary information are among the resources available to students and alumni.

Tutoring

Cogswell College provides tutoring for students who request or require assistance in certain academic subject matters. Students interesting in receiving or providing tutoring services by emailing tutoring@cogswell.edu or by visiting the office of the Student Academic Specialist to make an appointment.

Student Clubs

There are a number of active student clubs on campus. Club membership is open to all current students. Please see the Associated Student Body President for an application if you are interested in starting a new club. Examples of clubs that have been active in the past have included Game Development Club, Engineering Society, Audio Engineering Society, Animation Club, and Friday Night Magic.

Student Lounge

The student lounge features comfortable seating, tables, billiards, and other games and recreational equipment. It offers a microwave oven and vending machines stocked with drinks and snack foods.

Student Handbook

The Student handbook provides students with information about campus resources, student life, and the College procedures.

The College makes this handbook available online to each student. It is the student's responsibility to familiarize themselves with its contents. When a student enrolls at Cogswell, he or she agrees to comply with all of Cogswell's rules and regulations. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. The College reserves the right to alter the regulations and policies through normal channels.

Library

Cogswell Library connects the college to ideas and information through a variety of formats. The library holds over 5,000 print books and over 1,000 DVDs, magazines, and e-books. In addition, the library subscribes to academic databases, serving as the gateway to thousands of scholarly articles, digital

journals, and electronic books. Wireless access, a scanner, and photocopier are also available, as well as a knowledgeable librarian and staff to help the Cogswell community find the best resources.

http://www.cogswell.edu/current/library.php

Certificate Programs

Virtual Reality and Augmented Reality (VRAR)
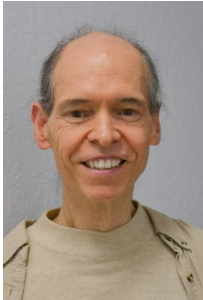
Dr. Tim Duncan
Director of VRAR
Certificate Program

VRAR Description

The VR/AR certificate program addresses the development of content for virtual reality (VR) and augmented reality (AR). VR is a new human-user interaction paradigm utilizing computer-generated immersive environments. AR overlays interaction with the physical world with computer-generated three-dimensional visual and auditory sensory information to provide an enriched experience without excluding the surrounding environment.

This program is a six-course set of specialized classes that will be offered weekday evenings and weekends to accommodate the schedules of industry professionals. The purpose of this certificate program is to provide professionals in the computer graphics industry knowledge and skills needed to create VR or AR content.

Curriculum

Virtual Reality and Augmented Reality Certificate	
Course Number	Course Name
VRAR400	Perception, Cognition and Presence in VR/AR
VRAR450	Human Computer Interface and Interaction Design
VRAR500	VR/AR Design Principles 1
VRAR525	VR/AR Design Principles 2
VRAR550	VR/AR Studio Project 1
VRAR555	VR/AR Studio Project 2

Certificate Course Descriptions

VRAR400 PERCEPTION, COGNITION AND PRESENCE IN VR

The experience of virtual worlds depends upon the mediation of perceptual faculties that can be cognized as 'being in' a virtual space. This course will first present the perceptual and cognitive fundamentals of sight, sound and touch and then present ways in which these faculties are mediated by technology to create a sense of 'presence,' i.e., of being in that world. The course will include theories of presence as well consider health-related impacts of sensory mediation in VR. **Prerequisite: None**

VRAR450 HUMAN COMPUTER INTERFACE AND INTERACTION DESIGN

Human Computer Interface design addresses problems of usability in VR and AR systems. This course will begin with fundamental techniques of interaction and address progressively more challenging problems. The course will engage both theory and practice of HCI with hands-on projects. It will include an introduction to spatial audio relevant to VR and AR for non-audio specialists. **Prerequisite: None**

VRAR500 VR/AR DESIGN PRINCIPLES 1

Moving beyond design principles for 2D and 3D art, VR/AR Design Principles 1 addresses fundamental issues of designing virtual and augmented experiences. Topics may include factors such as semantic vs. responsive gestures, the reactivity of objects in virtual space, interactive element targeting, ergonomics, economy of gestures, sound or other factors specific to VR and AR. **Prerequisite: None**

VRAR525 VR/AR DESIGN PRINCIPLES 2

Following on the foundations established in VR/AR Design Principles 1, VR/AR Design Principles 2 develops more fully the techniques of creating experiences through interactive virtual and augmented media. Specific topics may include locomotion, optimization for VR tracking, hand and body design, space and perspective, as well as elements of sound in virtual/augmented spaces. **Prerequisite: VRAR500**

VRAR550 VR/AR STUDIO PROJECT 1

The capstone of the VR/AR certificate program is the VR/AR studio project, a multidisciplinary collaborative project that will engage the efforts of engineers, VR/AR content designers and audio specialists. All of the theory and practice of previous courses will come together in the implementation of projects inspired by 'real world' applications and in some cases commissioned by actual clients. Industry professionals will be brought in at intervals to provide expert feedback and to inspire best practices. **Prerequisite: VRAR525**

VRAR555 VR/AR STUDIO PROJECT 2

Part Two of VR/AR Studio Project extends the timeframe for completion of a multidisciplinary collaborative project to accommodate more complexity and/or depth. Students will give a formal presentation completed work at the end of the session. **Prerequisite: VRAR525**

Financial Information
Page 27

The following tuition and fees were updated:

Tuition and Fees Undergraduate Programs

Tuition Pricing Effective Spring 2016

Tuition and Expenses Per Semester		
Cost Per Credit	$685	
Campus Fee*	$500	
Housing Fee	$4,000	
Examples	*Without Housing*	*With Housing*
Full-Time Student (12 Credits)	$8,220	$8,220
Campus Fee	$500	$500
Housing Fee	$0	$4,000
Estimated Total	**$8,720**	**$12,720**
Part-Time Student (9 Credits)	$6,165	$6,165
Campus Fee	$500	$500
Housing Fee	$0	$4,000
Estimated Total	**$6,665**	**$10,665**

*Students registered during summer semester will not be billed a campus fee.

The following bullets were removed:
- The Associated Student Body Fee funds the Cogswell's Association Student Body (ASB), the student run organization that plans events and advocates for student needs.
- The following courses have $50 lab fees:
  - DAA100 2D Design 1
  - DAA105 Color Theory
  - DAA108 Introduction to Photography
  - DAA115 Figure Drawing 1
  - DAA210 Figure Drawing 2

General Policies
Page 43

The following statement was removed:

Fire Safety

The fire safety report and information on fire safety may be obtained from the Director of Facilities. Fire safety information is distributed annually and upon request.

Attendance Policy
Page 47

The following statement was revised to read:
Online courses are offered through an online learning management system (LMS). Students have access to their online courses 24 hours a day; 7 days a week.

Students must have a minimum cumulative grade point average (CGPA) of 2.0 to register for an online course. Incoming new students (i.e., freshman, transfer) will be assessed on the last attended academic institution.

Course Description
Page 83

The following courses have been deleted:

SWE101 Introduction to Scripting: Python for Non-programmers

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

This class is a practical introduction to programming, using Python programming language. Topics include the concepts of declarative ("what) versus imperative ("how") programming, problem breakdown, and solution techniques. Emphasis is put on the syntax of the programming language, and the process of starting with a problem and writing a program to solve it. Students will implement several small programming projects during the course. **Prerequisite:** None

SWE102 Introduction to Scripting: Python for Programmers

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

This class is a practical introduction to programming, using Python programming language. Topics include the concepts of declarative ("what") versus imperative ("how") programming, problem breakdown, and solution techniques. Basic subjects and terms in computer science will be introduced, such as data-structures, efficiency of a program, object-oriented programing, and Model-View-Controller paradigm. Emphasis is put on the syntax of the programming language, and the process of starting with a problem and writing a program to solve it. Students will implement several small programming projects during the course. **Prerequisite**: None

The following courses have been added:

ENG229 Cog: The Publishing Experience

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

This course provides students with the nuts and bolts experience of staffing a multimedia publication with print and online components. Students comprise the editorial staff of Cog, published by Cogswell Polytechnic College. Cog considers submissions from authors working in the United States and beyond. Students' production tasks include manuscript selection, editing, layout, promotion, vendor/printer relations and adjudicating first-round literary contest submissions and adapting the winning piece as a short animated film in collaboration with the Digital Art & Animation program. **Prerequisite:** ENG100

HUM225 The Horror Film

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

Course traces the development of the horror film genre from "The Cabinet of Dr. Caligari" and Universal's "Frankenstein" cylce today's deconstructive entries, such as "Funny Games" and "What WE Do in the Shadows". Emphasis is placed on the evolution of literary and filmic roots in the genre and in the wider context of film and visual storytelling. **Prerequisite:** ENG100

HUM226 Science Fiction Cinema

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

A genre curvey course emphasizing socio-political and literary roots of classic science fiction films. Emphasis is also placed on evolving special effects, from Melies' in-camera tricks to latest CG. **Prerequisite:** ENG100

SSC235 Race, Gender and Technology in the Music Industry

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

The class will explore and discuss the aspects of technology, culture, and business, as well as the many colorful personalities that have shaped this industry. We will also consider how diversity, or lack thereof, has impacted popular culture, as well as specific careers of musicians and music managers throuhgout the last century. Students will research, write and present a thesis paper on a topic of their own choice. **Prerequisite:** ENG100

SWE100 Introduction to Scripting: Python

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

This class is a practical introduction to programming, using Python programming language. Topics include This class is a practical introduction to programming using the Python programming language. Topics include the concepts of declarative ("what") versus imperative ("how") programming, problem breakdown, and solution techniques. Basic subjects and terms in computer science will be introduced, such as data structures, efficiency of a program and object oriented programming. Emphasis is put on the syntax of the

programming language, and the process of starting with a problem and writing a program to solve it. Students will implement several small programming projects during the course. **Prerequisites:** None

Effective September 22, 2015

Accreditation and Approvals
Page 11

Cogswell College is accredited by an accrediting agency recognized by the United States Department of Education: WASC, Senior College and University Commission (WSCUC).

Cogswell College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Personnel Addendum
Page 12

Add/Edit to College Administrators:
Kenneth Banks, Chief Financial Officer
Milla Zlatanov, Vice President of Institutional Research and Quality Assurance
David Noriega, Registrar and Articulation Officer

Financial Aid

Page 39

Loans Programs
Loans obtained to pay for educational purposes must be repaid in the full amount plus any interest, less the amount of any refund, if the student received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

General Policies
Page 41

Harassment and Discrimination
Statement of Nondiscrimination
Cogswell College is an equal opportunity institution of higher education and employer and is firmly committed to non-discrimination in its delivery of educational services and employment practices. These practices include, but are not limited to, hiring, employment promotion and transfer, admission to, and participation in the benefits and services of educational programs or related activities sponsored by the College. In compliance with all applicable federal and state laws, decisions will be made irrespective of the individual's sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation or any other basis prohibited by federal or state law or local ordinance. This policy is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1975; and any applicable state and local laws. When necessary, the College will

reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements of the College's educational program and/or is able to safely perform all essential functions, without undue hardship to the College.

Student Affairs
Page 57

Student Housing

Cogswell College does not have dormitory facilities under its control. The College utilizes local apartment complexes in which students are assigned to apartments with other students. Cogswell College housing is for students who are enrolled in at least 9 credits per semester.

Alternatively there are independent housing options available in the vicinity of the campus, but Cogswell does not maintain relationships with these complexes and does not guarantee assistance to students in locating non-College sponsored housing. Apartment complexes are within a five (5) mile radius and range from $2,400 to $4,000.

If you are interested participating in housing, please contact the Dean of Students for an application and more information. The College assumes no responsibility to assist or find housing for students who are ineligible for or not interested in participating in College sponsored housing.

Course Description
Page 83

The following course has a revised course prefix:

SWE295 Data Structures and Algorithms

Semester Credits	Lecture Hours	Laboratory Hours	Total Contact Hours
4	45	30	75

Data Structures: Stacks. Queues. Linked lists. Circular linked lists. Double linked lists. Circular double linked lists. Binary search trees. Searching and sorting algorithms. Introduction to graph algorithms. Huffman codes, AVL trees. Hashing. B-trees. Students practice concepts of structured programming and discrete mathematical concepts in data structures and analysis of algorithms. **Prerequisite:** SWE110 OR SWE285