

Visible Memphis
200 Madison Ave
Memphis, TN 38103

Visible Chicago
3404 Lake St.
Lansing, IL 60438

Visible Dallas
2801 Orchid Dr.
McKinney, TX 75070

Visible Atascadero
6225 Atascadero Ave
Atascadero, CA 93422M



VISIBLE

MUSIC COLLEGE

2021-2022

ACADEMIC CATALOG

Visible Redding
935 Locust St.
Redding, CA 96001

Visible Fort Lauderdale
2401 West Cypress Creek Rd.
Fort Lauderdale, FL 33309

Visible Kansas City
14808 West 117th St.
Olathe, KS 66062

INTRODUCTION FROM THE PRESIDENT	4
ABOUT THE COLLEGE	5
Authorization	6
Accreditation	6
History	6
2021-2022 Academic Calendar (Bachelor’s Program)	8
2021-2022 Academic Calendar (Certificate Program)	10
FOUNDATIONAL STATEMENTS	12
Vision	12
Mission	12
Statement of Faith	12
Foundational Scripture	13
Visible Values	14
Institutional Philosophy	15
Disciplines	16
Institutional Philosophy of Education	16
Institutional Educational Objectives	17
DESCRIPTION OF FACILITIES	18
Memphis Campus Map	18
Chicago Branch Campus Map	21
Dallas Teaching Site Map	23
California Teaching Site Map for Atascadero	24
California Branch Campus Description and Map for Redding	24
Florida Teaching Site Description and Map for Fort Lauderdale	24
Kansas Teaching Site Description and Map for Kansas City	24
ADMISSIONS	25
Admissions Requirements	25
High School Completion	28
Acceptance	29
Re-Enrollment	30
Special Designations and Non-Degree Seeking	31
FINANCIAL AID	35
Federal Financial Aid	35
Alternative Loans	36
Institutional Aid	36
Applying for Financial Aid	38
BUSINESS OFFICE	41
Tuition, Housing, and Charges	41
Refund Policy	44
STUDENT SERVICES	48

Office of Students	48
Computer Resources and Requirements	48
Health Services	49
Textbook Loans	49
DEGREE PROGRAMS	50
Overview	50
Areas of Study	51
Standard Program Length and Cost	52
Core Curriculum	54
Modern Music	55
Music Business	60
Music Production	63
Creative Leadership	66
Dance	70
Biblical Discipleship Minor	71
Blitz Courses	71
Distance Education	71
Online Class Participation	73
Remote Access Policy	75
Intercampus Transfer	76
External Study Programs	76
Professional Advancement	78
ACADEMIC OFFICE	80
Advising and Registration	80
Add, Drop, and Withdrawal Procedures	82
Course Credits	83
Disabilities	86
Academic Support	88
Grading Procedures	88
Attendance, Attendance-Based Courses and Technology in Class	90
Awards and Honors	93
Satisfactory Academic Progress, Probation, and Suspension	95
Academic Misconduct	98
Graduation Requirements	101
Exiting the College	103
Transcripts	103
Appeals and Grievances	104
Records Retention	106
Library	107
FERPA	110
Course Numbering System for Bachelor's Degree	114
Course Descriptions	121
Certificate Course Numbering System	142
Course Descriptions	144

LEADERSHIP, BOARD, AND STAFF	149
Executive Leadership	149
Governance and Support	149
Board of Trustees	150
Board of Advisors	150
Visible Community Advisory Council	152
Visible Music College, Memphis Staff and Faculty	154
Visible Music College, Chicago Staff and Faculty	157
Visible Music College, Dallas Staff and Faculty	158
Visible Music College, Atascadero Staff and Faculty	158
Visible Music College, Fort Lauderdale Staff and Faculty	159
Visible Music College, Kansas City Staff and Faculty	159
Madison Line Records Full-Time Staff	160
Visible Community Music School Staff	160
Appendix A	161
Student Tuition Recovery Fund	161
Leave of Absence	162
Appendix B	164
Standard Occupational Classification Codes	164

Office of the President
200 Madison Avenue
Memphis, TN 38103

Dear Students,

Welcome to the Visible Music College Academic Catalog and the 2021-22 academic year! We trust that this year will be marked by these five words: together, inspired, drive, focus, and welcoming. As believers walking together in creativity, we find fullness in Jesus and joy in our community. Visible has always sought to unify Christian community with modern creative arts education through relational ministry. We focus on the five areas the college is founded on -- Global, Spiritual, Professional, Academic, Visible.

Global : Together

Visible Music College recognizes the kingdom of God as God's authority over his creation globally - his rule is over all people in all the world. We are a part of the bride of Christ, the Church, in this world. As such, everything we do is global and connected to his will and intent. We have multiple campus sites in a testament to this core belief.

Spiritual : Inspired

We are a spiritual community of believers called to be salt and light to the world. We focus on spiritual formation in all that we do, aligned with the presence of God the Holy Spirit. The staff at Visible are dedicated to the spiritual growth and wellbeing of every student and we work to make Visible a joyful place.

Professional : Drive

We train creative students for service in the Church and the industry. Hands-on training in the classroom and a microcosm of the arts industry within the college experience provides opportunities for students to gain practical experience in both the Church and industry on a daily basis, driving towards real careers in arts and ministry.

Academic : Focus

As an accredited college, our faculty and staff are committed to seeing our students achieve academic excellence in their field of study and develop a passion for a life focused on learning. Our small class sizes give students ample one-on-one time with their professors. Academic support, tutoring, performance opportunities, and many other resources are readily available to ensure every student has the opportunity to succeed.

Visible : Welcoming

Visible is our Christian ministry word derived from Dietrich Bonhoeffer's book *The Cost of Discipleship* and his concept of "the visible community." In keeping with this definition, Visible Music College aims to be a welcoming community for all students, staff, visitors, vendors, patrons, and supporters. Visible is salt and light to the world through hospitality, creative performance, affordable programs, and family friendly environments.

Visible is focused on personal, relational outworking of discipleship through the Christian disciplines. We emphasize spiritual formation through clear biblical understanding, vibrant life in the Holy Spirit, and relational discipleship within a community of support. I am asking students and staff to risk giving of yourself this year: in patience, determination, attitude, accommodation for new experiences and a love for the body of Christ. We are asking you to lead your fellow students and peers, with passion for Christ and a life open to growth.

See yourself. See God. Be Visible.

For His kingdom,
Dr. Ken Steorts
Founder and President

PREFACE

This Academic Catalog sets forth the curricula, requirements, and policies in effect at the time of its publication. The program checklists are valid for students who maintain continuous enrollment (students who miss no more than one semester at a time) beginning in the 2021-2022 academic year, which begins on August 2, 2021 and ends on June 30, 2022. Students who do not maintain continuous enrollment will lose the right to use their initial program checklists and must use the catalog in force at the time of re-enrollment. All students are bound to the policies published in the latest Academic Catalog; thus, it is important that each student understand current policies.

Visible Music College reserves the right to alter any part of this Academic Catalog at any time as dictated by national standards, accreditation criterion, and best practices. In the event of an alteration, the Vice President of Academics will send a college-wide email describing the change, the affected parties, and provisions for anyone who may be adversely affected by the change. Exceptions to policies are granted by the Vice President of Academics, who determines whether the exception would be in the student's best interests.

Visible Music College provides the opportunity for students to increase their knowledge, skill, character, and spiritual growth by providing the various programs with faculty who are trained and qualified for instructing those programs. However, the acquisition of knowledge by the student is contingent upon the student's desire and ability to learn and the application of appropriate study and learning techniques.

Visible Music College admits students of any age, gender, disability, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, gender, disability, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs. This policy extends to both employment by and admission to the college. Inquiries concerning discrimination and charges of violations of the above policy should be directed to the Vice President of Academics.

This Catalog is maintained by the Vice President of Academics with input from the President, Vice President Team and the Academic Development Team.

This Catalog was last updated April 23, 2021.

ABOUT THE COLLEGE

This Catalog and School information is available on our website: www.visible.edu

Authorization

Visible Music College is authorized by the Tennessee Higher Education Commission [404 James Patterson Parkway, Suite 1900, Nashville, Tennessee, 37243-0830, (615) 741-5293]. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Visible Music College is also authorized for operation as a postsecondary educational institution by the Illinois Board of Higher Education [431 East Adams Street, 2nd Floor, Springfield, Illinois, 62701-1404, (217) 782-2551], the Texas Higher Education Coordinating Board [P.O. Box 12788, Austin, Texas, 78711, (512) 427-6200], and the Bureau of Private Post-Secondary Education [P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-8900]. The approval to operate means compliance with state standards including those set forth in the CEC and 5, CCR (California Education Code (CEC) and California Code of Regulations (CCR)). A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov. Programs offered by Visible Music College do not require a professional exam and/or offer programs that are regulated by the Texas Workforce Commission.

Visible Music College is also recognized by the National Council for State Authorization Reciprocity Agreements (SARA-NC) as a member institution based in our home state of Tennessee. We adhere to the standards established by the council for institutions that offer post-secondary distance education. This allows students based in other states to take online classes at Visible Music College. Information about SARA, including the participating states and institutions, can be found at their website <http://www.nc-sara.org/>.

Accreditation

Visible Music College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmation I of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 29, 2014; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (DOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Since that time, Visible Music College has also been authorized for Certificate and Master's degree, bringing the college to a Category III status, as well as being authorized for Distance Education.

History

Visible Music College was created by Dr. Ken Steorts with the goal of training the next generation of artists in music, discipleship, worship and ministry. Ken was the founding guitarist, songwriter, and road manager of the rock band Skillet. While touring with the band he saw a large number of young Christian musicians with great character but little skill or with great skill but little spiritual leadership. Ken envisioned an education center where academic and vocational study of music would be combined with character-building discipleship and community. In the winter of 1999, Ken left the band to create a program that could train well-trained, passionate musicians and world-changers.

During the Spring of 2000 Dr. Ken Steorts and Rick Miller traveled to Coventry, England to observe Nexus Academy of Music Ministry. Visible Community School of Music and Worship Arts was launched in Fall 2000 as a ministry of Grace Covenant Church (Lifelink Church) with a nine-month training program. Twenty-one students from across North America and the United Kingdom were enrolled in the 2000-2001 charter class.

The college began pursuing national accreditation with TRACS (Transnational Association of Christian Colleges and Schools) in 2003 and received formal accreditation in Fall 2009. On May 14, 2005, Visible Music College granted its first three Bachelor of Ministry degrees. After nine years of growth, the original campus in Lakeland, Tennessee became too small and Visible Music College began a \$6 million capital campaign to move the college and its dormitories to downtown Memphis. Visible Music College acquired the iconic C&I Bank Building in Downtown Memphis as its education center in 2009. During renovation classes were moved to Lifelink Church in the Cooper-Young District in Memphis.

The college moved into their downtown Memphis campus in late Summer 2011. The campus includes five floors of performance, practice, classroom and administrative space. Renovations of the basement level concluded in August 2014, opening up new recording and production studios, along with space for our Music Business Department and Madison Line Records. Plans of renovation for the fifth floor are underway and this space will become the Whalum Center for Music that will include our full Library and Student Center.

Visible Music College is committed to a philosophy of education that prioritizes community through teaching, accountability, and discipleship. Therefore, enrollment growth will be achieved through partners and teaching sites around the United States and world. SchallWerkStadt (www.schallwerkstadt.de), a partner campus in Holzen, Germany, opened in Fall 2011. A teaching site was opened in Lansing, Illinois, for the 2014-2015 academic year and was approved to function as a branch campus in the Spring of 2016. A teaching site in Dallas, TX, opened in the 2016-2017 academic year. Also, beginning in the 2016-17 academic year, the college received authorization to name their degrees as Bachelor of Applied Arts. In the 2017-2018 academic year, we re-opened our one-year Certificate programs. In 2018-2019, teaching sites in Atascadero and Redding, California were opened, with new programs in Acting and Dance launched in partnership with Bethel Conservatory of the Arts (www.bethelconservatory.com) at our Redding, CA teaching site. In 2019-2020, we linked up with Bethel School of Technology (www.betheltech.net) to offer a Certificate in Full-Stack Web Development. Also, in 2019-2020, the college received authorization to identify their degrees as Bachelor of Arts.

2021-2022 Academic Calendar (Bachelor's Program)

This Academic Calendar is subject to change at any time.

Fall 2021	
Event	Date
Academic Year Start Date	Mo, August 2
Student Check-in/Move-in Day - ATA/DAL/CHI/MEM Locations	Sa, August 14
Fall Semester Begins	Mo, August 16
Student Orientation / Blitz Sessions (ALL) *Memphis is Me	Mo, August 16 - Fr, August 20 Mo, August 23 - Fr, August 27 *Fr, August 27
Last Day to Add Blitz Course	Mo, August 16
Last Day to Drop Blitz Course	Tu, August 17
Last Day to Withdraw from Blitz Course	Fr, August 20
Full-Term Class Session Begins	Mo, August 30
Labor Day Holiday	Mo, September 6
Last Day to Add a Course	Tu, Sept 7, 3PM
Last Day to Drop a Course	Fr, September 10, 3PM
Fall Break	Mo, October 11 - Fr, October 15
Last Day to Withdraw from a Course	Fr, October 22, 3PM
Oktoberfest	Th, October 28
Music Business Conference	Fr, October 29
Spring 2022 Advising/Registration Opens	Mo, November 1
Thanksgiving Break	We, November 24 - Fr, November 26
Last Day of Classes	We, Dec 1
Spring 2022 "Open Registration" Closes	Mo, November 29, 3PM
<i>A Visible Christmas</i> Rehearsals & Tour: Memphis, Dallas, Chicago	Mo, November 29 - Sa, December 4
Final Exams	Mo, December 6 - We, December 8
Fall Semester Ends	Fr, December 10
Student Housing Closes	Mo, December 13

Spring 2022	
Event	Date
Student Check-in/Move-in Day (ALL)	Sa, January 8
Spring Semester Begins	Mo, January 10
Orientation (New Students) & Winter Retreat (ALL)	Mo, January 10 - Fr, January 14
Martin Luther King Jr. Day (No Classes)	Mo, January 17
Regular Class Sessions Begin	Tu, January 18
Last Day to Add a Course	Mo, January 24, 3PM
Last Day to Drop a Course	Fr, January 28, 3PM
24-Hour Worship Event	Fr, February 18 - Sa, February 19, 10AM-10AM
We Love Christian Music Awards (Memphis)	Tu, February 22
Spring Break	Mo, March 7 - Fr, March 11
Last Day to Withdraw from a Course	Fr, March 18, 3PM
Summer & Fall 2022 Advising/Registration Opens	Mo, March 28
Visible Worship Conference	Fr, April 8
Easter Break - Good Friday (ALL)	Fr, April 15
Last Day of Classes	We, April 20
Final Exams	Th, April 21 - Tu, April 26
Summer & Fall 2022 "Open Registration" Closes	Mo, April 25, 3PM
Spring Semester Ends	Fr, April 29
Commencement Festivities	Fr, April 29 - Sa, April 30
Commencement	Sa, April 30, 10AM
Student Housing Closes	Mo, May 2

Summer 2022 (7 Week Term)	
Event	Date
Summer Term 2022 Begins	Mo, May 9
Summer Term Last Day to Add a Course	Fr, May 13, 3PM
Summer Term Last Day to Drop a Course	We, May 18, 3PM
Memorial Day (College Closed)	Mo, May 30
Summer Last Day to Withdraw from Course	Friday, June 3, 3PM
Juneteenth (June 19) (College Closed)	Fr. June 17
Summer Term 2022 Ends	Friday, June 24
Academic Year Ends	June, 30

2021-2022 Academic Calendar (Certificate Program)

This Academic Calendar is subject to change at any time.

Fall 2021	
Event	Date
Academic Year Start Date	Mo, August 2
Student Check-in/Move-in Day - ATA/DAL/CHI/MEM Locations	Sa, August 14
Student Orientation	Tu, August 17 (global) 6-9 PM
Module 1 Class Sessions Begin	Mo, August 23
Last Day to Add a Course (Module 1 & 2)	Fr, August 27, 3PM
Last Day to Drop a Course (Module 1 & 2)	Fr, August 27, 3PM
Labor Day Holiday (College Closed)	Mo, September 6
Module 1 Last Day to Withdraw from a Course	Fr, September 17, 3PM
Module 1 Class Sessions End	Su, October 10
Fall Break	Mo, October 11 - Fr, October 15
Module 2 Class Sessions Begin	Mo, October 18
Spring 2022 Advising/Registration Opens	Mo, November 1
Module 2 Last Day to Withdraw from a Course	Fr, November 12, 3PM
Thanksgiving Break	We, November 24 - Fr, November 26
Spring 2022 "Open Registration" Closes	Mo, November 29, 3PM
<i>A Visible Christmas</i> Rehearsals & Tour: Memphis, Dallas, Chicago	Mo, November 29 - Sa, December 4
Module 2 Class Sessions End	Su, December 5 (all assignments due by 11:59PM)
Christmas Break Begins	Th, December 9

Spring 2022	
Event	Date
Student Check-in/Move-in Day	Sa, January 08
Winter Retreat (ALL CAMPUS STUDENTS)	Mo, January 10 - Fr, January 14
Orientation (New Students)	Tu, January 11
Martin Luther King Jr. Day (College Closed)	Mo, January 17
Module 3 Class Sessions Begin	Tu, January 18
Last Day to Add a Course	Fr, January 21, 3PM
Last Day to Drop a Course	Fr, January 21, 3PM
Module 3 Last Day to Withdraw from a Course	Fr, February 11, 3PM
Module 3 Class Sessions End	Su, March 6
Spring Break	Mo, March 7 - Fr, March 11
Module 4 Class Sessions Begin	Mo, March 14
Summer & Fall 2022 Advising/Registration Opens	Mo, March 28
Module 4 Last Day to Withdraw from a Course	Fr, April 8, 3PM
Easter Break - Good Friday (College Closed)	Fr, April 15
Summer & Fall 2022 "Open Registration" Closes	Mo, April 25, 3PM
Module 4 Class Sessions End	Th, April 28 (All assignments due by 11:59 PM)
Commencement Festivities	Fr, April 29 - Sa, April 30
Commencement	Sa, April 30, 10AM
Student Housing Closes	Mo, May 2

First Summer Session 2022	
Event	Date
Summer Term begins (Module 5)	Mo, May 9
Summer Term Last Day to Add a Course	Fr, May 13, 3PM
Summer Term Last Day to Drop a Course	Fr, May 13, 3PM
Memorial Day (College Closed)	Mo, May 30
Summer Term Last Day to Withdraw from Course	Fr, June 3, 3PM
Juneteenth (June 19) (College Closed)	Mo, June 20 (observed)
Summer Term Ends	Fri, June 24 (all assignments due by 11:59 PM)

FOUNDATIONAL STATEMENTS

Vision

Visible Music College is a global spiritual community of musicians, technicians, and business professionals serving the Church and society with our collective energy and talent, fostering an environment of creativity, worship, and innovation in artistic endeavors for the glory of God and to the benefit of all people.

Mission

Visible Music College trains and equips musicians, technicians, and business professionals in skill and character, with accredited degrees, for effective service in the music industry and in the Church.

Statement of Faith

THE BIBLE

We believe that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ. We believe that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say.

GOD

We believe in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe that God created the Heavens and the earth out of nothing by His spoken word, and for His own glory.

JESUS CHRIST

We believe that Jesus is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross a sacrifice for our sins, according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate.

THE HOLY SPIRIT

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict persons of sin, and to regenerate the believer by indwelling, guiding, instructing, and empowering him/her for godly living and service. The Holy Spirit gifts persons for the edification of the Church and for testimony to the reality of Jesus Christ to the unbelieving world.

THE CREATION

We believe God created Heaven, the cosmos, and earth. We believe that God created all things and that life originates in God. We believe that mankind was created in God's own image, distinct from all other living creatures, and in a state of original righteousness.

SALVATION

We believe that our first parents sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that predisposes them to sin in thought, word, and deed.

We believe in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the cross of Christ.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who believe in Him are justified by His shed blood and forgiven of all their sins.

We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.

THE CHURCH

We believe the very nature and purpose of God is revealed in His Church. Jesus came and established it as His Body in the earth. We believe the Church Universal consists of all who live under Jesus' lordship, while the Church Local is a body of believing people, baptized and joined together, practicing the new covenant.

THE FUTURE

We believe in the personal and imminent return of our Lord Jesus Christ, who will personally, visibly, and unexpectedly return to this earth, in power and great glory, for his Bride, the Church, and to bring his kingdom to fulfillment.

We believe in a final judgment at the end of the age. The righteous and the wicked shall stand before Him and be judged. Those who have righteousness produced by faith will be rewarded with the privilege of ruling and enjoying His eternal blessings. Those who are wicked will be eternally punished.

Foundational Scripture

Colossians 1

¹⁵ The Son is the image of the invisible God, the firstborn over all creation. ¹⁶ For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him. ¹⁷ He is before all things, and in him all things hold together. ¹⁸ And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have the supremacy. ¹⁹ For God was pleased to have all his fullness dwell in him, ²⁰ and through him to reconcile to himself all things, whether things on earth or things in heaven, by making peace through his blood, shed on the cross.

Definition

"See yourself, see God, be Visible" is a summation of our Visible Values. We believe that believers in Christian community begin to see themselves as they are, then see God who loves and transforms them through his Word and presence, then become visible in the world as Jesus did with wisdom and service.

See yourself.

THE VISIBLE COMMUNITY

The visible community, defined as "salt and light" by Dietrich Bonhoeffer in *The Cost of Discipleship*, is the Church globally. The truth of Scripture and the empowering presence of God are expressed daily in the context of the Church – the visible community of believers. Unity in the body of Christ permeates successful Christian communities, and Visible Music College supports the mission and context of the local church as the biblical expression of the larger visible community, equipping servant leaders to proclaim the universal kingdom of God.

BIBLICAL COMMUNITY

Biblical community is evident as God's love and grace is displayed towards each person in the college, as all gain a healthy and proper image of self and God. This community creates opportunity for practical application of the Word, defines worship as all of life given to our Creator, and promotes holistic growth of the individual believer. The college promotes love for one another reflected in truth, kindness, relational ministry, interdependence, and honest communication, with an appreciation of calling and an encouragement of one another through exemplification of the fruit of the Spirit.

See God.

WORD AND SPIRIT

Visible Music College bases its philosophies and practices on revealed biblical truth and the powerful presence of God in our midst. The Scriptures, both Old and New Testaments, are the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the Divine and final authority for all Christian faith and life (from our Statement of Faith). The experienced presence of God in our daily lives causes us to apply the Word of God in a balanced, graceful way.

LIFE INTEGRITY

The members of the Visible Music College community act individually and corporately in a manner worthy of the call of Christ through the understanding and application of His Word, the impression and direction of His Spirit, and the revealed grace of the life of Jesus Christ. A deep identification with the Father, Son, and Holy Spirit brings transformation and integrity of personal thought, belief, and action. Transparency, openness, respect for people and property, and consistency of character are integral to the operation of the college – to benefit individuals and the larger community because of our devotion to God.

Be Visible.

PRACTICAL EDUCATION

Visible Music College is educational and spiritual in its purpose, committed to providing a holistic, artistic education filtered through God's purposes. Our educational approach challenges students with academic, professional and spiritual elements. Holistic education incorporates academic achievement, natural talent and spiritual gifting, with accountability toward excellence and a commitment to becoming more like Jesus Christ as a prime motivation.

SERVICE LEADERSHIP

As stewards of God's kingdom in the world, the Church and its members are mandated to care for others and be a servant to the weak. The fruition of this ideal is obedient service within the Church, a servant heart within the local community, and compassionate service to the world at large through an empowered lifestyle of grace balanced with truth, Spirit poised with scripture, justice tempered with mercy, and authority permeated with humility.

Institutional Philosophy

Here are the five areas in which we work daily as Christians in a divinely designed biblical community and global, spiritual, professional, academic, and visible educational institution.

GLOBAL: TOGETHER: KINGDOM PERSPECTIVE: ADVANCEMENT

Visible Music College is a global community of educators inviting Christian students to our campus sites for creative degree programs. Our staff, students, and teaching sites are distributed across the nations and we come **TOGETHER** to grow, inviting people to enjoy and be changed by the creative content of our community. With a high value placed upon the revealed Word and the presence of God the Holy Spirit, Visible Music College maintains this global frame of reference in regards to the universal Church, promoting advancement together. We do this through our deep relationships to ministries, schools, and local churches, for the advancement of the kingdom purposes of God throughout the Earth, optimizing valuable, aligned resources. Our kingdom perspective is a cooperative unity together with Christian organizations.

SPIRITUAL: INSPIRED: RELATIONAL MINISTRY: WORSHIP

Visible Music College fosters an environment of spiritual mentorship, creativity, worship, and innovation in life and art for the glory of God through intimate relational ministry, wise theology, worship communities, and **INSPIRED** living in Christian community. Visible Music College emphasizes personal and community spiritual growth and provides inspired worship and nurture in godly identity and mission within the Church. Visible oversees the spiritual development and discipleship of students while promoting that of the staff, encouraging all to serve related local churches and ministries. With a value of biblical community, members relate interdependently to one another, provided through gathered worship, pastoral meetings, and on-campus housing.

PROFESSIONAL: DRIVE: CHURCH AND INDUSTRY: COMMUNICATION

Visible Music College provides high value, quality, driven, creative, vocational education for students to influence the arts industries and the Church, becoming effective leaders in mainstream culture. We equip students in skill, character, and **DRIVE** for vocations in the art industries and in the Church, focusing on professional advancement. Mentors in our record label, bands development, and publishing of original content assist developing artists in business and ministry. With a value of being salt and light to the world as the "visible community" and an institution of higher education, we work with both the Church and creative industry for career and ministry placement. Visible Music College maintains a positive relationship with ministries, business, and the public through trusted communication and our Open Communication Policy.

ACADEMIC: FOCUS: EDUCATIONAL SYNTHESIS: RETENTION

Visible Music College helps students **FOCUS** in academic degree programs of appropriate depth, length, and scope for a life of leadership, scholarship, and learning within a kingdom university model. Students are led in cognitive development and spiritual growth for a well rounded educational experience. We value a practical, holistic focus in education, with an educational synthesis of spiritual, professional, and academic growth models in the context of individualized artistic apprenticeship. We retain our unique strength from permanent, adjunct, and visiting faculty of traditionally and experientially trained educators, practitioners, and ministers, with professional artists serving as mentors for retention of leaders for lifelong learning.

VISIBLE: WELCOMING: ACTIVE MINISTRY: RECRUITMENT

Visible Music College is **WELCOMING** in Christian community and constant in Christian hope, attracting others to join and grow together. With daily action to joyfully reach people with the gospel of Jesus Christ both internally and externally, we recruit caring, relatable individuals in areas of staffing and class cohorts for formation and outreach. Simple, efficient systems within the college allow programs to adjust quickly within diverse and challenging environments for the preparation and recruitment of students globally. Our marketing, recruitment and creative artistic output aims to be clear, excellent, and representative of Christ. We intend to remain a positive force in the integration of religion and society with our philosophies and objectives, releasing creative content from our Christian community regularly.

Disciplines

The five areas of Institutional Philosophy produce ten disciplines that we encourage for guiding Christian college community and growing together in Christ.

Because of God's great love and mercy for us, we agree to...

1. **Honor** God in daily relationship.
Pray to the Father. Be a follower of Jesus. Listen to God the Holy Spirit.
2. **Serve** one another.
Believe the best about one another. Give access to others to succeed and be motivated for godly service. Serve customers as a community, including assisting in wayfinding on campus.
3. **Love** one another.
Talk well about one another, without gossip and rumor. Speak truthfully and be honest in all work.
4. **Celebrate** one another's success.
Hold confidential information confidential and fight sarcasm, apathy, and negativity.
5. **Support** those around us to do work.
Concerns go to our support person, for understanding and community solutions. Give access to what is needed to succeed.
6. Find the best solution that is **Simple**.
Simplicity is the answer that contains God's grace. Bless people with it.
7. Lead with powerful **Meekness**.
Don't fear change. Practice the servant leadership modeled by Jesus. Allow God to stretch us and keep us on the difficult path of dependence on Him.
8. Education through **Generosity**.
Endeavor to bring order to what is out of order, in lives and systems, with grace and mercy.
9. **Work** as unto the Lord, as employees and community members. Value and **encourage** godly vision, "hustle," development, and entrepreneurship.
10. Work to build and develop **Character** in self, recognize and value character in others, and be true to God's values and those of the College.

"Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love." - Martin Luther King, Jr.

Institutional Philosophy of Education

God the Creator is the consistent source of all truth and knowledge.

The integration of principles and Holy Spirit-revealed truth from the scriptures is the foundation of instruction.

Authentic Christian life must be shared from instructor to student, alongside fact and revelation from sources.

Clear, honest, and non-threatening communication is essential to the processing of knowledge and wisdom.

The college creates a holistic educational experience within a safe spiritual environment. A committed and qualified Students staff oversees the spiritual development of students.

The educational program intentionally consists of one-third mentoring/discipleship, one-third vocational/professional practicum, and one-third post-secondary music studies. All vocations have a ministerial purpose; all programs are offered in accelerated formats for the entrepreneurial pursuit of career and ministry; and all curricular formation is guided by these three organizational commitments.

- Spiritual Formation assists students in developing character, integrating one's faith into every aspect of life and in developing a lifestyle of devotion, service and leadership in the church and marketplace.
- Professional Formation assists students in developing the essential skills in their area of expertise for the purpose of equipping them to become cultural transformation agents.
- Academic Formation assists students in developing a critical mind and in gaining a broad knowledge base applicable to their area of specialty.

Institutional Educational Objectives

As an institution of higher education with a focus of training for the music industry and the church, we purpose to accomplish these objectives with regard to our entire student population:

- To impart, share, and uncover knowledge of God, the Bible, arts, and Christian life.
- To know and relate the scriptures to life as dedicated and Holy Spirit-led believers.
- To develop purpose and biblical character for the extension of the kingdom of God.
- To increase understanding of and desire for the Church, Christian community and interdependence of believers.
- To discover and internalize the beauty of God's creation in artistic endeavor and ministry.
- To become people of vulnerability and inquisitiveness, demonstrative in love and peace, and balanced in discourse.
- To exercise professional skills in specific fields with competence, clarity, and purpose.
- To develop academic and practical skills for the pursuit of life-long learning.
- To produce men and women of concern and action in service towards all people

DESCRIPTION OF FACILITIES

MEMPHIS

The Memphis campus is situated in the heart of downtown Memphis. The campus consists of 2 buildings along the Madison Trolley line, all within walking distance of each other. The primary building, located at 200 Madison Ave houses our administration and primary education spaces. Since being renovated in 2011, 200 Madison Ave. features a state-of-the-art auditorium and sound-isolated rehearsal spaces. The facility also contains faculty offices, admissions, financial aid, the office of the President, the Business Office, and other administrative services.

The campus has one main parking lot located on the east side of the facility, with a small lot on the west side of the building. The lot is to be used by staff and visitors. All students residing in student studios are not allowed to park on campus during normal weekday business hours (Mon-Fri 7:30AM-6:30PM). For more details or if you have questions, please see the Student Handbook or contact the Office of Students.

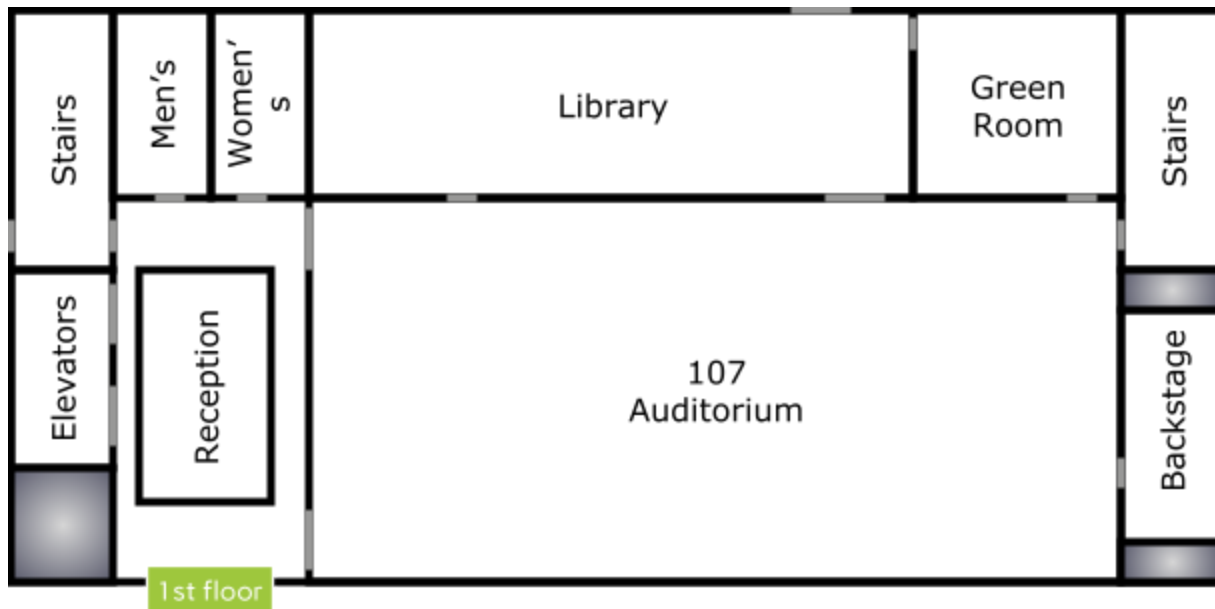
On-Campus Housing in Memphis is located at our newly built Student Studios that opened in Fall 2017. They are based at the same physical address as our campus. Each studio will house two students, have a full bathroom with shower, and will be furnished with two beds, small table/desk, small refrigerator, and washer and dryer. There is a common kitchen and common lounge on the first floor.

[Memphis Campus Map](#)

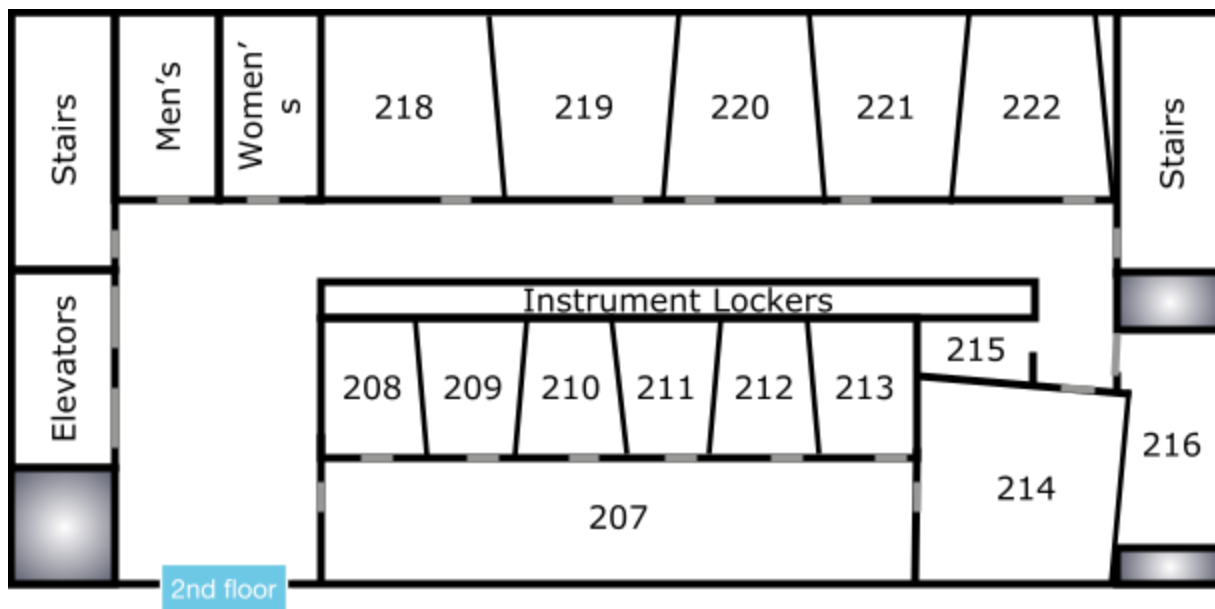
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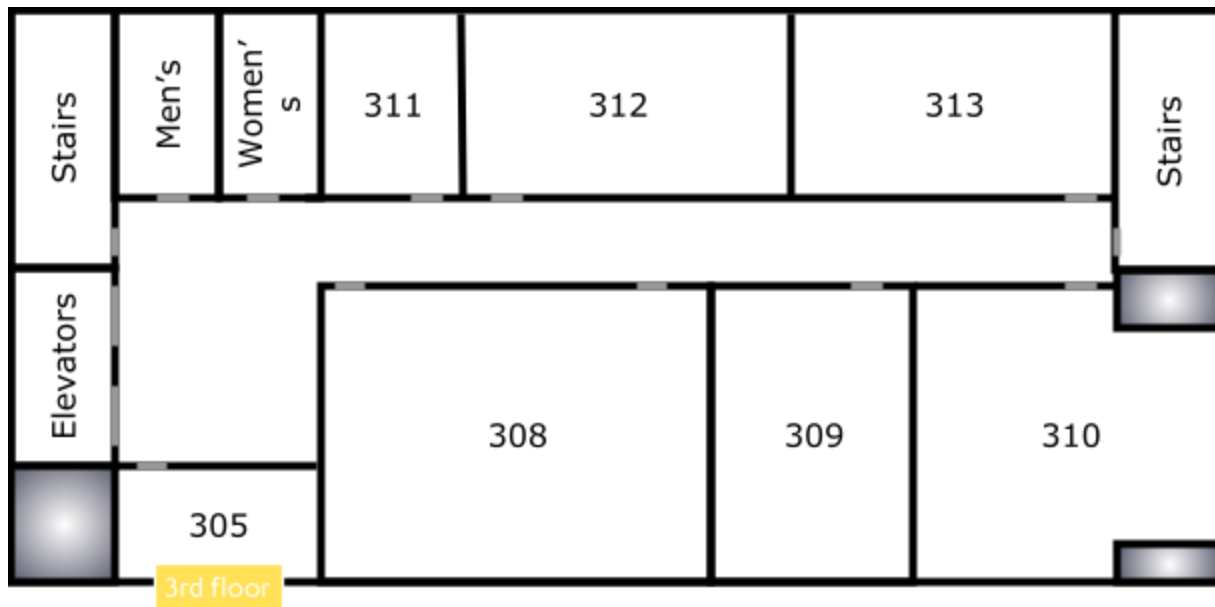
FIRST FLOOR



SECOND FLOOR



THIRD FLOOR



FOURTH FLOOR



CHICAGO

Visible Music College has a Branch Campus in Lansing, Illinois. This campus is housed in an historic Village Hall building at 3404 Lake Street. Lansing is a southern suburb of Chicago, IL and Lake Street is one block north of the main east-west street, Ridge Road. The two-story building, with its first floor renovated in 2014, has approximately 7,000 sq. ft of classrooms, labs, auditorium, rehearsal rooms, recording studio, staff offices, and private practice space for up to 100 students to utilize daily for college coursework, with plans for

expansion into second floor and surrounding properties, as needed. The campus is designed for public music events, has a recent parking lot update, and overlooks the village center green space of Lansing at the edge of a quiet neighborhood.

The Chicago Branch Campus building is owned by the city of Lansing, IL and Visible Music College has a long-term lease.

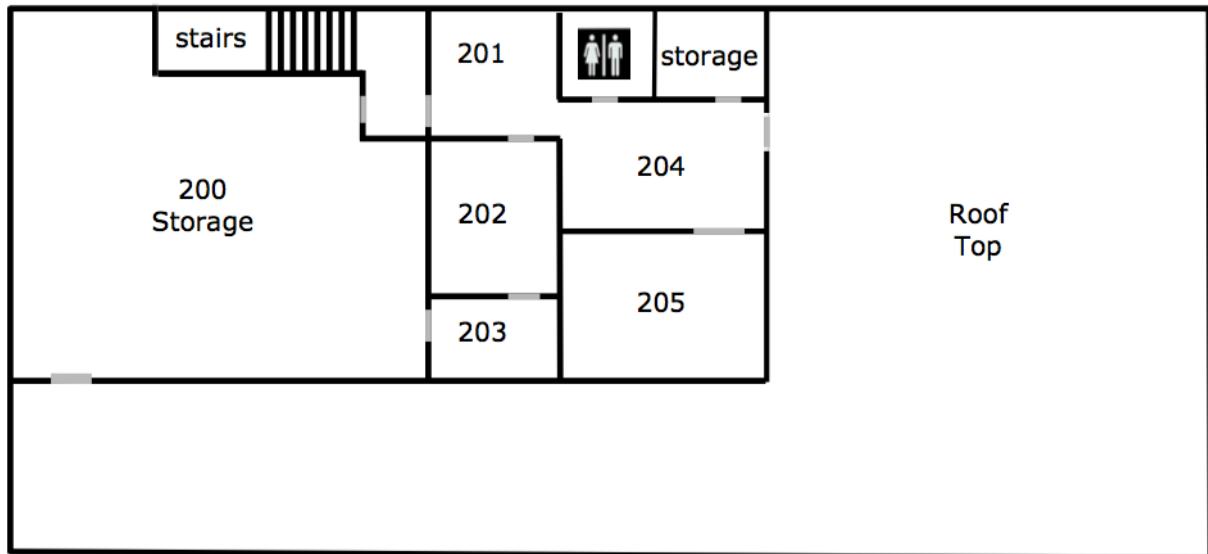
Student housing is based in houses around the Branch Campus with two students assigned to a room. Each house is furnished with beds, a full functioning kitchen, and laundry appliances. Parking spaces are available. Each house also has an Residential Assistant (R.A.) to support student life and provide community development.

Chicago Branch Campus Map

FIRST FLOOR



SECOND FLOOR



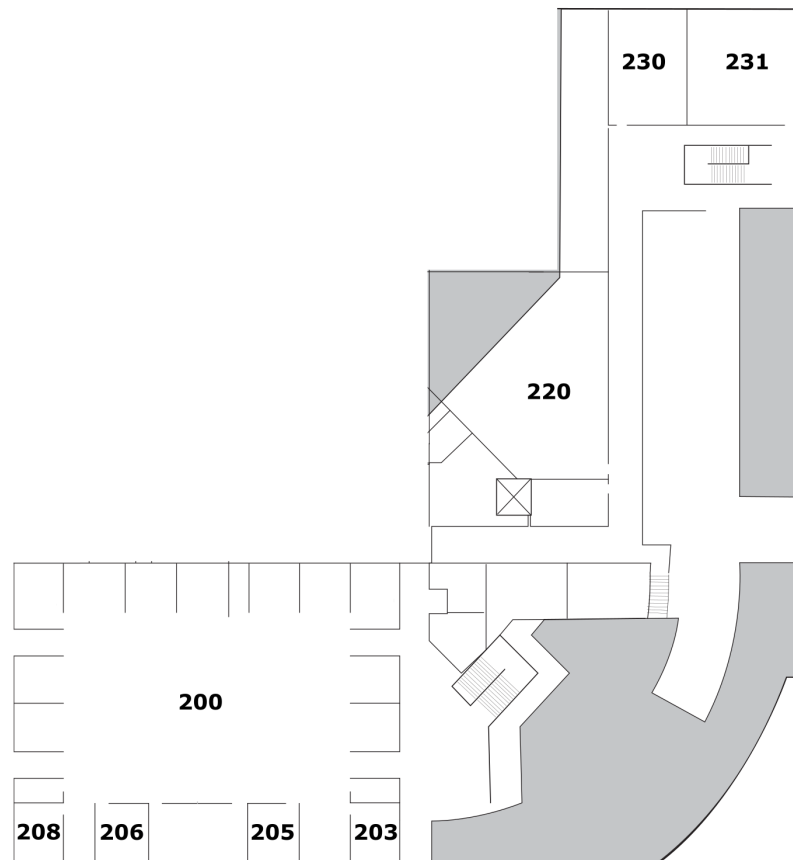
DALLAS

Visible Music College's new Teaching Site is just north of Dallas, Texas. The site will be located at Christ Fellowship, 2801 Orchid Dr., McKinney, TX 75072. Visible Music College classes are primarily held on the second floor in an area called the Treehouse. There is a sizable space reserved for Visible Music College during the week, including classrooms, practice rooms, performance spaces, study spaces, and staff offices. The partnership with Christ Fellowship also offers the use of other facilities such as worship centers.

The Treehouse includes an auditorium space that is utilized for worship gatherings, classes, lectures, rehearsals, and performances. There are small classroom spaces connected to the auditorium and open spaces for practice and lessons. Visible also utilizes other classrooms on the second floor. Every classroom is equipped with audio and visual equipment and is supported by the technical staff of both Visible and Christ Fellowship.

Christ Fellowships owns the property at 2801 Orchid Dr. Visible Music College is leasing a portion of the property. More information about Christ Fellowship can be found at cfhome.org. Student housing is based in an apartment complex near the Dallas-McKinney Teaching Site.

Student housing is based in an apartment complex nearby the Dallas teaching site.



CALIFORNIA

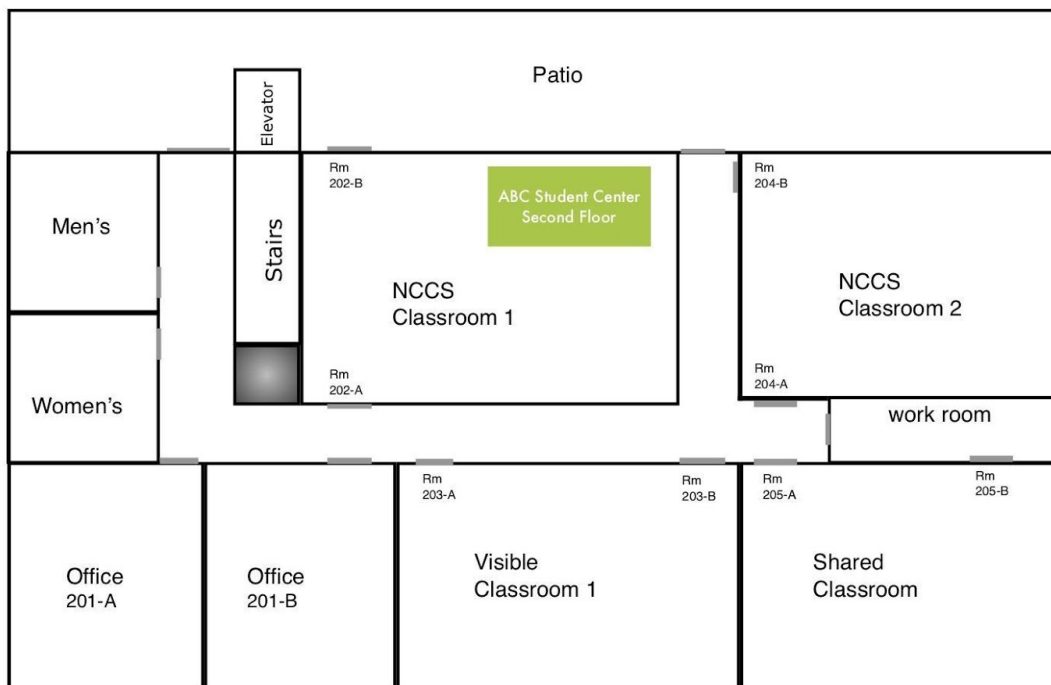
Visible Music College has a two Teaching Sites in California. The first site is in Atascadero, California and the second is in Redding, California.

Atascadero Facility Description

The Atascadero site is located at Atascadero Bible Church (ABC), 6225 Atascadero Ave, Atascadero, CA 93422. Visible Music College classes will be primarily held on the second floor of the Student Center at ABC. There is approximately 8000 square feet of space reserved for Visible Music College, including classrooms, practice rooms, performance spaces, studio space, labs, study spaces, and staff offices. The partnership with Atascadero Bible Church also offers use of other facilities such as the on-site library, cafe, lounge area, recording studio, and performance spaces.

The ground floor of the Student Center includes 2 auditorium spaces that are utilized for worship gatherings, classes, lectures, rehearsals, and performances. The Station (lounge area) is also located on the ground floor and the ABC Cafe is just across the parking lot. Every classroom can be equipped with audio and visual equipment and is supported by the technical staff of both Visible and ABC.

Atascadero Bible Church owns the property at 6225 Atascadero Avenue. Visible Music College is leasing a portion of the property. ABC owns student housing across the street from the church. More information about the church can be found at abcchurch.org.



California Branch Campus Description and Map for Redding

The Redding teaching site is located at Bethel Conservatory of the Arts, with Admin offices at 935 Locust St Redding, CA 96001 with additional instruction space in nearby buildings at 1040 Locust St. and 2105 East Street. A description and a map of the Redding location is included in the Bethel Addendum of the Visible Music College Academic Catalog.

FLORIDA

Florida Teaching Site Description and Map for Fort Lauderdale

The Fort Lauderdale teaching site is located at Calvary Chapel Fort Lauderdale church, with Admin offices and teaching space at 2401 West Cypress Creek Road, Fort Lauderdale, FL 33309. Full authorization for this teaching site is expected for Fall 2021.

KANSAS

Kansas Teaching Site Description and Map for Kansas City

The Kansas teaching site is located at The Culture House, 14808 West 117th Street, Olathe, KS 66062 with Admin offices and teaching dance studios, classrooms, and recording studios. Full authorization for this teaching site is expected for Fall 2021.

The Admissions Staff exists to serve all prospective students in the admissions process. If you have any questions regarding application to Visible Music College, please contact us at seeyourself@visible.edu.

Admissions Requirements

All prospective students must complete the admissions process to be considered for admission to Visible Music College. Once the admissions process is complete, the applicant's admissions file will be reviewed by the Vice President of Admissions, the Vice President of Academics, and the Vice President of Students.

Any false information given during the admissions process is grounds for denial of admission or revocation of acceptance status.

BACHELOR'S DEGREE PROGRAM*

MINIMUM ADMISSIONS REQUIREMENTS (FIRST TIME FRESHMEN)

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all questions.
3. Submit two references: one Pastoral and one Personal. References must not be related to the student.
4. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith.
5. Complete and pass an Audition and Student Life Interview.
6. Submit an official high school transcript with a minimum cumulative GPA of 2.5.
 - o The equivalent of a high school diploma may be accepted in lieu of a high school diploma. (See Financial Aid: **ACADEMIC QUALIFICATIONS**, page 39)
 - o Students may be provisionally accepted on a partial high school transcript, but an official high school transcript validating graduation must be on file before registration.
7. Students under 24 must complete and pass the Wonderlic test or submit an ACT score of 18 or higher, or SAT score of 1410 or higher.
 - o The ACT or SAT test must have been taken within 5 years of the academic term for which the student is applying.
8. Applicants to the Bachelor of Arts in Modern Music program must place into Theory 1 after completing the Theory Placement Test taken during the Audition OR successfully complete a Remedial Theory course prior to enrollment in Theory courses.

MINIMUM ADMISSIONS REQUIREMENTS (TRANSFER STUDENTS)

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all questions.
3. Submit two references: one Pastoral and one Personal. References must not be related to the student.

4. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith.
5. Complete and pass an Audition and Student Life Interview.
6. Proof of highschool diploma or equivalent. (See Financial Aid: **ACADEMIC QUALIFICATIONS**, page 39)
 - o If the student has 60 or more college credits, it is counted as high school equivalency.
7. Must have previous college credit (12 credit hours minimum) with a minimum cumulative GPA of 2.5 (on a 4.0 scale) on their most recent college transcript.
8. Applicants to the Bachelor of Arts in Modern Music program must place into Theory 1 after completing the Theory Placement Test taken during the Audition OR successfully complete a Remedial Theory course prior to enrollment in Theory courses.

*Please note that the Visible One Advanced Certificate and Associate of Arts are the first 1 and 2 years of the B.A. program respectively. As the program experience is the same as the B.A., the Admissions requirements into these programs is the same as the B.A.

VISIBLE PRO CERTIFICATE PROGRAM

MINIMUM ADMISSIONS REQUIREMENTS

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all questions.
3. Submit two references: one Pastoral and one Personal. References must not be related to the student.
4. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith.
5. Complete and pass an Audition and Student Life Interview.
6. Submit an official high school transcript with a minimum cumulative GPA of 1.5.
 1. The equivalent of a high school diploma may be accepted in lieu of a high school diploma.(See Financial Aid: **ACADEMIC QUALIFICATIONS**, page 39)
 2. Students may be provisionally accepted on a partial high school transcript, but an official high school transcript validating graduation must be on file before registration.
7. Students with 12 or more attempted college credits must have a minimum cumulative GPA of 1.5 from all previous undergraduate coursework.

CERTIFICATE TO BACHELOR'S PROGRAM

MINIMUM ADMISSIONS REQUIREMENTS

1. Complete and submit an Undergraduate Application form indicating the desired program of study.
2. Complete and pass an Audition.
3. Receive a recommendation from the Director of the Certificate program.
4. Minimum cumulative GPA of 2.5 from the Certificate program.
5. Cleared by the Business Office with a \$0 balance or payment plan in place for previous tuition expenses.

INTERNATIONAL STUDENTS

MINIMUM ADMISSIONS REQUIREMENTS

The instruction at Visible Music College occurs only in the English language. Visible does admit students from other countries and is able to issue an I-20 (certificate of eligibility) for an F1 Visa through the Student and Exchange Visitor Program (SEVP). While Visible does not charge for this service, students can expect to incur additional expenses from SEVP to establish an F1 Visa.

All applicants:

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all questions.
3. Submit two references: one Pastoral and one Personal. References must not be related to the student.
4. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith.
5. Complete and pass an Audition and Student Life Interview.

In addition to the above requirements, international students must complete and submit the following:

6. Prospective students from non-English speaking countries must complete the Duolingo English Proficiency exam. Test scores must satisfy, at minimum, the **intermediate level** of all skills (reading, listening, speaking, and writing).
7. Students will need to request a course analysis evaluation of both their high school (or equivalent) and/or college/university transcripts if completed in a foreign country. Students must request and pay for an evaluation of their international transcript through SpanTran. The cost for this transcript evaluation service is \$150 (USD) to be paid directly to SpanTran.
8. In order to obtain an I-20, international students must provide proof of funding. As part of their application, international students must demonstrate proof of necessary funds by providing copies of bank statements, support letters, or similar documentation. Funding sources typically are personal or family member bank accounts and support letters from family, relatives, or sponsors. If a student is being supported by family or relatives, then a letter needs to accompany bank statements saying that he or she will be supported with a specific amount of funds.

Demonstrate Financial Ability

International students will complete a financial feasibility document that demonstrates how they will be able to afford their program of choice. Visible staff from the Academic and Business Office will help international students complete the required documentation.

Insurance

All international students are required to carry medical insurance while enrolled at a program and living in the United States. Failure to provide proof of insurance will be grounds for denial of registration and loss of Visa status. We suggest students research multiple options and provide the following link merely as a one option students can consider.

This link [takes you directly to the quoting and application platform.](https://producer.imglobal.com/international-insurance-plans.aspx?imgac=28178&app_met)

(https://producer.imglobal.com/international-insurance-plans.aspx?imgac=28178&app_met
[hod=2&svi=1](https://producer.imglobal.com/international-insurance-plans.aspx?imgac=28178&app_met))

Cost of Living

The standard cost of living that will be used for the Financial worksheet is \$10,000 which accounts for housing (either in student housing or not), food, transportation, and related living expenses. For F1 students staying in the states with a spouse or dependent(s), an additional \$4,000 of Cost of Living will be added for a spouse and \$2,000 per dependent. Cost of living is dependent on the location, and the students are directed to our website to see up to date information.

High School Completion

Students must provide one of the following documents that indicate their high school completion status.

- A copy of a high school diploma
- A copy of a final, official high school transcript that shows the date when the diploma was awarded
- A copy of the “secondary school leaving certificate” or similar document from the proper government agency for students who completed secondary school in a foreign country. If Visible doesn’t have the expertise to evaluate foreign secondary school credentials or chooses not to do so, there are evaluation services available.
- A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam
- Certification of a passing score on a test that the student’s state authorizes and recognizes as the equivalent of a high school diploma. This includes tests similar to the GED, such as the High School Equivalency Test or the Test Assessing Secondary Completion. Test transcripts are acceptable documentation if they indicate that the final score is a passing score or that the student’s state considers the test results to meet its high school equivalency requirements.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree at any participating school. You do not have to collect proof of high school status for graduate students if admission into their program requires the completion of at least two years of undergraduate coursework.
- For homeschooled students, a copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to get that credential. If it is not required, a transcript or the equivalent signed by the parent or guardian that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.
- When documentation of high school completion is unavailable—e.g., the school is closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased— Visible may accept alternative documentation, such as a military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates that the student is a high school graduate or equivalent. However, a student’s self-certification is not acceptable except in rare instances for refugees, asylees, and victims of human trafficking

AUDITION PROCESS

The audition process is designed to evaluate prospective students and determine their reasonable ability for success at Visible Music College. During this process, the applicant's skills and talents are evaluated.

All Modern Music applicants will be asked to complete a Theory Placement Test. Applicants to the Modern Music Program will be placed into Theory 1 or may, in some cases, test into a higher level theory course. If a student transfers with theory credits, those will be applied to the student's degree and he or she will be placed in the appropriate theory course.

Upon completion of the Audition, the Faculty member who administers the Audition will make his or her recommendation regarding the applicant's acceptance into their programs.

STUDENT LIFE INTERVIEW

Applicants also meet with the Office of Students for a Student Life interview. This is designed to get to know the student on a personal level - questions about background and faith journey will be a part of this interview. The entire interview process is intended to help qualify prospective students for possible entrance into the college as well as to inform them concerning all that will be expected of him or her as a Visible Music College student.

ACADEMIC INTERVIEW

When an applicant does not fully meet the minimum academic requirements they will need an interview with the Director of Academic Affairs. This interview will be used to determine the applicant's ability to succeed in a rigorous academic environment as well as to make an academic plan for their first semester.

Following this interview, the Director of Academics will make their recommendation on whether or not the prospective student is likely to succeed.

Acceptance

ADMISSIONS ACCEPTANCE CATEGORIES

The Vice Presidents of Academics, Student Life and Admissions will determine to which category an applicant is accepted, based on the following criteria:

Full Acceptance

An incoming student will be Fully Accepted if he/she fully complies with the Minimum Admissions Requirements as listed above.

Conditional Acceptance

An incoming student may be admitted on Conditional Acceptance if the student does not meet the criteria for Full Acceptance, but shows the potential to do so. The student must demonstrate improvement in the conditional area within the student's first semester as determined by the Vice President of Admissions, Vice President of Students, and the Vice President of Academics. Failure to maintain Satisfactory Academic Progress in the student's first semester can result in academic suspension at the end of the semester. The student may also be required to have a personal interview and/or to furnish additional recommendations from school, church, or community persons.

Provisional Acceptance

An incoming student may be admitted on Provisional Acceptance if the student is unable to obtain and submit an official copy of the necessary transcript(s) for their desired degree program at the time of application. The official transcript must be submitted in order to enroll in classes at Visible Music College, at which time the provisional status will be lifted and the student will be granted full acceptance.

Denial of Acceptance

An Applicant who does not meet the Minimum Admissions Requirements and shows no promise of doing so, will be denied acceptance to Visible Music College. Applicants who are denied acceptance may re-apply the following year and will be required to repeat the entire Application Process.

Wait List

Students will be notified of their acceptance status after completing the Admissions Process. In the event that the desired program has met full capacity, any further applicants will be placed on a waiting list and notified of this status. The student may continue to progress through the application process, but is not guaranteed a spot in the program.

If an open spot becomes available in their specific program, they will be able to enroll. If a spot does not become available before regular schedule commences, their acceptance status will be held for one academic year. Should the student wish to attend after that year has passed they will need to reapply.

Re-Enrollment

RE-ENROLLMENT & RE-ADMITTANCE STUDENTS

Students who previously attended Visible Music College and wish to return will have different requirements based on the length of time that has passed since their last enrollment at Visible Music College.

Re-Enrollment Status

Category 1: Non-student at Visible for 12 months or less

If a former student has not been enrolled in Visible Music College classes for a period of less than twelve months, the returning student must:

1. Be cleared by the Business Office. All previous balances must be paid in full.
2. Submit a registration deposit.
3. Notify the Office of Academics that he or she is returning.
4. Complete the Returning Student Form with:
 - 4.1. One letter of recommendation and
 - 4.2. One letter detailing what s/he learned and accomplished during his/her absence from Visible Music College.
5. Meet with his/her designated advisor to begin the registration process.

Re-Admittance Status

Category 2: Non-student at Visible for 1 to 3 years

If a former student has not been enrolled in Visible Music College classes for a period of one to three years, the returning student will need to submit the following documents:

1. An application to the Admissions Office,
2. A letter detailing their time since leaving,
3. One new Reference Form,

4. Any updated transcripts. The student must then follow the procedures for a Category 1 Returning student.

Category 3: Non-student at Visible for more than 3 years

If a former student has not been enrolled in Visible Music College classes for a period of more than three years or the returning student was expelled, a new application process will need to be completed. This also means the student will be assigned the new Academic Catalog year for which they are re-enrolling.

If a student's time off from school is due to suspension or expulsion, the re-admittance of the student is contingent upon approval by the Academic Development Team who will review the re-admittance request with relevant advisors and staff. If approved, the student may work with their advisor and the registrar to be registered for classes.

Special Designations and Non-Degree Seeking

AUDITING STATUS

Auditors are those students who choose to take a course without receiving academic credit or a grade for that course. In order to audit a class, the student must complete and submit the Audit Application Form.

If the student is accepted as an auditor, then he or she will be allowed to audit desired classes. The student may attend class but will not receive credit for the hours taken, nor will they earn a grade. Auditors will not be required to complete any assignments in a particular course, but may choose to do so. However, instructors are not required to grade any assignments completed by the auditor. A student admitted as an auditor who desires to take classes for credit must meet all admissions requirements including any program admission requirements. Courses taken under the auditor status are not transferable and must be retaken for credit if required by the program.

Permission of the instructor may be required before a student can audit a course. If the course to be audited has a prerequisite, the auditor must receive the permission of the instructor to be able to take the course. Auditing is permitted only if space is available after new student registration.

DUAL ENROLLMENT PROGRAM

Visible Music College offers local high school seniors an opportunity to earn up to 6 credit hours each term by enrolling in the Dual Enrollment Program. This program is designed for students who have:

- completed their junior year with a 3.0 (B) average,
- demonstrated sufficient maturity to profit from college work,
- currently enrolled in their senior year of high school.

To enroll in the Dual Enrollment Program, the senior:

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ,
2. Complete and submit the Non-degree application form, answering all questions,
3. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith,
4. Submit an unopened official high school transcript,

5. Complete an interview with the Office of Academics.

An advisor will be assigned to the student based on his or her program of interest for the duration of the program. The advisor must approve the student's course selections each semester. The student may select from a limited number of options or tracks. These tracks include specific sets of courses from Certificate and Bachelor's programs. Depending on the course selections, additional qualifying work may be required including a Music Theory Placement Exam or Instrument Skill level assessment by a Division Head from the Modern Music Department.

If the student desires to continue study at Visible Music College after graduating from high school, he or she must complete standard admissions requirements to become a freshman candidate.

ABILITY-TO-BENEFIT (ATB)

Visible Music College does not currently admit students under the status of Ability-to-benefit. A provision of the Higher Education Act makes Federal Aid available to students without a High School degree under certain conditions. Visible Music College students must have high school degree or equivalency to be eligible for Title IV funding.

ABILITY TO SUCCEED

A student will be evaluated academically based on their official transcripts, test scores and any other academic data provided during the application process in order to determine their likelihood to succeed. While Visible Music College does provide a standard level of academic support to students who are struggling academically, we are not able to provide extensive support to those who have an academic disadvantage or need additional support beyond what is reasonable for the college. If it is determined that a student will not likely succeed with the current support that Visible is able to provide, this student may be placed on the waiting list or denied acceptance.

Undue Hardship

Visible is not able to provide a requested accommodation that presents an undue hardship for Visible, its employees or other students. For the purposes of this document, Visible applies the ADA definition of "undue hardship" as an action requiring significant difficulty or expense. Factors to be considered in determining undue hardship may include, but are not limited to:

- the cost of the accommodation;
- the financial resources involved in the provision of the accommodation;
- the number of students and/or employees involved;
- the financial impact on Visible;
- the physical, administrative, or fiscal impact on the operations of the specific campus in question.

When a student's likelihood to succeed is determined by the admissions, academic, and business offices to require undue hardship on Visible, conditional acceptance may be considered with evidence of either additional outside support (i.e. private tutoring) or non-standard academic support. A memorandum of understanding would be established between the school and the student or the school, student, and parents. It is understood by the school, the student, and the parent, that non-standard academic support would incur additional costs either included within the cost of the program and paid to the school or managed externally by the student and parents.

NON-DEGREE SEEKING

Visible is excited to invite students to expand their training and education by taking classes as a “non-degree seeking student.” These students will not be enrolled into a degree program, but may take classes from Visible Music College. Students will typically fall into one of these two main classifications:

- Non-Degree **For** Credit (NDFC)
- Non-Degree **No** Credit (NDNC)

Non-Degree For Credit (NDFC)

Students who wish to earn college credit while attending as a non-degree seeking student may also be enrolled simultaneously at another institution, but enrollment in another institution is not a requirement. Students classified as NDFC will be enrolled in classes the same as other students in the class, graded by the professor and expected to complete the course with a passing grade in order to earn credit.

Please Note: An international student is not eligible to be classified as a NDFC student if they are on a visitor visa (B1/B2 or Waiver/ESTA).

Non-Degree No Credit (NDNC)

Students who wish to observe a class for their own personal enrichment may request, through the academic office, an audit status for classes. NDNC students who audit a class will not receive a grade for the class and will be required to retake the course if they reclassify as a degree seeking student or a NDFC student. The NDNC status is an audit-only student.

Admissions Process for Non-Degree Students

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the Non-Degree application form, answering all questions.
3. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith.

Non-degree students are not required to submit official transcripts or supporting documents to be offered admission.

A non-degree student who desires to become a degree seeking student at Visible Music College must re-apply through the Admissions Office and meet all admissions policies, deadlines, and requirements.

Upon review and approval by the Vice President of Admissions and Academics, applicants accepted as a non-degree student will be classified as either the “Non-Degree For Credit” or “Non-Degree No Credit”.

An advisor from the Academic Office will be assigned to the non-degree student and requests for registration for a class schedule will be completed with assistance from the advisor who will provide necessary requests forms to the student.

Cost and Aid

In general, non-degree students are not eligible for Federal Aid and must cover the cost of classes on their own.

Some institutional aid or scholarships may be available to non-degree students. Regular tuition cost (per credit hour) applies.

Regular tuition cost per credit hour applies to NDFC students.

Students who have NDNC status, will be charged \$100 per credit regardless of credit amount or program that the class is a part of (e.g. Bachelor or Certificate).

Limitations

Credits

Non-degree seeking students are limited to 12 credits per semester and a total credit amount of 24 credits. However, students may apply to attend unlimited Summer semesters. Students may enroll in no more than 6 credits of Certificate classes per semester and earn no more than a total of 12 credits towards a Certificate program.

Course offerings

Instructor approval is typically required for all Non-Degree students for any class and course requests may be declined by instructors, department chair, or from one of the offices of Academics, Students, or Business. Students may be required to take placement exams for certain courses including Music Theory and English.

Services

Non-degree students will ***not*** have access to following student services:

- Transcript evaluation by registrar - students must apply to program for transfer credits to be reviewed.
- Academic Remediation Measures including Academic Support plans.
- Academic Support Plans and Academic Accommodation Plans are not offered to students in either non-degree status (For Credit or No Credit).

The Financial Aid Office is available to assist students in applying for all sources of Financial Aid. We offer various types of financial aid: grants, federal student loans, and scholarships. Any questions or concerns regarding Financial Aid may be directed to the Financial Aid Representative (financialaid@visible.edu). We look forward to serving you in this capacity.

Federal Financial Aid

Visible Music College is Title IV approved and offers Federal Aid to qualifying students.

PELL GRANT

Students are not required to repay Federal Pell Grant. The Pell Grant is need based. The award amount is based on financial need, cost of attendance and enrollment status. Federal Pell Grants are awarded to undergraduate students who haven't earned a bachelor's degree.

FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT

FSEOGs are awarded to undergraduate students with exceptional financial need. FSEOG will be awarded to full-time students only. Students must be enrolled in an approved Certificate or Bachelor's degree program. Students are required to have a zero EFC only.

With the exception of summer terms only, any remaining unused funds may be awarded to all pell grant eligible students who are enrolled at least half time.

Each award will apply as follows.

Bachelors: \$200 per term

Certificate: \$200 per term

DIRECT STAFFORD LOANS

The student borrower is responsible for repaying all Direct Stafford Loans. All Direct Stafford loans are in-school deferred in which students are not required to make payments until 6 months (a grace period) after graduation or enrollment drops less than half time (6 hours) status.

There are two types of Stafford loans: subsidized and unsubsidized.

Direct Subsidized

Direct Subsidized loans are available to undergraduate students with financial need and the government pays interest while the student attends school. Subsidized loans are interest free while in school. The school helps determine the amount you can borrow, and the amount may not exceed financial need or cost of attendance.

Direct Unsubsidized

The Direct Unsubsidized loans are available to undergraduate and graduate students. Interest is accrued on unsubsidized loans while students are enrolled. The unsubsidized loans do not demonstrate financial need. The school also assisted with determining the amount students can borrow based on the cost of attendance and other financial aid being

received. Students are responsible but not required to pay interest on Direct Unsubsidized Loans during all periods.

DIRECT PLUS LOANS

Direct PLUS Loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The Department of Education is the lender. The borrower must not have an adverse credit history, and the maximum loan amount is the student's cost of attendance (determined by the school) minus other financial aid received. There are flexible repayment options available, allowing parents to request an in-school deferment while the dependent student is attending school.

FEDERAL WORK STUDY

The Federal Work-Study Program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study. Students will earn at least the current federal minimum wage, but the amount might be higher depending on the type of work available and the skills required. Total Federal Work-Study award depends on when students apply, level of need, and the funding amount given to Visible Music College. Commissions or fees must not be paid to Federal Work-Study students. Visible Music College will pay students at least once a month. Also, the school must pay students directly, unless students request that the school make payments to the student's bank account or use the money to pay for their institutional charges such as tuition, fees, and/or room and board. Students may not work more hours than their total award can pay.

Alternative Loans

Since every student has a different financial need, often times, additional loans are needed to cover the entire cost of tuition. For this reason, Visible Music College has alternative private loan options.

PRIVATE STUDENT LOANS

These are private, alternative loans with various loan limits, so students can borrow as much money as they need to cover the cost of education. Students must be enrolled at least half-time and be working towards a degree, as well as meet certain credit criteria in order to be approved for this loan. A cosigner may be required. Interest rates are variable.

Students interested in private education loans should research what loan company works best for them and follow the procedures for application outlined by each organization. Normally, this process includes selecting Visible Music College as an institution.

Institutional Aid

SCHOLARSHIPS

Visible Music College offers a number of different institutional scholarships for current students, entering freshmen and transfer students. Students will need to explain their financial needs, detail all attempts to raise support, and how they plan to pay for school. Institutional funds are normally granted only to full-time students. All Visible Music College Scholarship applications are available for download at <https://visible.edu/admissions/financial-aid/>. Visible Music College also accepts selected scholarships from qualifying outside organizations (not including former colleges or

universities). Scholarships from the institution will be applied last and cannot create a credit balance.

PAYMENT PLAN

Additionally, Visible Music College offers payment plans with proper application made through the Business Office (financial@visible.edu). In order to register for classes all students must satisfy the registration deposit (one credit hour) unless their balance for the semester is covered in full by financial aid.

Other Types of Support/Aid

Students are encouraged to pursue financial aid options for their education through their local community, denomination, and church. Visible Music College is an educational ministry with the mission of training artistic ministry leaders for the transformation of our culture and the edification of the kingdom of God. Please contact your pastor, youth pastor, church leadership, family and friends for additional support as you train for the ministry.

VETERAN'S BENEFITS

Visible Music College is approved to receive VA Education Benefits. Below is the list of approved benefits.

- Montgomery GI Bill, Ch. 30
- Montgomery GI Bill, Ch. 1606
- Reserve Educational Assistance Program, REAP, Ch. 1607
- Dependents Education Assistance, DEA, Ch. 35
- The New Post-9/11 GI Bill, Ch. 33
- Vocational Rehabilitation, Ch. 31
- Veterans Retraining Assistance Program, VRAP

If you are eligible, contact your local Veteran's office. If you have questions please contact our Financial Aid Manager, the VA School Certifying Official. To apply and for more information please visit <http://www.va.gov>.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Visible Music College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

All students who are seeking financial aid are required to complete the FAFSA. The FAFSA can be filed online at www.fafsa.ed.gov. A number of documents are required in order to complete the FAFSA, including:

- Your W-2 Forms and other records of money earned during the 2017 tax year.
- Your (and your spouse's, if you are married) 2017 Federal Income Tax Return - IRS Form 1040, 1040A, 1040EZ, foreign tax return, or tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia or Palau.
- Your parents' 2017 Federal Income Tax Return (if you are a dependent student).
- Your 2017 untaxed income records - Social Security, Temporary Aid to Needy Families, welfare, or veteran's benefits records.
- Your alien registration number or permanent residence card (if you are not a U.S. citizen).

The Visible Music College code needed on the FAFSA is **039823**. This code can also be found on the Visible Music College website in the Financial Aid section.

Additional details regarding Financial Aid for the Certificate Program are available from the Financial Aid Office.

RETURN OF TITLE IV FUNDS POLICY

Students must initiate and complete the Withdrawal process with the Academic Office. The initiation date will be used to calculate the refund amount. If the student does not withdraw, yet ceases to attend all classes, using the date when the student gave official notification or no later than 14 days after the student ceased attending all classes will be used to calculate the percentage of Title IV funds earned by the student. The student will still need to complete the required withdrawal and exit interview forms. Any student who completes more than 60% of the semester is considered to have earned 100% of Title IV aid disbursed, and no Return of Title IV aid is required. Title IV Financial Aid at Visible Music College includes Unsubsidized/Subsidized FFEL Stafford Loans, FFEL PLUS loan, Pell Grant, FSEOG and Academic Competitive Grant. Federal Work Study is not included in funds that need to be returned.

RETURN OF TITLE IV FUNDS PROCESS

1. The Financial Aid Office calculates the percentage of Title IV funds earned by the student using either the date when the student gave official notification. The calendar days completed in the payment period will be divided by the total calendar days in the payment period excluding scheduled breaks of 5 days or more days.
2. The amount of Title IV aid earned by the student will be determined by taking the percentage of Title IV aid earned in whole dollar amounts multiplied by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.
3. If the total Title IV earned is greater than the total Title IV aid disbursed, the student will be eligible for a post-withdrawal disbursement. If the amounts are equal, then no further action is necessary. If the total Title IV aid earned is less than the total Title IV aid disbursed, the balance must be returned either by the school and/or the student through the appropriate means.
4. The school is responsible to return the unearned percent of institutional charges for the payment period or entire amount of Title IV aid, whichever is less. The funds must be returned to the following sources in this order: Unsubsidized FFEL Stafford Loan, Subsidized FFEL Stafford Loan, FFEL PLUS, Pell Grant, FSEOG and then other Title IV programs.

5. Whatever the amount of Title IV aid to be returned is left over after the school returns its required portion, the student is responsible to return. Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification by the institution to the holder of the loan of the student's withdrawal date.

SATISFACTORY ACADEMIC PROGRESS FOR RECEIVING FINANCIAL AID

Students must meet the requirements of the Satisfactory Academic Progress policy in order to remain eligible to receive federal, state, and/or institutional aid.

Students failing to meet Satisfactory Academic Progress during a term will be placed on Institutional Aid Probation. If the requirements are not met during the probationary period the student will be placed on Institutional Aid Suspension. They will not be eligible for further institutional aid, and may be required to reimburse the sources of institutional aid that have been disbursed.

ACADEMIC QUALIFICATIONS NEEDED TO BE ELIGIBLE FOR FEDERAL AID

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
- has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law;
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education;

Additional types of High School diploma equivalence

- 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);
- An associate's degree;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
- An enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program

PROGRAMS ELIGIBLE FOR FEDERAL FINANCIAL AID

New certificate and degree programs require multiple stages of approval and authorization before becoming eligible for Federal Financial Aid. Visible will usually wait until a program is eligible for Federal Aid before enrolling students. However, once a program is approved by our Accreditor, and listed in the approved programs in state authorizing boards, it is possible for a student to be enrolled and use only institutional aid or pay cash for a program that has been approved. No programs in the current program are ineligible for Federal Aid.

STUDENT RESPONSIBILITY FOR LOAN REPAYMENT

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. Also, if a student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Tuition, Housing, and Charges

Bachelor’s Programs

Tuition, charges, and expenses listed are for the 2021-2022 academic year.

Tuition (Pre Fall 2020 and part time students)	\$675/credit hour
Tuition (new students)	\$20,000/year (flat rate)
Housing	\$3,000/semester
One-Time Refundable Housing Deposit:	\$300

Tuition costs are set for one calendar year from the time of enrollment for full and part time students.

The flat rate tuition covers up to 46 credit hours in an Academic Year. Beyond that is charged at the part time rate of \$675/credit hour.

Tuition includes required software and is provided by Visible Music College. Tuition also includes the cost of all required textbooks (available on a semesterly basis from the library), ensuring that the student does not have any additional textbook or technology fees. Students changing majors may not attend major-specific courses without obtaining the required software and technology at their own expense. Students who audit a course are responsible for meeting the textbook, computer and software requirements on their own.

On-Campus Housing is required for all freshmen, first year students, sophomore and second year students, and is available for all students. Non-adherence to this policy will affect a student’s scholarship eligibility, possibly resulting in loss of scholarships. The refundable housing deposit will ensure a space in Campus Housing, and will be used to repair any damages for which the student is responsible.

The following demonstrates the average cost of the standard, full-time program coursework taking 20 credit hours/semester (40 credits per Academic year):

ESTIMATED AVERAGE COSTS (BACHELOR’S PROGRAM)

	Per Semester	Per Year
Tuition (MM, MP, MB, CL)	\$10,000	\$20,000
Tuition (Acting)	\$12,700	\$25,400
Housing (where available)	\$3,000	\$6,000
Estimated Annual Cost		\$26,000*

*Estimated total charges for entire Program Cost for 3 years with housing: \$78,000 with additional scholarships available each year of \$5,000 to bring the anticipated net charges for the entire program cost for 3 years with housing to \$63,000

CHARGES

Charge Type (Bachelors)	Amount
Application Fee	\$40
Change of Major: Modern Music, Software	\$300
Change of Major: Music Business, Software	\$150
Change of Major: Music Production, Software	\$400
Change of Major: Creative Leadership, Software	\$400
In House test-out charge (per credit hour)	\$100
Audit Charge (per credit hour)	\$100
Non Degree, Not for Credit (NDNC) (per credit hour)	\$100
Non Degree, For Credit (NDFC) (per credit hour)	\$675
Independent Study Charge (add't'l per credit hour)	\$100
Payment Plan Charge (2 payments)	\$50
Payment Plan Charge (3 payments)	\$100
Late withdrawal administrative charge	\$100
Breaking student housing contract	\$500
Late Registration Cost (n/a student's 1st semester)	\$25/credit hour
Transcript Request	\$15
Insufficient Funds	\$35
Collection Charges	Collection Expenses Incurred
External Study Program Charges	Expenses Incurred

Certificate Program

Tuition, fees, and expenses listed are for the 2021-2022 academic year.

ESTIMATED COSTS (CERTIFICATE PROGRAM)

Charge Type (Certificate)	Per Semester	Per Year
Certificate in Modern Music Tuition	\$3,750	\$7,500
Certificate in Modern Music (Composition) Tuition	\$6,750	\$13,500
Certificate in Music Production Tuition	\$3,750	\$7,500
Certificate in Music Business Tuition	\$3,750	\$7,500
Certificate in Creative Leadership Tuition	\$3,750	\$7,500
Certificate in Creative Leadership (Screenwriting) Tuition	\$6,750	\$13,500
Certificate in Creative Leadership (Film & New Media) Tuition	\$6,750	\$13,500
Certificate in Acting Tuition	\$6,750	\$13,500
Certificate in Dance Tuition	\$6,750	\$13,500
Certificate in Full Stack Web Development Tuition	n/a	\$15,900
Housing (where available)	\$3,000	\$6,000

The flat rate tuition covers up to 30 credit hours (the whole program). Failed classes retaken will be charged at an additional cost of \$312.50 per credit

Tuition for the Certificate program does not include computer technology nor required software. If the student is interested in purchasing a new Apple laptop through the college, along with software, please ask your admissions counsellor. Tuition does include the cost to access all required textbooks, ensuring that the student does not have any additional textbook fees. Students have access to textbooks through the library loan program for textbooks. Students changing concentrations may not attend major-specific courses without obtaining the required software.

On-Campus Housing is not required for Certificate students but is available (in Memphis, Chicago, and Dallas) at the costs outlined below. The refundable deposit will ensure a space in Campus Housing, and will be used to repair any damages for which the student is responsible.

(See Table below for additional charges)

Charge Type (Certificate)	Amount
Application Fee	\$40
Change of Major: Modern Music, Software	\$300
Change of Major: Music Business, Software	\$150
Change of Major: Music Production, Software	\$400

Change of Major: Creative Leadership, Software	\$400
One-Time Refundable Housing Deposit	\$300
In House test-out charge (per credit hour)	\$100
Audit Charge (addt'l per credit hour)	\$100
Non Degree, Not for Credit (NDNC) (per credit hour)	\$100
Non Degree, For Credit (NDFC) (per credit hour)	\$312.50
Independent Study Charge (per credit hour)	\$100
Payment Plan Charge (2 payments)	\$50
Payment Plan Charge (3 payments)	\$100
Late withdrawal administrative charge	\$100
Late Registration Cost (n/a student's 1st semester)	\$25/credit hour
Breaking student housing contract	\$500
Transcript Request	\$15
Insufficient Funds	\$35
Collection Charges	Collection Expenses Incurred
External Study Program Charges	Expenses Incurred
Visible One - Supplemental Program Charge	\$12,500

Refund Policy

Tuition Refund

- 1) Students are solely responsible for the accuracy of their registration; the college is not responsible for errors in the student's registration.
- 2) The official course drop or withdraw date is based on the date the Office of Academics receives the student's completed paperwork.
- 3) The following circumstances warrant a 100% refund of tuition and housing:
 - a) A student drops a course or courses or withdraws from the college before the drop date.
 - b) The institution cancels a course
 - c) A student who serves in the military is activated for service. In such cases, a copy of the official military orders must be provided with the student's withdrawal form
 - d) The death of a student.
- 4) Students who receive Veteran's Affairs benefits will receive a pro-rated refund of those benefits regardless of the withdrawal date
- 5) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the drop date but before expiration of 10% of the period of enrollment for which he/she was charged, will be refunded 75% of the of all amounts paid or to be paid by or on behalf of the student for the period, less administrative costs of \$100.00
- 6) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the expiration of 10% but before 25% of the period of enrollment for which he/she was charged, will be refunded 25% of the of all amounts paid or to be

paid by or on behalf of the student for the period, less administrative costs of \$100.00.

- 7) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the expiration of 25% of the period of enrollment for which he or she was charged, will be liable for 100% of the tuition costs.
- 8) Any financial credits will first be applied to the student's account balance. A refund check will only be issued if a credit balance exists.
- 9) Refund checks will be processed within two weeks of the eligible change.

Tuition Refund (California Teaching Sites)

- 1) Students are solely responsible for the accuracy of their registration; the college is not responsible for errors in the student's registration.
- 2) The official course drop or withdraw date is based on the date the Office of Academics receives the student's completed paperwork.
- 3) The following circumstances warrant a 100% refund of tuition and housing:
 - a) A student drops a course or courses or withdraws from the college before the drop date.
 - b) The institution cancels a course
 - c) A student who serves in the military is activated for service. In such cases, a copy of the official military orders must be provided with the student's withdrawal form
 - d) The death of a student.
- 4) Students who receive Veteran's Affairs benefits will receive a pro-rated refund of those benefits regardless of the withdrawal date
- 5) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college before 60% of the period of enrollment for which he/she was charged, will be refunded a pro-rated amount (institutional charges divided by the number of days in the program multiplied by the number of days attended).
- 6) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the expiration of 60% of the period of enrollment for which he/she was charged, will be liable for 100% of the tuition costs.

Cancellation Statement for California based Students

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Housing Refund

See Housing Contract in the 2021-2022 Student Handbook for details on contract termination provisions and refunds.

If a student is removed from student housing due to disciplinary measures at any point in a semester, he/she will not be given a refund for housing. The student's housing deposit will be returned less any damages that are assessed by the Housing Coordinator upon checkout

Any student that moves out of student housing without properly following the checkout procedure will not be refunded the cost of their housing for that semester, nor any portion of their housing deposit.

If there is an outstanding balance, the housing deposit refund will be first applied to that balance. This applies to every refund situation described above.

Questions pertaining to these policies may be directed to the Business Office (financial@visible.edu).

DELINQUENT ACCOUNTS & PAYMENTS

Attempts are made by Visible Music College to collect all funds due to the institution. Students with delinquent accounts will receive notice of their delinquent account. Students are urged to contact the Business Office Manager immediately to settle their delinquent account or make the necessary arrangements. If there are no arrangements made or a payment deadline missed, enrolled students will be removed from all classes until the delinquent account has been settled.

At the end of each semester, students may not re-enroll for another semester, graduate, or receive a transcript until all amounts owed to the college have been paid. Any special circumstances must be referred to the Business Office for review.

Unless the Vice President of Business has been contacted and payment arrangements have been made, students who are no longer enrolled in Visible Music College will be handed over to an outside collections agency. It is the student's responsibility to contact the college if they change their contact details/information (phone, address, email, etc.). Collection expenses will be billed at cost.

Fiscal Responsibilities

This institution does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Health Insurance

We **strongly recommend** that every student have their own health insurance coverage, and that their insurance plan provides medical coverage for the student in the local area of his/her campus or teaching site. It is the responsibility of the student to determine whether his/her health insurance is accepted by local health care providers. Students and their families bear all responsibility for the student's medical care while they are enrolled at Visible Music College. Visible Music College cannot be held liable for any student's health or health related conditions.

Accident/Personal Injury

Visible Music College's insurance company will handle incidents of personal injury occurring in Visible Music College buildings. Claims should be made through the Business Office. Please be aware that there are certain conditions incumbent upon students for proper claim processing. These terms are available from the Business Office.

PRE-DISPUTE ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE

Visible Music College seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student's complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Visible Music College agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

Office of Students

The Office of Students exists to serve the student body and to oversee student life. We strive to integrate spiritual formation and community life into the student's academic pursuits and have a dedicated staff to assist and guide the student body. The Student Handbook details our Visible Code of Conduct, policies and procedures, and services provided.

The Office of Students has the privilege of providing the following services:

Housing
Pastoral Care
Student Government Association
Community Outreach

Please see the Student Handbook for further details not included in the Academic Catalog.

Computer Resources and Requirements

Visible Music College makes available computing resources that may be used by Visible Music College students, faculty, and staff. These resources are intended to be used primarily for educational purposes, communications, and to carry out legitimate business of the school. Please see the *Computer Services* section of the *Student Handbook* for more information.

Bachelor's Program

The college includes all required software in the cost of full-time tuition. Students who enter as a part-time student are responsible for obtaining the necessary hardware and software before attending class.

Certificate Program

Tuition for the Certificate program does not include all computer technology or all required software provided by Visible Music College. If the student is interested in purchasing a new Apple laptop through the college, along with software, please contact your admissions counsellor.

Students may still be required to purchase software if taking a class outside of their major and that course requires specific software. Please check with the course instructor *before* enrolling in a class to determine any additional software requirements.

All students are encouraged to download a free copy of Microsoft Office 365, as most assignments will require the submission of Word, Excel and PowerPoint files. The link to download is: <https://www.microsoft.com/en-us/education/products/office/default.aspx>.

COMPUTER USAGE POLICY

All students are required to sign a Computer Usage Policy upon arrival to Visible Music College. This policy is available in the Student Handbook for review and will be made available at Student Orientation.

BUILDING ACCESS

The main buildings for each local campus or teaching site will be available to all students during business or supervised hours as indicated by Operations. All other hours are restricted. Students performing work-scholarship activities are exempted from this rule when under the supervision of a staff supervisor. Individual staff and faculty offices are strictly off limits to students at all times, unless a staff or faculty member is present, or if the student is specifically authorized by a staff or faculty member to be in his or her office for a specific purpose.

During holidays, building access may be limited or unavailable. All communication for specific holidays will come from Operations.

Additional restrictions may apply at individual branch campuses or teaching sites.

Reservations are required for students to use rehearsal rooms and studios. All reservations must be made at least 24 hours in advance and cannot be made for more than 30 days ahead.

Health Services

At this time, Visible Music College does not offer any specific on-site health services. A listing of local health services, including reduced-fee services, is available from the Office of Students.

However, one area in which Visible Music College does look to provide support, as available, is counseling and mental health services. While the college does not employ a full-time Licensed Professional Counselor (LPC) and/or Mental Health Service Provider (MHSP), it may look to bring such a person on a contractual, monthly basis or look to refer students to such a local and trusted resource. For more information about this, please contact the Office of Students.

Textbook Loans

TEXTBOOK LOAN PROGRAM

All necessary course textbooks for all classes are made available to students through a semester-long loan. There are a few exceptions in specific courses that include textbooks that students may keep and are not provided as loans. Unless a book is specifically identified as one to keep, a student should plan on returning all books that they use for the semester. Students must return checked-out textbooks at the end of the semester or pay the replacement cost of the book. Purchase options for these textbooks are available if a student wants to keep the book. For such purchase options, please inquire with the Librarian.

DEGREE PROGRAMS

Overview

Visible Music College is an integrated training experience that challenges students to grow spiritually, professionally, and academically. Each degree program includes a core of Bible, Theology, and Ministry courses that teach students to glorify God in the integrity of their thoughts (orthodoxy), emotions (orthopathy), and actions (orthopraxy). The integrity of the student's spirituality is foundational to professional development, as Scripture informs how to relate to the Creator and His creation--particularly how one ought to respond to the Creator's invitation to thoughtful, creative, and prayerful engagement in the music industry and the Church. Both the spiritual and professional development are emphasized through the rigorous college-level curriculum.

Philosophically, the "why" (spirituality) precedes the "what" (profession) and the "how" (academics). All three growth areas are represented in the college's name:

Visible Music College
Spiritual Professional Academic

The integrated training is experienced through intensity, immersion, and investment.

INTENSITY

Each of Visible's five (5) baccalaureate degree programs are rigorous and seek to equip the student through spiritual, professional, and academic development. Thus, the student must navigate more than an academic course load and must consider the demanding implications of Visible's spiritual commitment and professional demands.

IMMERSION

Each of Visible's five (5) baccalaureate degree programs integrate theory and practice to support student's professional and academic development. Students are immediately immersed in his or her major courses, labs, and seminars.

INVESTMENT

The student must wisely invest time and energy in the curriculum and community to get the most out of what Visible Music College has to offer. Investment in the curriculum is accomplished through hard work and careful time management. Investment in the community happens in sharing life together in the classroom, in worship, in lessons, at Winter Retreat, and in homes. With an estimated 1:5 staff to student ratio, the staff are readily available to disciple, coach, and teach students. The staff is committed to helping each student grow into effective musicians, technicians, and business professionals.

Educational Philosophy and Intellectual Freedom

Visible Music College balances its values with intellectual freedom. As an institution of higher education, Visible Music College values intellectual freedom and recognizes that free speech and free inquiry are necessary for effective and intelligent dissemination of ideas. However, Visible Music College also recognizes that there can be no such thing as unlimited freedom of expression in word or act. Intellectual freedom has limits and cannot be invoked to justify the following ideas or expressions:

- Academic dishonesty (cheating, plagiarism, etc).
- Slander
- Hate speech
- Pornography

All ideas and views should be presented in a Christian context. All staff and students who publicly represent the college are expected to abide by the Visible Code of Conduct and respect the Bible, the Statement of Faith, the stated foundational purposes and values of the college, and/or to basic principles embodied in the Constitution of the United States. All are expected to show a respectful and sympathetic attitude toward Biblical doctrine and toward American principles of government.

Philosophy of Core Curriculum

Visible Music College believes that effective service in the music industry and the church requires more than just professional development. Effective service requires a clear, foundational understanding of the relationship between the Creator and His creation. To that end, a Core Curriculum, comprised of courses in Bible, Theology, Ministry, and General Education courses (English/Literature, Communications, Humanities, Physical Science, Mathematics, and Social Sciences) has been integrated into all three degree programs. These courses are designed to help students understand creation, their place within creation, and how they ought to relate to creation and the Creator. The General Education courses encourage students to develop a depth and breadth of knowledge that goes beyond their field of specialization. The Bible, Theology, and Ministry courses progress from a Biblical literacy to theological reflection to practical ministry competency. The Core Curriculum department pursues interdisciplinary connections with each of the three degree programs to reinforce learning and preserve curricular coherence.

Areas of Study

Visible Music College currently offers Master and Bachelor degrees & one-year Certificates.

Bachelor of Arts in Modern Music

with Concentrations available in
Instrumental Performance,
Vocal Performance,
Worship Leadership, or Songwriting

Bachelor of Arts in Music Business

with Concentrations available in
Finance, Leadership, or
Marketing and Branding

Bachelor of Arts in Music Production

with Concentrations available in
Recording or Live Production

Bachelor of Arts in Creative Leadership

Concentration: Ministry or Content

Bachelor of Arts in Acting*

Bachelor of Arts in Dance

Certificate in Modern Music

With Specializations available in
Instrumental Performance,
Vocal Performance,
Worship Leadership, or Songwriting

Certificate in Music Business

Certificate in Music Production

Certificate in Creative Leadership

Certificate in Acting*

Certificate in Dance*

Certificate in Full-Stack Web

Development*

Master of Arts in Leadership**

Master of Arts in Worship**

*For additional details on Acting, Dance and Full-Stack Programs, see the Catalog Addendum.

**For policy details on MA Programs, see the 2021-2022 Master of Arts Catalog.

New Program Levels

Beginning in the Fall of 2021, Visible has added an Advanced Certificate and Associates of Arts to our list of accredited and authorized programs. The Associate of Arts degree is offered for the following majors: Modern Music, Music Production, Music Business, Creative Leadership and Acting, with the same concentrations as the B.A. In addition, an Associates of Arts and Bachelor of Arts in Dance has been added to the list of accredited programs. Some programs are in the final process of approval of Federal Financial Aid and *may not be* eligible for Federal aid for part or any of the 2021-2022 Academic Year.

Certificate Distinctions

The Visible One Advanced Certificate consists of the first Fall and Spring terms of the accelerated format B.A. program. The cost and admissions requirement of Visible One Advanced certificate is identical to the B.A. program. Students who utilize federal aid funding for Visible One for 2021-2022 academic year will be considered part of the current approved certificate programs.

The Visible Pro Certificate is an updated version of our 1-year evening program designed with a combination of in-person, remote and online classes. Beginning with the 2020-2021 Academic year, 24 credits of the Visible Pro Certificate transfer into a B.A. program at Visible music college with an additional 6 credits of applied lab courses that are included in the Visible Pro certificate for the current and previous academic year. The additional 6 credits apply only to the Visible Pro certificate program and do not count towards B.A. degree requirements.

California students - please refer to Appendix B for a listing of Standard Occupational Classification Codes for the programs listed above.

Double Major

Students who wish to pursue a double-major in two Bachelor's degree areas, he or she must complete all required classes for both degrees. While General Education and Bible, Theology and Ministry courses are common to all degrees, completing courses for two different majors may take up to two or more additional years to complete. Students completing all courses across two majors will earn a Bachelor's degree with a double major. We recommend students consider using the dual enrollment program in the 3rd year to start a MA program at Visible. This allows the student to finish their BA and MA in as little as 4 years.

Standard Program Length and Cost

The Bachelor of Arts (B.A.) degrees are 120 credits and a standard 4-year length. Visible has designed the programs to be ideally completed in an accelerated three (3) years format with an average of 40 credits per Academic Year. This design includes specific course alignment to help reinforce concepts shared between classes as well as applied labs that help solidify concepts covered in lecture. We include "Blitz" classes which are two-week intensive classes where students complete 3-credits before the full-term classes begin allowing students to carry higher credit loads in the Fall. Summer classes during the

seven-week summer term are also designed to be used by students to keep them engaged in their studies and move towards completing in 3 years.

The flat rate tuition also means the more credits a student earns in a semester, the more affordable each class is.

While each student is placed into a 3-year path for B.A., if a student finds the course load too much, they are able to take less than the accelerated degree credit format. If a student reduces the credit load from the accelerated format, they may need to utilize semesters from their fourth year to complete the 120 credits which will mean the overall cost of the program will be higher than if the student completes the accelerated format.

Core Curriculum

CORE CURRICULUM REQUIREMENTS (BACHELOR'S ONLY)

Students seeking to complete a Bachelor of Arts degree must complete a total of 48 hours of Core Curriculum credits (42 required credits + 6 option credits). This includes 30 hours of General Education and 18 hours of Bible, Theology, and Ministry courses. There are also 9 hours of Electives to complete.

CORE CURRICULUM			
English/Communications (6 credits)		Math/Natural Science (3 credits)	
English Composition 1	3	College Algebra	3
English Composition 2	3	Behavioral/Social Science (3 credits)	
Humanities (24 credits)		Leadership Development and Care	3
Survey of Music History	3	Visible Community (6 credits)	
History of Popular Music in American Society	3	Six semesters of Visible Community	6
Introduction to Worship*	3	OPTIONS (Choose 6 credits from below)	
Spiritual Formation*	3	Acoustical Physics	3
Old Testament Survey*	3	Introduction to Psychology	3
New Testament Survey*	3	Philosophy of Religion	3
Introduction to Christian Theology*	3	Public Communication	3
Missional Life*	3	TOTAL CORE CURRICULUM	
			48

*These courses also go toward Biblical Discipleship Minor
 Acoustical Physics strongly recommended for Music Production majors
 Public Communication and Philosophy of Religion are strongly recommended for Creative Leadership majors

Students may transfer credits towards general education as long as they are 1000 or 2000-level classes. A student's 30 credits of general education must have at least 3 credits hours in each of the humanities/fine arts, behavioral/social sciences, and natural sciences/math.

ELECTIVE CREDITS (BACHELOR'S ONLY)

Electives can be any class that is not a part of a student's degree program. Prerequisites apply for classes from the Modern Music, Music Production, Music Business and Creative Leadership Departments. Electives can also include multiple 0.5- and 1-credit Lessons or 1-, 2- or 3-credit internships that go beyond a student's degree requirements. If a student has completed the 9-credits of required electives (and, if MM students, have completed the lesson credit and benchmark requirements for their concentration), they are not eligible to take additional non-major (non-concentration) lessons as a part of their flat-rate full-time tuition and will either be charged additional tuition for those lessons or unable to register.

Modern Music

The Modern Music program offers training in skill and character for artists who wish to serve in the field of contemporary music in the church or in the music industry. The curriculum is designed to give the student both the academic knowledge necessary for today's music professional and the vocational experience and spiritual growth needed to succeed in the field of ministry.

All Modern Music students are expected to possess basic proficiency on piano and are required to register for two consecutive semesters of Piano Proficiency. Progress will be measured both semesters. At the end of the second semester, students must pass a Piano Proficiency Test or continue to enroll each semester until this requirement is met.

Upon graduation, the student will be:

- prepared for musical service in the church and the music industry;
- equipped for a career as a music performer, worship leader, or songwriter;
- prepared for success in both live and studio environments;
- knowledgeable about historical and ethnomusicological perspective of music and musicians.

INSTRUMENTAL PERFORMANCE

Guitar and Bass

The Guitar and Bass Division's objective is to provide the knowledge and skills to be successful in the studio as well as live performance through the study of various musical styles, sight-reading, rhythm, knowledge of chords and harmony.

Drums

The Drum Division's objective is to train drummers and percussionists for musical service in the church and the music industry. The student's training involves chart writing and reading, stylistic repertoire, rudimental percussion, hand and ethnic percussion, interdependence and limb coordination, sensitivity and groove, music composition, drum set transcriptions, and the use of loops and samples.

Keyboard

The Keyboard Division's objective is to equip students with the ability to read standard notated music as well as chord charts and lead sheets all while enhancing the student's technical proficiency on the instrument. This will deepen the student's understanding of touch, feel, groove and expression on the instrument. It is also important to expand the student's musical vocabulary of chord voicings, progressions and improvisation ideas. Students will be exposed to the basic nuances of various stylistic playing, and also given opportunities to explore the world of keyboarding technology and sound synthesis. Students will learn how to work with different sound patches currently found on today's modern keyboard, as well as strengthen their ability to play by ear.

Commercial Brass

Building from a foundation of both traditional and popular music styles, the Commercial Brass program places special emphasis on technique and performance practice, providing a unique environment for musical study, development, exploration, and performance. The program focuses on both solo and intensive ensemble work, encompassing both traditional and contemporary styles including rock, blues, country, jazz and gospel.

Commercial Woodwinds

Building from a foundation of both traditional and popular music styles, the Commercial Woodwinds program places special emphasis on technique and performance practice, providing a unique environment for musical study, development, exploration, and performance. The program focuses on both solo and intensive ensemble work, encompassing both traditional and contemporary styles including rock, blues, country, jazz and gospel.

Commercial Strings

Building from a foundation of both traditional and popular music styles, the Commercial Strings program places special emphasis on technique and performance practice, providing a unique environment for musical study, development, exploration, and performance. The program focuses on both solo and intensive ensemble work, encompassing both traditional and contemporary styles including rock, blues, country, jazz and gospel.

VOCAL PERFORMANCE

The Vocal Division's objective is to elevate the student's vocal and musical skills, develop the student's understanding of music theory and practice in various genres and styles, and equip students in band development, rehearsal, recording, arranging, and performing, within the context of the music industry and ministry. Specific attention will be paid to vocal health, classical vocal models alongside jazz and rock vocal models, and expressing the heart of God and self through singing.

WORSHIP LEADERSHIP

The Worship Leadership Division's objective is to equip the students for ministry in the local church. This program is designed to holistically cover the role and responsibilities of a worship pastor for a range of styles and church models. Upon graduation, the student will be proficient in arranging worship sets, leading a band with effective communication, worship media/technology and teaching on the subject of worship. In addition, each worship leader will be able to articulate their personal worship ministry philosophy.

SONGWRITING

The Songwriting Division's objective is to train and equip songwriters for effective service and ministry in the music industry and the church. Upon graduation, students will be able to craft commercially and artistically successful songs in a variety of forms, with a variety of people. Students will be comfortable performing original work, and familiar with recording creative song demos.

MODERN MUSIC BACHELOR'S DEGREE REQUIREMENTS

The following courses are required for completion of the Bachelor of Arts in Modern Music. Course layouts for 3-year path are provided to students and available online. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Core Curriculum 48 Credits

General Education (30)
Bible, Theology and Ministry (18)

Electives 9 Credits

Major 63 Credits

Music Theory (18)

MUS1843 Music Theory 1: Found. of Music
MUS2843 Music Theory 2: Beginning Harmony
MUS3843 Music Theory 3: Inter. Harmony
MUS4843 Music Theory 4: Extended Harmony
MUS1811 Aural Theory 1
MUS2811 Aural Theory 2
MUS3811 Aural Theory 3
MUS4811 Aural Theory 4
MUS1411 Piano Proficiency 1
MUS2411 Piano Proficiency 2

Lessons (8)

MUS1#31 Applied Lesson 1
MUS2#31 Applied Lesson 2
MUS3#31 Applied Lesson 3
MUS4#31 Applied Lesson 4

Eight (8) credits of lessons dependent on concentration*

Bands/Choir (6)

MUS1011 Applied Lab: Bands
MUS2011 College Choir**

Advanced Music Courses (9)

MUS3063 Electronic Music & Tech.
MUS4043 Conducting & Ens. Lead.
MUS4053 Comp. & Arranging

Internships (3 cr; min. 2 courses)

MUS3081 Professional Internship 1
MUS4082 Professional Internship 2
MUS4083 Professional Internship 3

Business and Sound (6)

AUD1373 Introduction to Live Sound
BUS1043 Intro. to Music Business

Senior Concert (1)

MUS4091 Senior Concert

Concentration Courses (12)

MUS1#13 Specialization 1
MUS2#13 Specialization 2
MUS3#13 Specialization 3
MUS4#13 Specialization 4

Applied Lessons - Instrumental and Vocal performance concentration students will typically take 1-credit lesson per term and complete 2 applied lessons at each course level (MUS1x31-MUS4x31). However, students must also satisfy lesson benchmarks for each applied lesson level before moving on to the next lesson level.

*For **Songwriting concentrations**, the student will take eight 0.5-credit lessons in Songwriting. The student will also take eight 0.5-credit lessons in either Vocals or an Instrument of focus, this consisting of their emphasis. The student will take four 0.5-credit hour lessons in the area that is not their emphasis. For **Worship Leadership concentrations**, the student will take eight 0.5-credit hour lessons in either Vocals or an Instrument of focus, this consisting of their emphasis. The student will take four 0.5-credit hour lessons in the area that is not their emphasis. The student will also take four 0.5-credit hour lessons in Worship Leadership.

**Vocal & Worship Leadership students at our Memphis campus take two semesters during their first year. Songwriting students replace two credits of Bands (MUS1011) with two credits of emphasis lessons making their total credit in lessons equal to 10 credits.

MODERN MUSIC MINOR

Students majoring in Music Production, Modern Business or Creative Leadership may earn a Minor in Modern Music by fulfilling these requirements:

Minor in Modern Music							
Fall Semester				Spring Semester			
✓	Emphasis			✓	Emphasis		
	MUS1843	Music Theory 1: Foundations of Music	3		MUS2843	Music Theory 2: Beginning Harmony	3
	MUS1811	Aural Theory 1	1		MUS2811	Aural Theory 2	1
	MUS1411	Piano Proficiency 1	1		MUS2411	Piano Proficiency 2	1
	MUS1____	Specialization 1	3		MUS2____	Specialization 2	3
	MUS____	Lesson*	1		MUS____	Lesson*	1
	MUS1011 MUS2011	Applied Lab: Bands College Choir**	1		MUS1011 MUS2011	Applied Lab: Bands College Choir**	1
	Semester Hour Total		10		Semester Hour Total		10
Total semester hours required for Minor in Modern Music							20
<p>*Students attempting to Minor in Worship Leadership or Songwriting must take a 0.5hr Lesson 1 in the specified concentration for each semester plus a 0.5hr Lesson 1 in either a Vocal or Instrumental area. As an example, a Worship Leadership Minor would take WL Lesson 1 (0.5hr) and Vocal or Guitar Lesson 1 (0.5hr). This would be completed for two semesters.</p> <p>**Those completing a Minor in Vocals, and based at our Memphis campus, will need to take two semesters.</p>							

MODERN MUSIC CERTIFICATE LAYOUT

The Certificate in Modern Music program offers training in skill and character for artists who wish to obtain an entry-level training in the field of contemporary music in the church or music industry. The curriculum is designed to give the student a music knowledge base, vocational experience, and spiritual growth needed to succeed as musicians in the church and music industry. There are seven specific emphases available in the Certificate of Modern Music program: Instrumental Performance (Guitar, Bass, Drums, Keyboards); Vocal Performance, Worship Leadership, and Songwriting.

Upon completion, the student will:

- be prepared for musical service in the church and the music industry;
- be prepared for success in both live and studio environments.

Certificate in Modern Music						
First Term				Second Term		
✓	<i>Module 1 (7 Weeks)</i>			✓	<i>Module 3 (7 Weeks)</i>	
	GEN0000	Visible Music College Orientation	0			
	BTM1014	Visible Community	0.5	BTM1034	Visible Community	0.5
	BTM1344*	Biblical Foundations	2	BUS1104*	Constant Attention: A Visible System for Music Business	1
	MUS1834	Foundations of Music Theory 1	2	MUS1844	Foundations of Music Theory 2	2
	MUS1_14	Applied Lab: _____ 1**	2	MUS1_24	Applied Lab: _____ 2**	2
✓	<i>Module 2 (7 Weeks)</i>			✓	<i>Module 4 (7 Weeks)</i>	
	BTM1024	Visible Community	0.5	BTM1044	Visible Community	0.5
	BUS1134*	Fundamentals of Music Business 1	1	BTM1144*	Worship Foundations	2
	MUS1814	Ear and Keys Training 1	2	MUS1824	Ear and Keys Training 2	2
	MUS1014	Applied Lab: Modern Music 1	2	MUS1024	Applied Lab: Modern Music 2	2
✓	<i>Term Total 12</i>			✓	<i>Term Total 12</i>	
Certificate in Modern Music: 24 credit hours						

*Indicates a core curriculum course (taken by all students) that is an online course with no specific class-time, but assignments and content due upon the online instructors syllabus and expectations.

Specialization Options:

**Applied Labs breakdown (per Specialization):

MUS1114 - Applied Lab: Guitar 1

MUS1214 - Applied Lab: Bass 1

MUS1314 - Applied Lab: Drums 1

MUS1414 - Applied Lab: Keyboard 1

MUS1514 - Applied Lab: Vocal 1

MUS1614 - Applied Lab: Songwriting 1

MUS1714 - Applied Lab: Worship Lead. 1

MUS1914 - Applied Lab: Com. Strings 1

MUS1934 - Applied Lab: Com. Brass 1

MUS1954 - Applied Lab: Com. Winds 1

MUS1124 - Applied Lab: Guitar 2

MUS1224 - Applied Lab: Bass 2

MUS1324 - Applied Lab: Drums 2

MUS1424 - Applied Lab: Keyboard 2

MUS1524 - Applied Lab: Vocal 2

MUS1624 - Applied Lab: Songwriting 2

MUS1724 - Applied Lab: Worship Lead. 2

MUS1924 - Applied Lab: Com. Strings 2

MUS1944 - Applied Lab: Com. Brass 2

MUS1964 - Applied Lab: Com. Winds 2

Music Business

The design of the Music Business program prepares students to have the acumen not only to find employment within the music business world, but also transform the industry through entrepreneurial innovation, all from a Christian worldview. The program is designed to help students identify and harness the changes occurring with the modern music industry for both capital and artistic gains. This includes the development of basic business skills (communication, marketing, finance, management), overview and detail of the music industry and vocational opportunities, contractual/legal matters, management of artists, and event/tour planning. Specific attention is paid to integrity in business, operational excellence, spiritual mentoring of artists, presentation skills, planning and visioning.

The student has the option to choose from three distinct concentrations: Finance, Leadership, or Marketing and Branding. Emphasis courses will be similar until the student has reached his/her final year of studies, in which the emphasis courses will address topics and issues within the three concentrations.

Upon graduation, the student will be:

- prepared both to find gainful employment in the music industry or start their own business
- demonstrate an ability to communicate, discern, execute and lead at the professional level.

The Music Business department at Visible Music college offers three concentrations of study- Finance, Leadership, and Marketing and Branding.

FINANCE

The objective of the Music Business Finance concentration is to prepare students with fundamentals of forecasting, asset valuation, accounting and capital acquisition. Students will gain applicable knowledge of these principles in order to leverage present and future opportunities for artists, start-ups, and established businesses within the music industry.

LEADERSHIP

The objective of the Music Business Leadership concentration is to prepare students with fundamentals of business strategy and entrepreneurship. Students will gain applicable knowledge in the areas of decision making, service, motivation and creating a competitive advantage in order to leverage present and future opportunities for artists, start-ups, and established businesses within the music industry.

MARKETING AND BRANDING

The objective of the Music Business Marketing and Branding concentration is to prepare students with fundamentals of market research, consumer behavior, building brand equity, and understanding brand value. Students will gain applicable knowledge in these subject areas to assist creating a competitive advantage for artists, start-ups, and established businesses within the music industry.

MUSIC BUSINESS BACHELOR'S DEGREE REQUIREMENTS

The following courses are required for completion of the Bachelor of Arts in Music Business. Course layouts for 3-year path are provided to students and available online. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Core Curriculum 48 Credits

General Education (30)
Bible, Theology and Ministry (18)

Electives 9 Credits

Major (63)

Applied Lab (18) (3 credits each)

BUS1013 Applied Lab: Found. in Music Bus.
BUS1023 Applied Lab: Pub. and Promotions
BUS2013 Applied Lab: Concert Book. and Pro.
BUS2023 Applied Lab: Artist Mgmt and Market.
BUS3013 Applied Lab: Bus. Planning & Grant
BUS3023 Applied Lab: Graphic Design

Business Core Classes (30)

BUS1043 Introduction to Music Business
BUS2243 Tour Management
BUS1163 Publicity and Promotions
BUS1353 Project Management
BUS2263 Concert Booking and Promotions
BUS4443 Music Publishing Administration
BUS2353 Artist Management and Representation
BUD2643 Music Marketing, Distribution & Merchandising
BUS3463 Graphic Design & Content Management
BUS3043 Business Administration

Concentration (6) - Choose 1 Concentration Set

Finance

BUS4743 Financial Accounting
BUS4753 Entrepreneurial Finance and Private Equity

Leadership

BUS4543 Strategy and Entrepreneurship
BUS4553 Business Strategy and the Future

Marketing and Branding

BUS4643 Marketing Research
BUS4653 Brands and Branding

Internships (3 cr; min. 2 courses)

BUS3081 Mad. Line Rec. Internship
BUS4082 Professional Internship 2
BUS4083 Professional Internship 3

Projects (3)

BUS3091 Mad. Line Rec. Project
BUS4092 Major Ind. Cont. Project

Sound (3)

AUD1373 Introduction to Live Sound

MUSIC BUSINESS MINOR

Students majoring in Modern Music, Music Production or Creative Leadership may earn a Minor in Music Business by fulfilling these requirements:

Minor in Music Business								
Fall Semester				Spring Semester				
✓	<i>Emphasis</i>			✓	<i>Emphasis</i>			
	BUS1013	Applied Lab: Leadership & Management 1	3		BUS1023	Applied Lab: Leadership & Management 2	3	
	BUS3043	Business Administration	3		BUS1353	Project Management	3	
	BUS4443	Music Publishing Administration	3		BUS2343	Music Marketing, Distribution, and Merchandising	3	
					BUS4543	Business Strategy and the Future	3	
	Semester Hour Total			9		Semester Hour Total		
					12			
	Total semester hours required for Minor in Music Business						21	

MUSIC BUSINESS CERTIFICATE LAYOUT

The Certificate in Music Business program prepares is designed to provide students with a foundational understanding of the modern music industry for both capital and artistic gains. This includes the development of these basic music business skills: overview of the music industry and vocational opportunities, contractual/legal matters, management of artists, and event/tour planning.

Upon graduation, the student will:

- be prepared to find gainful employment in the music industry;
- demonstrate an ability to communicate and lead at the professional level.

Certificate in Music Business							
First Term				Second Term			
✓	<i>Module 1 (7 Weeks)</i>			✓	<i>Module 3 (7 Weeks)</i>		
	GEN0000	Visible Music College Orientation	0				
	BTM1014	Visible Community	0.5		BTM1034	Visible Community	0.5
	BTM1344*	Biblical Foundations	2		BUS1104*	Constant Attention: A Visible System for Music Business	1
	BUS1204	Basics of Merch Management	2		BUS1234	Basics of Project Management 1	2
	BUS1114	Applied Lab: Music Business Basics 1	2		BUS1304	Basics of Publicity and Promotion 1	2
✓	<i>Module 2 (7 Weeks)</i>			✓	<i>Module 4 (7 Weeks)</i>		
	BTM1024	Visible Community	0.5		BTM1044	Visible Community	0.5
	BUS1134*	Fundamentals of Music Business 1	1		BTM1144*	Worship Foundation	2
	BUS1214	Basics of Tour Management	2		BUS1254	Basics of Project Management 2	2
	BUS1124	Applied Lab: Music Business Basics 2	2		BUS1314	Basics of Publicity and Promotion 2	2
✓	<i>Term Total 12</i>			✓	<i>Term Total 12</i>		
	Certificate in Music Business: 24 credit hours						

*Indicates a core curriculum course (taken by all students) that is an online course with no specific class-time, but assignments and content due upon the online instructors syllabus and expectations.

Music Production

The Music Production program is designed to prepare audio engineers and producers for vocational readiness from a Christian perspective. The program is designed to introduce the student to the tools and techniques used to produce music in the modern recording studio, while nurturing the student's passion to serve the church or industry with Christian character. The student will gain an in-depth knowledge of current technology, recording techniques, and music production skills. Music Production students will be responsible for engineering all student recordings and live sound requirements of Visible Music College. Skills and knowledge acquired in the program equip students to work as producers, engineers, or to create a new studio business, and focuses on using industry-standard programs Logic and Pro Tools.

Upon graduation, the student will

- be able to find gainful employment in studios, live sound venues, post-production facilities, production companies, broadcast media, or entrepreneurial endeavors.
- be able to oversee and execute studio and live sound responsibilities with competence, professionalism, and humility.
- have a thorough understanding of how the mechanics of sound apply to modern recording techniques and live sound reinforcement.

RECORDING

The objective of the Recording Concentration is to prepare students to work in commercial recording studios or to be entrepreneurial self-employed recording engineers, mixing engineers, or music producers. The Recording Concentration courses focus on advanced mixing skills, advanced level digital audio workstation operation, and commercial production project management.

LIVE PRODUCTION

The objective of the Live Production Concentration is to prepare students to work in live sound venues such as churches and concert venues or as a touring live sound engineer. The Live Production Concentration courses focus on advanced sound reinforcement techniques, lighting and video production, and sound system design.

MUSIC PRODUCTION BACHELOR'S DEGREE REQUIREMENTS

The following courses are required for completion of the Bachelor of Arts in Music Production. Course layouts for 3-year path are provided to students and available online. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Core Curriculum 48 Credits

General Education (30)
Bible, Theology and Ministry (18)

Electives 9 Credits

Major (63)

Applied Lab (6)

AUD1011 Applied Lab: Audio Production 1
AUD1021 Applied Lab: Audio Production 2
AUD2011 Applied Lab: Audio Production 3
AUD2021 Applied Lab: Audio Production 4
AUD3011 Applied Lab: Audio Production 5
AUD3021 Applied Lab: Audio Production 6

Music Production Core Classes (39)

AUD1243 Fundamentals of Audio
AUD1263 Introduction to Live Sound
AUD1373 Introduction to Recording
AUD2243 Recording Techniques
AUD2363 Equipment Maintenance and Repair
AUD2263 Digital Audio Workstations
AUD1143 Audio Production 1: Producer Basics
AUD2143 Audio Production 2: Studio Arranging
AUD2373 Live Sound Mixing
AUD3243 Mixing Techniques
AUD4043 Audio History and Aesthetics
AUD4143 Audio for Multimedia
AUD4243 Audio Business Administration

Concentration (9) - Choose 1 Concentration Set

Recording

AUD4263 Mixing & Mastering
AUD3263 Advanced Digital Audio Workstations
AUD4161 Commercial Release Sem. 1 (1cr)
AUD4172 Commercial Release Sem. 2 (2cr)

Internships (5 cr; min. 2 courses)

AUD3081 Professional Internship 1
AUD4082 Professional Internship 2
AUD4083 Professional Internship 3

Senior Project (1)

AUD4091 Senior Project: Music Prod.

Business (3)

BUS1043 Introduction to Music Business

MUSIC PRODUCTION MINOR

Students majoring in Modern Music, Music Business or Creative Leadership may earn a Minor in Music Production by fulfilling these requirements:

Minor in Music Production								
Fall Semester				Spring Semester				
✓	<i>Emphasis</i>			✓	<i>Emphasis</i>			
	AUD1011	Applied Lab: Audio Production 1	1		AUD1021	Applied Lab: Audio Production 2	1	
	AUD1143	Audio Production 1: Producer Basics	3		AUD2143	Audio Production 2: Studio Arranging	3	
	AUD1243	Fundamentals of Audio	3		AUD2243	Recording Techniques	3	
	AUD1263	Introduction to Recording	3		AUD2263	Digital Audio Workstations	3	
	Semester Hour Total			10		Semester Hour Total		10
Total semester hours required for Minor in Music Production							20	

MUSIC PRODUCTION CERTIFICATE LAYOUT

The Certificate in Music Production program is designed to give audio engineers and producers a foundational and vocational readiness from a Christian perspective. The program is designed to introduce the student to the tools and techniques used to produce music in the modern recording studio, while nurturing the student's passion to serve the church or industry with Christian character. The student will gain an introductory knowledge of current technology, recording techniques, and music production skills. The student will have an opportunity to engineer student recordings and live sound settings of Visible Music College. Skills and knowledge acquired in the program equip students to work as producers and engineers, and focuses on using industry-standard programs Logic and Pro Tools.

Upon graduation, the student will:

- be prepared to find gainful employment in churches, studios, and live sound venues;
- have an understanding of how the mechanics of sound apply to modern recording techniques and live sound reinforcement.

Certificate in Music Production							
First Term				Second Term			
✓	<i>Module 1 (7 Weeks)</i>			✓	<i>Module 3 (7 Weeks)</i>		
	GEN0000	Visible Music College Orientation	0				
	BTM1014	Visible Community	0.5		BTM1034	Visible Community	0.5
	BTM1344*	Biblical Foundations	2		BUS1104*	Constant Attention: A Visible System for Music Business	1
	AUD1314	Basics of Live Sound 1	2		BUS1144	Basics of Recording 1	2
	AUD1114**	Basics of Audio 1	2		AUD1234**	Basics of Digital Audio Workstations 1	2
✓	<i>Module 2 (7 Weeks)</i>			✓	<i>Module 4 (7 Weeks)</i>		
	BTM1024	Visible Community	0.5		BTM1044	Visible Community	0.5
	BUS1134*	Fundamentals of Music Business 1	1		BTM1144*	Worship Foundation	2
	AUD1324	Basics of Live Sound 2	2		MED1944	Basics of Recording 2	2
	AUD1124**	Basics of Audio 2	2		AUD1234**	Basics of Digital Audio Workstations 2	2
✓	<i>Term Total 12</i>			✓	<i>Term Total 12</i>		
Certificate in Music Production: 24 credit hours							

*Indicates a core curriculum course (taken by all students) that is an online course with no specific class-time, but assignments and content due upon the online instructors syllabus and expectations.

**Indicates a emphasis class that is online

Creative Leadership

The Creative Leadership program is designed to train and equip Creative Leaders for kingdom influence in the areas of ministry and content creation. Visible will empower the leader and artist to be creatively entrepreneurial, bringing innovation through ministry and media. Students will be mentored to affirm their leadership in the kingdom of God; inspired to minister and create as imitators of Christ; trained in accurate and agile love for the word of God in ministry and story; equipped to create and build impactful content for churches and communities; and provided high quality training in relational ministry and influential media.

Upon graduation, the student will

- be confident, well-rounded, spiritually and emotionally healthy leaders.
- form innovative, healthy, creative communities in the church and industry.
- be equipped to lead in content for church, internet, film, TV and ministry.

MINISTRY

Students will be prepared as leaders in pastoring, travel-ministry and other related fields of work within the church. Students will develop personal ministry with a strong emphasis on biblical and leadership training.

CONTENT

Students will be prepared for a career in creative media, film production, web design and other worship-focused media. Students will learn to create, develop and lead believer-centered ministry programs concentrating on a biblical foundation, story-telling, organizing and producing all areas of new media and content.

Transfer from Certificate Programs

The Creative Leadership Bachelor's program is designed to allow students who have completed the course work of any Certificate programs to be able to apply those credits towards the Program requirements. This means students who complete a Dance, Acting or Full-stack Web Development certificate can apply all 24 credits towards a Creative Leadership Major.

If a student completes two separate certificate programs, they can apply 33 credits towards the Major, 9 credits towards electives, and 6 credits towards General Electives. Students will work with the Advisor in the Creative Leadership program to complete a set of classes form the core and concentration courses to finish the Creative Leadership Degree.

CREATIVE LEADERSHIP BACHELOR'S DEGREE REQUIREMENTS

The following courses are required for completion of the Bachelor of Arts in Creative Leadership. Courses layouts for 3 and 4-year paths are provided to students and available online. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Core Curriculum 48 Credits

General Education (30)
Bible, Theology and Ministry (18)

Electives 9 Credits

Major (63)

Creative Leadership Core (30)

BTM1643 Creative Ldrshp 1: Theology & Media
BTM1743 Creative Ldrshp 2: Intercultural Studies
BTM3253 Life and Teachings of Christ
BTM3343 Theology of the Kingdom
BTM4253 Life and Letters of Paul
BTM4743 Global Leadership
MED1543 Story and Cinema
MED1553 Creative Writing and Church Media
AUD1373 Introduction to Live Sound
BUS1043 Introduction to Music Business

Internships (2)

BTM3081/MED3081 Prof Internship 1
BTM4081/MED4081 Prof Internship 2

Senior Project (1)

BTM4091/MED4091 Senior Project

Concentration (30) - Choose 1 Concentration

Ministry

BTM1011 App Lab 1: Pastoral Role w/ Creatives
BTM1021 App Lab 2: Pastoral Role w/ Creatives
BTM2011 App Lab 3: Pastoral Role w/ Creatives
BTM2021 App Lab 4: Pastoral Role w/ Creatives
BTM3011 App Lab 5: Pastoral Role w/ Creatives
BTM3021 App Lab 6: Pastoral Role w/ Creatives
BTM1353 The Spirit and Acts
BTM1573 Ministries of the Church
BTM2443 History of the Church
BTM2563 Life and Writings of Bonhoeffer
BTM3143 Psalms and Wisdom Books
BTM3373 Biblical Hermeneutics
BTM3563 Contextual Preaching and Teaching
BTM4563 Conflict Resolution in Community

Content

MED1011 App Lab 1: Creative Media
MED1021 App Lab 2: Creative Media
MED2011 App Lab 3: Creative Media
MED2021 App Lab 4: Creative Media
MED3011 App Lab 5: Creative Media
MED3021 App Lab 6: Creative Media
AUD1243 Fundamentals of Audio
MED1163 Digital Film Production
MED2163 Digital Film Techniques
MED3173 Digital Film Post-Production
MED3273 Web Design
MED4343 Media Marketing Strategies
BUS1353 Project Management
BUS3463 Graphic Design & Content Mgmt

CREATIVE LEADERSHIP - PROGRAM FLEXIBILITY

Students who major in Creative Leadership have the opportunity to customize their program by emphasizing a wider range of studies from outside the major. This is similar to what other colleges allow students to do with “general studies” majors or “liberal arts” majors. This option creates a greater flexibility for transfer credits from other schools as well as from certificate programs offered by Visible. Two options for flexible program completion are 1) Leadership Electives from other majors and 2) Degree Completion.

In option 1, students need to complete the Creative Leadership Core and Concentration “Alternative Minimum One” which consists of 39 credits. Students are eligible to transfer 24 credits from any Visible Certificate into the Creative Leadership Major and then complete the alternative minimum requirements along with the 48 Core Curriculum credits of General Education and Bible, Theology and Ministry (BTM); and 9 credits of electives. In addition, a Minor from another program area can be pursued with this option without increasing credit requirements above 120 credits for BA in Creative Leadership.

In option 2, students pursuing Degree Completion and looking to utilize the maximum allowed transferable credits of 90 credits (including use of Prior Learning Credit), can complete the “Alternative Minimum Two” of 30 credits of the Creative Leadership major.

Alternative Minimum One

The 39 credits must include:

- 18 credits in Creative Leadership Core classes, including: BTM1743, BTM3253, BTM3343, BTM4253, and BTM4743
- 18 credits in Creative Leadership Concentration classes, including 6 applied labs.
- 3 credits in Internship and Senior Project

Alternative Minimum Two

The 30 credits must include:

- 15 credits of Creative Leadership Core classes, including: BTM1743, BTM3253, BTM3343, BTM4253, and BTM4743
- 15 credits of Concentration classes (can include or exclude applied labs).

CREATIVE LEADERSHIP MINOR

Students may earn a Minor in Creative Leadership by fulfilling these requirements:

Minor in Creative Leadership							
Fall Semester				Spring Semester			
✓	Emphasis			✓	Emphasis		
	BTM1843	Creative Leadership 1: Theology and Media	3		BTM1853	Creative Leadership 2: Intercultural Studies	3
	BTM1573 or MED1163	Ministries of the Church or Digital Film Production	3		BTM2563 or MED3273	Life and Writings of Bonhoeffer or Web Design	3
	MED1553	Creative Writing for Church Media	3		BUS3463	Graphic Design and Content Management	3
					BTM4743	Global Leadership	3
	Semester Hour Total		9		Semester Hour Total		12
Total semester hours required for Minor in Creative Leadership							21

CREATIVE LEADERSHIP CERTIFICATE LAYOUT

The Certificate in Creative Leadership program is designed to provide a foundational year of training Creative Leaders for kingdom influence in the areas of ministry and content creation. Visible will empower the leader and artist to be creatively entrepreneurial, bringing innovation through ministry and media. Students will be mentored to affirm their leadership in the kingdom of God; inspired to minister and create as imitators of Christ; trained in accurate and agile love for the word of God in ministry and story; equipped to create and build impactful content for churches and communities; and provided high quality training in relational ministry and influential media.

Upon graduation, the student will:

- be confident, well-rounded, spiritually and emotionally healthy leaders.
- be equipped to lead in creative content for church and ministry.

Certificate in Creative Leadership					
First Term			Second Term		
✓	<i>Module 1 (7 Weeks)</i>		✓	<i>Module 3 (7 Weeks)</i>	
	GEN0000	Visible Music College Orientation	0		
	BTM1014	Visible Community	0.5	BTM1034	Visible Community 0.5
	BTM1344*	Biblical Foundations	2	BUS1104*	Constant Attention: A Visible System for Music Business 1
	BTM1604	Basics of Creative Leadership 1	2	BTM1744 MED1934	Basics of Ministries of the Church 1 Digital Film Production 1 2
	BTM1054	Applied Lab: Creative Leadership 1	2	MED1504	Basics of Story and Cinema 1 2
✓	<i>Module 2 (7 Weeks)</i>		✓	<i>Module 4 (7 Weeks)</i>	
	BTM1024	Visible Community	0.5	BTM1044	Visible Community 0.5
	BUS1144*	Fundamentals of Music Business 1	1	BTM1144*	Worship Foundation 2
	BTM1614	Basics of Creative Leadership 2	2	BTM1754 MED1944	Basics of Ministries of the Church 2 Basics of Digital Film Production 2 2
	BTM1064	Applied Lab: Creative Leadership 2	2	MED1514	Basics of Story and Cinema 2 2
✓	<i>Term Total 12</i>			✓	<i>Term Total 12</i>
Certificate in Creative Leadership: 24 credit hours					

*Indicates a core curriculum course (taken by all students) that is an online course with no specific class-time, but assignments and content due upon the online instructors syllabus and expectations.

CERTIFICATE IN CREATIVE LEADERSHIP SPECIALIZATION

Students who complete a particular combination of classes will be recognized as specializing within the Creative Leadership Certificate Program. The specialization designation will include the following possibilities: Screenwriting, Film and New Media, Ministry, and Content.

Specializations

Students completing at least 6 classes with the abbreviation FNM will receive 'specialization in Film and New Media' designation. Students completing at least 6 classes with the abbreviation SCR will receive 'specialization in Screenwriting'. Students completing MED1934 and MED1944 will receive the designation 'specialization in Content'. Students completing BTM1744 and BTM1754 will receive the designation 'specialization in Ministry'.

Dance

DANCE BACHELOR'S DEGREE REQUIREMENTS

The following courses are required for completion of the Bachelor of Arts in Dance. Courses layouts for paths are provided to students and available online. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Dance Major: 63 Credits

Ballet & Modern Technique (30 required)

DAN Ballet Vaganova Technique (1)
DAN Ballet Vaganova Technique (2)
DAN Ballet Pointe & Variations (1)
DAN Ballet Pas de Deux (1)
DAN Men's Ballet Technique (1)
DAN Modern Horton Technique (1)
DAN Advanced Modern Horton Technique (2)
DAN Modern Limón Technique (1)
DAN Advanced Modern Limón Technique (2)
DAN Intro to Modern Graham Technique (1)
DAN Advanced Modern Graham Technique (2)
DAN Contemporary Modern Technique (1)

Pilates (4 required)

DAN Intro to Pilates 1 (1)
DAN Intro to Pilates 2 (1)
DAN Pilates Mat (1)
DAN Pilates with Props (1)
DAN Pilates Equipment (1)

Performance (6)**

DAN Performance

Internship (3 credits required)

DAN Professional Internship (1)
DAN Professional Internship (2)
DAN Professional Internship (3)

Production and Design (12)

DAN Production 1 (2)
DAN Production 2 (2)
DAN Costuming (1)
DAN Choreography Comp 1 (2)
DAN Choreography Comp 2 (2)
DAN Intro to Storytelling (1)
DAN Art Theory, Color, and Design (1)
DAN Improvisation/Musicality for Dancers (1)

Senior Project (2)

DAN Senior Project

Concentration & Elective Courses (6 required - Choose one set)

Performance Concentration

Dance History 3 (2)
Jazz Technique (1)
Tap Technique (1)
Musical Theater (1)
Dance Elective (1)

Choreography Concentration

Choreo Comp for Musical Theater (1)
Choreo Comp for Dance Ministry (1)
Dance History 3 (2)
Dance Elective (1)
Dance Elective (1)

Dance Ministry Concentration

Dance Ministry Practicals (2)
Teaching Dance Ministry (2)
Foundations of Dance Ministry (1)
Choreo Comp for Dance Ministry (1)

Core Curriculum: 57 Credits

General Education Core (31)

COM1063 Public Communication (3)
MTH2113 College Algebra (3)
ENG1113 English Composition 1 (3)
ENG2113 English Composition 2 (3)
PSY2143 Introduction to Psychology (3)
LDR4333 Leadership Development & Care (3)

Dance History 1 (2)
Dance History 2 (2)
Dance Kinesiology 1 (2)
Dance Kinesiology 2 (2)
Dance Pedagogy (3)
Careers in Dance (2)

Bible, Theology and Ministry Core (26)

KAN1014 Störling Community (6)
BTM1043 Introduction to Worship (3)
BTM1143 Old Testament Survey (3)
BTM1243 New Testament Survey (3)
BTM1563 Spiritual Formation (3)

Christianity and Culture (2)
Christianity and Art (2)
Worship Dance (1)
Living a Missional Life for Artists (3)

*Dance Degree has 3 concentrations: Performance, Choreography, or Dance Ministry

**Only 4 performance credits required for Dance Ministry

Biblical Discipleship Minor

BIBLICAL DISCIPLESHIP MINOR

Throughout a student's Bachelor's degree program at Visible Music College, he or she will take a total of 18 semester credits of Bible, Theology, and Ministry (BTM) courses, which serve as part of the overall Core Curriculum of the college. These courses offer a foundational level into the varying fields of biblical, theological, and practical ministry studies. With such, each student will graduate with a Minor in Biblical Discipleship alongside their Bachelor of Arts degree. The specific courses are as follows:

BTM1043 Introduction to Worship
BTM1143 Old Testament Survey
BTM1243 New Testament Survey
BTM1563 Spiritual Formation
BTM2363 Introduction to Christian Theology
BTM4763 Missional Life

Blitz Courses

BLITZ COURSES

Visible Music College offers some classes through a two-week, intensive format, which we call "Blitz". The two-week, intensive class occurs during the first two weeks of the Fall semester and coincides with Student Orientation. Classes last for four (4) hours each day. Courses may be taught by one instructor at one campus and delivered remotely to other campuses by video.

The following applies to the registration for Blitz courses:

- Blitz courses apply to a student's Fall semester credit-load, which determines full-time/part-time status.
- Students cannot add or register for Blitz courses after the first day of a Blitz course.
- Blitz courses cannot be dropped after the second day of the class.
- The last day to Withdraw from a Blitz course is the fifth day of the class. At that point, the student will receive a W on their transcript. However, this will not affect the student's Satisfactory Academic Progress (SAP).
- The refund policy is based on the percentage of the course completed.

Distance Education

OVERVIEW

The distance education program covers two modes of delivery: 1) Remote Delivery (Synchronous) and 2) Online (Asynchronous). Remote delivery classes use video-conferencing technology to deliver a live course from the primary teaching location to additional locations including teaching sites, branch campuses and online students. Online courses have course content and assessments delivered through one of our online delivery platforms.

Remote Delivery

The primary distinction between traditional on-ground class and remote delivery is that the instructor is teaching through a video conferencing software. Students joining from a

remote location have the same classroom expectations as those present in the same physical location as the instructor.

Online

Visible Music College offers a number of classes in an online (Asynchronous) format. Students choosing to take advantage of the flexibility of this delivery format will be registered for the class through our Populi system. In order to take classes online, a student must be accepted into a degree or certificate program through the regular Admissions process. At this time, Visible Music College does not offer the bachelor's degree programs fully online. There are a limited number of classes from each Bachelor's degree that are only offered in an online format. This means that it will be necessary for students to take these classes online in order to complete their program. Some of the certificate programs, specifically the Modern Music, Music Production, Music Business, and Creative Leadership may be completed online by completing the required courses in a combination of remote-delivered and online format. The graduation requirements for a student's degree remain the same regardless of whether some classes are taken as an online class or in-person class.

Rationale for Delivery Method

Online classes are an alternative delivery method that allows a student to engage the curriculum on a weekly schedule at their convenience. Students must maintain substantive interaction with the faculty throughout the course with required weekly participation that counts towards attendance. Material is presented as readings, videos, and audio files that students review and then submit assessments and assignments. There is no regular scheduled meeting with faculty, but there is a faculty facilitating the class and assessing student assignments as they are turned in. Because there is no lecture time, this allows the student to work ahead or work during times that are convenient to them. There is a strong need for students to be self-motivated in order to be successful in online curriculum and to not get behind in material. While there is faculty that initiate the course plan and weekly assignments, students are solely responsible for turning in assignments and completing course assessments.

Changes to Online Classes

Any changes to online class registration will be communicated to students via their Visible Music College email account.

Financial Aid and Credit Load

Students are eligible to apply their financial aid towards online classes. A student's online classes during the Fall, Spring, or Summer terms count towards their full-time / part-time standings at Visible Music College.

Online Class Support

All students enrolled in online classes are supported by the Director of Distance Education who oversees the courses and enrollments. If the Atheneo platform is utilized for delivery, that specific system has IT support to help students and train students in that platform. Students who need further assistance beyond Atheneo are able to request support from the Director of Distance Education at Visible Music College.

Online Course restrictions for Students on Probation

Because online classes demand a level of academic independence and strong self-motivation, students who are either conditional or on academic probation are limited to taking 1 online class.

Online Class Participation

Attendance and Participation Requirements for Online Class

Regular attendance is critical for success in any course, and is especially true for online courses. Federal guidelines mandate that substantive engagement in *academically related activities* constitutes attendance in an online course. Some examples of *academically related activities* are:

- Participating in any assigned course activity, such as posting a meaningful discussion board post per assignment guidelines, taking a quiz or test, watching course video content in the lesson window, submitting an assignment, etc.
- Discussing the subject matter of the course online with other students via a discussion board or with the instructor, such as discussing the topic of a writing assignment with the instructor.

Importantly, there are some activities that are **not considered** *academically related* and do not qualify as attendance in online courses. For example, the following examples do not qualify as *academically related activities*:

- Emailing the instructor requesting an assignment extension
- Making plans to submit an assignment
- Logging into the course via Populi
- Posting to the course Bulletin Board on the Course Dashboard page
- Posting a self-introduction to a discussion board

Removal from Course for Non-Attendance at the Beginning of a Term

For any given term length, students must engage in *academically related activities* (as described above) before the drop date listed on the Visible Academic Calendar or be automatically withdrawn from the course for non-attendance. See the chart below for details.

	Time to Engage	Consequences
7 Week Term	Student has to engage in academically related activities within 10 calendar days of start of term.	After 10 calendar days, student is withdrawn from the course.
14 Week Term	Student has to engage in academically related activities within 14 calendar days of start of term.	After 14 calendar days, student is withdrawn from the course.

Lack of Participation During a Term

Federal guidelines mandate that substantive engagement in *academically related activities* constitutes attendance in an online course. During the term, non-participation is counted continuous and not cumulative. This means that failure to engage in *academically related activities* over a specific period of **continuous time** during the term will result in the student being withdrawn from the course and issued either withdrawn failing (WF) or failure (F) depending on when the non-participation occurs in the semester. This period of time is determined by the length of the term. For example, a student will be withdrawn from an online course after 14 continuous days of non-participation during a 15-week term.

Length of Continuous Non-Participation by Term

	Time of Non-Participation	Consequence
7 Week Term	10 Days, including weekends	If <u>prior</u> to last day to withdraw, student will be withdrawn from the course and issued the grade of "WF." If <u>after</u> the last day to withdraw, student will be issued the grade of "F."
14 Week Term	14 Days, including weekends	If <u>prior</u> to last day to withdraw, student will be withdrawn from the course and issued the grade of "WF." If <u>after</u> the last day to withdraw, student will be issued the grade of "F."

Non-Participation During Scheduled Breaks and Weekends

A student may still participate in an online course during a scheduled break (e.g., Thanksgiving Break, Fall Break, Spring Break) and have it count as participation; however, scheduled break days do not count toward the non-participation that student may be accruing in an online course. Importantly, non-participation does accrue on weekend days that are not considered a scheduled break. Refer to the Visible Academic Calendar for scheduled breaks.

Reinstatement After Automatic Withdrawal from Online Course

If a student has been withdrawn from an online course for non-participation during a term, a student can appeal for reinstatement. Reinstatement to an online course is at the approval and discretion of the Office of the Registrar.

To request reinstatement to an online course, the student must send an email to the Course Instructor, Distance Education Coordinator, and the Registrar specifically requesting reinstatement. This email must include: (1) a valid reason and explanation for why they should be reinstated to the course, (2) a proposed plan for how the student intends to complete the course assignments and requirements during the remainder of the term, and (3) an attachment containing at least one assignment demonstrating further progress in the course.

Note: Reinstatement requests that do not include evidence of actual participation will be denied.

Limits to Online Course Enrollments

Any student currently on Academic Probation or Conditional Acceptance is limited to enrollment in one fully online course for the semester.

Remote Access Policy

Remote Access to Classes with Live Video Broadcast

Overview & Rationale

This policy addresses requests to access course sessions from an off-campus location. It is the intention to provide a campus classroom space for all intercampus courses; however, some special situations and circumstances necessitate providing a means for students to remotely access their courses from an off-site location. Off Campus Remote Access Requests can be granted for a temporary period of time or for the duration of a given term on a class by class basis.

Acceptable Reasons for Requesting Remote Access

- 1) Hardship related to campus travel. Family obligations, extended illnesses.
- 2) Professional opportunities (internship, music performances, etc).
- 3) Serious injury or illness requiring an otherwise extended absence.

Reasons that your Request for Remote Access will be Denied

- 1) Course is offered at an inconvenient time or day.
- 2) Interpersonal conflict with another student.

Requesting Remote Access

To request remote access, please complete the [Off Campus Remote Access Request Form](#). Requests should be made 48 hours in advance to the date of off-site access. Requests will be forwarded for approval/denial to the Distance Education Coordinator, and you will be notified of a decision. The Distance Education Coordinator will take into consideration Instructor and Academic Office feedback in making the decision.

Expectations for Students Remotely Accessing Courses

If approved, accessing your class requires that you are able to attend and access course materials. This includes the following:

- 1) Having access to a dependable high-speed internet connection.
- 2) Having a current version of [Zoom](#) installed on your computer.
- 3) Having a dedicated space free of distractions (e.g., no loud coffee shops, roommates walking by, etc).
- 4) The video feed to remain active for the duration of the session. Audio feed settings to follow instructor's direction.
- 5) You are dressed and prepared as if you were on campus.

Failure to abide by these expectations may result in your being marked absent for the session and being removed from the Zoom session.

Intercampus Transfer

INTERCAMPUS TRANSFER

Visible Music College allows a student to transfer to another community-site and continue working to complete their program. If a student is currently enrolled at one of our teaching sites or branch campuses, they may submit inter-campus transfer requests to join the Visible Online Community. In order to participate in the Intercampus Transfer option, a student needs to:

- Submit a Request for Intercampus Transfer form
- Have approval from the student's Advisor
- Be approved by the Office of Business, Students and Academics
- Complete and sign the intercampus Summary form and submit to the Registrar

The transfer request will initiate a review from the various offices to determine how the transfer will affect a student's billing and aid, their housing, the instructors and advisors, etc. Once the review is completed, the Summary document will be provided to the student that describes any impact from the campus transfer and if the transfer is approved. The student must sign and return the Intercampus Summary document to the Registrar and the student's records will be updated. A transfer request must be submitted no later than 6 weeks prior to the start of classes the term that the transfer.

Students requesting to transfer to the ONLINE campus are considered on a case-by-case basis, and are not guaranteed approval of transfer.

Deadlines to start the process by submitting the Intercampus requests are June 1 for the Fall Term and November 1 for Spring Term. Even though the various offices will work with students missing the deadline, students submitting requests after the deadline should not expect to transfer campus until the following term.

External Study Programs

STUDY IN MINISTRY (SM) / STUDY IN INDUSTRY (SI)

When a student has a professional and career-building opportunity that exists outside of one of Visible Music College's primary teaching locations, with an opportunity for immersion in the field, they may be able to study away from campus through an organized partnership in a "Study in Ministry" (SM) or "Study in Industry" (SI). Students may register for classes through the distance education program and utilize internship credits to enroll part-time or full-time. Independent Study fees apply if the student requires an Independent Study for a course. If full-time, the one-credit or zero-credit Visible Community expectation still applies for the student. Students must arrange with the Office of Academics and Office of Students for how the Visible Community course can be fulfilled.

Approval by the Academic Office is required for the external study programs and the student's academic and student life record will determine eligibility. Students will typically need to have:

- Have or maintain a GPA of 2.50 or greater
- Will need to complete a minimum of 12 credits

- Internship documentation completed and approved by Department Chair if earning internship credit
- Completed Request External Study Programs (ESP) Form with description of opportunity

Limitations apply to what courses may be offered to students. The student should work with their Advisor and Department Chair to consider scheduling of classes and internship expectations.

Due to requirements by Homeland Security and Student Exchange Visitor Program (SEVP), the Study in Industry option may not be available to international students.

External Study Programs may require additional costs up to \$20,000 for travel, mentoring, living expenses, access fees, documentation, coaching, or entry fees.

Examples of External Study Programs are:

*Institute for the Study of Christianity and Culture - Lansing, Michigan/Jena, Germany
Visible - PCG Artist Development Program - Nashville, Tennessee/Memphis, Tennessee
Programs aligned with Visible Music College Centers of Leadership*

Visible - PCG Artist Development Program - Nashville

Students enrolling in the PCG External Study Program will be enrolled in the Modern Music Certificate program. Over the course of 1 year, students will complete the 24 credits through online coursework at Visible (minimum of 12 credits) and be awarded credit for completing directed study in the area of performance and applied music up to 12 credits. This program has an additional cost of \$17,500.

Teaching Site Limits

TEACHING SITE LIMITATIONS

Students enrolled at one of our teaching sites (Dallas, Atascadero and Redding) should note that only 49.5% of credits can be earned from a specific teaching site. Students who want to study at a teaching site will be required to use one of the following options for the completion of a minimum of 50% of their degree.

- Have transfer credits from previous institutions.
- Enroll in classes through Distance Education with Visible Music College.
- Earn credits at a different Teaching Site or Branch Campus of Visible Music College.

Professional Advancement

PROFESSIONAL ADVANCEMENT

At Visible Music College, we focus on the spiritual, professional, and academic development of our students. So, one of our primary objectives is for you to take personal responsibility for your professional development and advancement while attending college so you graduate with opportunities to find gainful employment in a meaningful ministry and career. We believe our graduation requirements (Professional Advancement Expectations, see below), and the practical nature of the programs – internships, connections, and opportunities through music businesses, Grammy U, local churches, local music organizations, and others – will launch you into a career of effective service, both in the church and music industry.

Professional Advancement Expectations

As a part of the BTM1001 - Visible Community course that you will be taking each full-time term, Professional Advancement requirement will be satisfied through attendance at a weekly meeting time (currently Wednesday 1230-130p) and the content for 30 weeks per year is organized and designed for your building success over three years. You will be expected to accomplish these experiences below.

Understanding of the Constant Attention™ System from Madison Line Records

Content from the first 15 tasks within Constant Attention™, including:

Bio, Photoshoot, Single, EPK, music video, etc. and ability and content to make a presentation of your band, yourself as an artist, your managed artist, your produced artist, or your pastored or videoed artist.

Attendance at events that give you a breadth of experience working with a diversity of audience types and settings, like:

Events where music serves an underserved population or is donated

6 Visible Music College Conferences over a three year period

“Non-VMC” Professional Music organization rehearsals

Other musical organization rehearsals (other college, large church, etc.)

Grammy U events

External-to-Visible music events

IndieVisible - 6 semesters for Modern Music students (8 sessions per semester)

Your program will also offer you Professional Advancement through the program credit content:

At least 2 internships

Evidence of 2 job interviews in music or ministry field

Minimum of 4 Recordings in which you personally perform, produce, handle contracts, pastor, or video

Minimum of 10 occasions of performance, run sound, support, pastor, or video at an original concert

Upon graduation, this experience will be cumulative and your portfolio of work will be featured at Visible Music College social media, website, direct to employers, and in celebration of your growth and recommendation to be hired.

PROFESSIONAL INTERNSHIPS

The degree programs at Visible typical require a minimum of two internships and a credit requirement. Students are not allowed to let 1 longer (higher credit amount) internship satisfy the credit requirements. The two placements are meant to broaden the student's experiences and network to better prepare them for their time after college.

Furthermore, Visible strongly encourages students to take advantage of every opportunity for internships and even go above and beyond the internship requirements for their degree. Students can apply additional internship credits towards their 9-credits of elective. In general, every internship is managed by a department chair or an internship coordinator (i.e. **faculty supervisor**). Every internship as a designated **field supervisor** who oversees the students time as an internship, provides training and mentorship, and provides an assessment of the student at the conclusion of the internship. Students are expected to complete several key check-points throughout their internship that are managed in the Populi course for their internship. The summary experience paper of the internship is a general requirement for all internships.

Internships can be either external to Visible or there are several internal internships available as well - either as part of a touring group, madison line records, or other media management roles within the marketing department. Internships can be 1-, 2-, or 3-credits. The credits earned for an internship are directly related to the amount of field supervised work. As a reference guide, the following is a guide of how much work is needed to qualify for the earned credit amount:

- 1 credit - approximately 40+ hours of field supervised work. (3-4 hours per week in a full Fall or Spring term, or 6-8 hours per week in a 7 week half term)
- 2 credits - approximately 80+ hours of field supervised work. (6-7 hours per week in a full Fall or Spring term, or 12-13 hours per week in a 7 week half term)
- 3 credits - approximately 120+ hours of field supervised work. (9-10 hours per week in a full Fall or Spring term, or 16-18 hours per week in a 7 week half term)

ACADEMIC OFFICE

Advising and Registration

ADVISING

Once enrolled, students are assigned to an academic advisor in their program. Academic advisors help students plan their course of study each semester and provide academic counsel throughout the year. Advisor aid does not abrogate the student's responsibility to understand and fulfill all degree program requirements. Students are solely responsible for the accuracy of their registration and progress toward graduation.

REGISTRATION

Courses and lessons are offered on a first-come, first-served basis. Students are encouraged to register for the next semester as soon as possible during the Registration period listed on the Academic Calendar. During the first week of Registration, only students whose degree program require lessons may register for lessons. After the first week of Registration, any student may register for lessons, provided that the instructor has available openings. The student must be cleared with the Business Office and submit a registration deposit before scheduling a meeting with his/her advisor for registration. Advisors provide guidance, unlock the student's registration, allow the student to edit his/her registration, and lock the registration once the student is finished. Students are solely responsible for the accuracy of their registration and progress toward graduation. Students are responsible for understanding their financial aid status and financial obligations, and are advised to check with the respective offices before the Registration period.

Late Registration

Open Registration is a 4 week window that begins on or around November 1 and April 1. Students who complete registration during the open registration will have the registration deposit waived. Students who have not registered for the following term during the open registration window must submit a late registration form. The cost of late registration is \$25/credit which goes to the staff time needed to verify course enrollments, course and faculty availability, as well as administrative time to update billing and aid packaging.

SEMESTER LOAD AND ENROLLMENT STATUS

The maximum course load for any one semester is 20 credit hours in Fall or Spring and 7 credit hours for the Summer term. The Vice President of Academics or Registrar must approve any exceptions by way of a "Request for Overload" form available from the Office of Academics.

Semester Hours Enrolled	Semester Enrollment Status
0-11.5 for credit	Part-Time
12+ for credit	Full-Time
Not enrolled for credit	Auditor

COURSE REPEATS

A student who earns a grade of "C-" (1.67 grade points per credit hour) or higher in a course will not be permitted or required to repeat the course to raise the grade. However, any student receiving a grade of "D+" (1.33 grade points per credit hour) or lower will be permitted to repeat the course to raise the grade. Only the following courses may be repeated for credit:

- All Internships
- MUS1011 - Applied Lab: Bands
- MUSXX3X - Applied Lessons

COURSE CANCELLATIONS

Courses may be canceled due to extenuating circumstances including low enrollment. The decision to cancel a course ultimately lies with the Vice President of Academics or Lead Academic Officer of each campus site. The Registrar will notify students of the cancellation and will make every effort to provide other options. However, Visible Music College does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations.

INDEPENDENT STUDY

Independent Study is an alternate delivery format granted in very rare cases when a student is unable to join a scheduled class. The student must present a compelling case to the Office of Academics, where it will be determined whether the requested independent study is valid and feasible. Instructional methodology will be adapted to ensure that the stated course objectives of the requested course can be achieved. If a student fails to follow the degree checklist which results in an independent study, a \$100/credit fee will be applied. The fee may be waived when the scheduling conflict or class cancellation was deemed necessary by the institution and the student was unable to follow degree checklist due to no fault of their own.

SUMMER TERM

Visible Music College holds an intensive Summer Term in which classes run over a seven-week period, beginning in May and ending in June. See the Academic Calendar in this Catalog for specific dates. Students will be allowed to take up to seven (7) credit hours during the Summer Term. If a student desires to take more, he or she can fill out the Academic Overload form and submit to the Registrar's Office.

CHANGE OF STUDY

Students may audition to change their major or add a minor through the Change of Study form. Students must compose an essay detailing their desire to change their major or add a minor, obtain a recommendation letter from their current Department Chair/Division Head, complete an audition and be accepted by the desired program, and finally submit the published Change of Study payment associated with the new program of study.

PLACEMENT AID

Placement aid is provided through the following:

1. Internships and career placements often emerge naturally from the required weekly church attendance.
2. Churches looking for interns, musicians, and sound technicians contact the Church Placement Coordinator, which attempts to match students with the church's need.
3. Visible's Internship requirement often leads to career placement, in the student's field.

Add, Drop, and Withdrawal Procedures

Students may modify their registration by adding a course, dropping a course, withdrawing from a course, or withdrawing from the college during the add/drop period as designated by the Academic Calendar. Merely attending a class does not constitute official registration and failing to attend a course does not constitute an official dropping of or withdrawal from a course. Students who register for, but do not attend (or stop attending), a course without dropping or withdrawing from the course before the corresponding published dates will be assigned the grade of "F" for each such course. Students are responsible for understanding how registration changes will affect their financial aid status and financial obligations, and are expected to check with and inform the respective offices before making changes.

Students wishing to drop, add, or withdraw from a course should:

1. Check with the Financial Aid office and the Business Office to see how the change will affect their financial aid eligibility and financial obligations.
2. Meet with advisor to make the changes and complete the Course Drop/Add Form.
3. Update their graduation checklists to reflect the changes.

DROP / ADD

A student may drop or add courses any time during the Registration period, which extend through the specific days as listed on the Academic Calendar.

- No courses can be dropped or added after the semester's designated add/drop period.
- Courses dropped during the Drop/Add period will not appear on the student's transcript and are eligible for a 100% refund. If they drop the course or courses after the last day to drop a course, the student will be billed 100% for those courses (and billed at a future date if they have to take the course again).
- All course-specific materials (MIDI Keyboards, provided textbooks, etc.) must be returned by the end of the Drop/Add period or the student will be billed for the unreturned materials at cost.

WITHDRAWAL

Some circumstances may require a student to withdraw from a course or the college. Students may withdraw from individual courses between weeks 3 and 8. After week 8, students may not withdraw from individual courses; however, the student may withdraw from the college at any time. Students must complete the entire withdrawal process to avoid unwarranted failing grades and unwanted financial obligation.

Students wishing to withdraw from the college should:

1. Acquire the *Withdraw from School* form
2. Complete all exit interviews and obtain all signatures.
3. Deliver the completed form to the Registrar.

DROP/WITHDRAWAL GRADES

Week	Notes
1-2	No grade recorded
3-8	W (Withdrew from course and/or the college)
9+	W (Withdrew from the college)

Course Credits

CLASS STANDING

Class standing is determined by how many credit hours a student has earned in his/her college career. The following is a breakdown for these classifications:

Hours	Standing
0-29.5	Freshman
30-59.5	Sophomore
60-89.5	Junior
90+	Senior

CREDIT HOUR DEFINITION

Visible Music College defines a credit hour in relation to the expected amount of work needed to achieve the student learning outcomes stated on course syllabi, which amounts to approximately one hour of classroom instruction and two hours of homework each week over the course of a 15-week semester. Thus, a student will need to spend an average of 9 hours a week to accomplish the objectives of a typical three credit hour course. Most courses at Visible Music College observe this standard 1:2 instruction-to-homework ratio, with the following exceptions:

Type of Course	Credit Hour	Weekly Average Time on Task
Music Production Labs	1 credit hour	10 hours
Internships	1-3 credit hours	Internship credit hours are determined by the amount of field supervised work and duration
Independent Study Senior Concert/Project	1 - 3 credit hours	10 hours
Lessons	0.5 - 1 credit hours	15 hours

TRANSFER CREDITS

Visible Music College generally accepts up to 90 semester hours of transfer credits. The last 30 semester hours must be taken at Visible Music College. However, exceptional cases may be considered on a case by case basis, based upon the discretion of the Academic Office's evaluation of any Credit for Prior Learning that includes previous higher education and professional life experience. For such instances, please make an inquiry with the Academic Office.

Traditional Credit Transfer

Traditional Credits are credits earned at a nationally or regionally-accredited, post-secondary institution. Transfer credits do not affect the student's grade point average at Visible Music College. The Registrar oversees all incoming transfer credits.

Non-Traditional Credit Transfer

Transfer credits may include Non-Traditional Credits. Non-Traditional Credits are credits earned at a post-secondary institution that is neither accredited nor a candidate for accreditation. The amount of non-traditional credits accepted will depend on articulation agreements that exist between Visible Music College and other institutions that students transfer from. In the absence of a formal articulation agreement, the Registrar office will decide how many credits will transfer by consulting with the Academic Development team.

Transfer Credits Post-Enrollment

Beginning August 2018, Visible Music College will only allow students to transfer credits during their initial enrollment. Once enrolled at Visible, a student will not be allowed to apply credits earned from another post-secondary institution to the degree they are actively pursuing at Visible Music College. Visible offers online and summer course offerings for students wishing to earn additional credits outside the Fall and Spring semesters.

Credit for Coursework

1. Only credits that fulfill the student's degree requirements at Visible Music College will be accepted. The Registrar may request additional information for verification.
2. Only official transcripts will be evaluated for transfer credits.
3. Only credits with a grade of "C-" or higher will be accepted.
4. Transfer hours from another school may not be used to remove an F earned at Visible Music College. Transfer hours may, however, be used to satisfy a requirement for graduation.
5. Courses that apply toward a degree are typically numbered 1000 / 100 or higher (for 4-digit Course numbers and 3-digit Course numbers respectively). Courses numbered less than 1000 / 100 are usually remedial and will not transfer. If a course bears a number of 1000 / 100 or higher but indicates within the title or content that it is a remedial course, it will not be accepted as transfer credit.
6. Approved Non-Traditional Credits can be applied after the student achieves and maintains Satisfactory Academic Progress for two consecutive full-time semesters, unless credits are transferred from a non-traditional setting or institution with which Visible Music College has an established articulation agreement.
7. Previous professional and life experience will be considered at the discretion of the Office of Academics. To have such credit evaluated, the student must submit a detailed description of all previous professional and life experience in which he or she has been engaged. For a more detailed process around the expectations of notated professional and life experience, please contact the Office of Academics.
8. Instances of International Baccalaureate transfers will adhere to the same guidelines as domestic academic policy, previously outlined in the Academic Catalog.

Credit for Testing

1. **Nationally-Recognized Tests** – Visible Music College will award credit for the successful completion of an Advanced Placement (AP) exam with a score of 4 or 5 for each subject, International Baccalaureate (IB) exam with a score of 5 to 7 for each subject, or a College-Level Examination Program (CLEP) test with a score of 50, provided the test fulfills a General Education requirement, and the test score comes directly to the college from the testing organization or are included on an official transcript.
2. **In-House Tests** – Visible Music College may award credit based on the student's performance on established in-house tests designed for this purpose, provided that the test is authorized by the Vice President of Academics, Department Chair, and instructor. There is a \$100 per credit charge in order to take in-house tests for credit. This charge

is applied to the student's account regardless of whether or not they pass the test and receive credit.

Transfer Credits for Certificate Program

Students pursuing the Certificate program may transfer credits up to 75% of the program. In most cases, transfer credits into the Certificate program will require articulation agreements between Visible Music College and the student's previous institution.

Credit for Prior Learning

Credit for Prior Learning can be gained through professional and life-experience. However, this is at the discretion of the Office of Academics. Such credit can only be considered for students who are 25 years and older or have at least 10 years of professional experience within a field. To have such credit evaluated, the student must submit to the Academic Office a cover letter, résumé, and a document that details all previous professional and life experience. If the student has attended previous higher education institutions, all transcripts must be submitted to the Admissions Office as well. The evaluation cost has a fee of \$100/credit. The Degree Completion specialist, with input from VP of Academics, conducts any appeals regarding decisions regarding awarded credit.

General Education

Students who have completed prior Associates or Bachelor's degree will have the 30 credits of General Education area applied from their prior completed degree and need only complete the degree requirements for their particular program.

Articulation Agreements

Students can find the current list of articulation agreements that Visible Music College has in place with other institutions on our website. The web address is:

www.visible.edu/about-us/accreditationauthorization

TRANSFERABILITY OF CREDIT DISCLOSURE

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Visible Music College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or 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 (credits or degree, diploma, or 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 Visible Music College to determine if your (credits or degree, diploma, or certificate) will transfer.

Disabilities

The Academic Support Office manages services related to student support and accommodation and oversees tutoring services, support plans, accommodation plans related to academic probation and conditional admission as well as general academic support of students enrolled in a Visible Music College program.

DISABILITY ACCOMMODATIONS

It is the policy of Visible Music College to comply with Section 504 of the Rehabilitation Act of 1973 (PL 93-1112), as amended (PL 93-516), and with Title II of the Americans with Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities. Visible Music College is committed to providing reasonable accommodations to all students who properly disclose and document disabilities to the Academic Support Office.

1. The documentation must include:
 - a detailed diagnosis and/or description of the disability for which accommodation is sought;
 - a description of the origin of such disability;
 - a detailed description of any specific accommodations requested;
 - contact information for any healthcare or disability professional (or agency) responsible for any portion of the student's diagnosis and/or care related to the disability claimed;
 - formal documentation related to the disability claimed - a letter, psycho-educational assessment, or other evaluation issued and signed by a qualified professional within three years prior to the date accommodation is sought.
2. After the submitted documentation has been verified by the Academic Support Office, the Academic Support Coordinator will meet with the student claiming disability to discuss what accommodations the college will provide. The key is accommodating the disability, not altering learning outcomes. Students may request that parents, educational advocates, or other professionals attend this conference or otherwise provide information relevant to the determination of specific accommodations.
3. Once accommodations have been determined, a document called the "Academic Accommodations Plan" will be created that lists the accommodations the Academic Support Office will notify in writing all course instructors or administrative staff necessary for implementation. However, such notice is valid only for the enrollment period during which it is issued; students are responsible for renewing their eligibility for accommodation during each subsequent registration period.
4. Following initial accommodations by the college, students claiming disability are encouraged to schedule a review conference with the Academic Support Office (or designee) at the beginning of each enrollment period to determine whether the student's individualized program of accommodation has been effective or should be amended. Notice of accommodation to instructors and staff will be issued during subsequent registration periods only upon completion of this periodic review.
5. Any student dissatisfied with the accommodations offered by the college may appeal to the Academic Development Team, chaired by the Vice President of Academics. Students seeking review by the Academic Development Team must submit a written request to the Vice President of Academics that details the student's grievance. The Vice President of Academics will coordinate the submission of any documentation necessary for the Academic Development Team to review the grievance and render a just decision. The decision of the Academic Development Team is final and cannot be appealed.

TYPES OF ACCOMMODATION

The Academic Support office will work with any student with a documented disability to create an accommodation plan that is communicated with advisors and instructors as needed to ensure that the pre-arranged accommodations established in the Accommodation Plan is able to be observed by faculty and the student. Below is a list of examples of what types of accommodation are reasonable and unreasonable.

Reasonable Accommodation Examples

- **Academic Support:** Visible coordinates a range of student support services to help ensure they have every opportunity to succeed. Support is holistic and addresses time management skills, financial worries, emotional and pastoral support, and curriculum support. Instructors, advisors and staff from the Office of Students and Business all work to surround students who exhibit struggles with their academic success.
- **Advising:** A student's advisors is able to meet regularly each term with a student and additional advising can be provided by Academic support office for students who need it.
- **Academic Monitoring and notification:** Visible pulls weekly reports on attendance and grades and identifies students struggling or potentially struggling and notifies the student, instructor and advisors to seek additional help if needed.
- **Note Taking:** Academic support can coordinate with a student in class to take notes and coordinate with student on accommodation to receive class notes.
- **Taping of Lectures:** Utilizing a recording app or tape recorded (or zoom video recording when possible) can be done if helpful.
- **Alternative Testing:** Academic support can help coordinate alternative space and testing environment for students based on accommodation plan.
- **Tutors:** Group tutoring times are arranged by topic and coordinates with Instructors and department chairs to provide supplemental time around homework and course material. Peer mentors can be arranged for students to have check-in times each week of 30 min to review assignments, lectures, and course material.

Unreasonable Accommodation Examples

Accommodation request would be considered unreasonable if they:

- Modification of the educational standards of Visible Music College
- Changes to the essential nature of a program or a course (e.g. lesson benchmarks can't be altered, courses with learning objective of student oral presentation be changed to written presentation)
- Admittance to a program when a student is not otherwise qualified (inclusive or independent of accommodations) to achieve the academic and technical standards expected for admissions.
- Create undue financial or administrative hardship (college-wide)
- Are of a personal service in nature (i.e. personal aid, one-on-one tutoring time in excess of 2-3 hours each week.)
- Present a direct threat to health or safety.

VOCAL REST

Only the Vocal Division Head or a medical professional can place a student on an officially-recognized vocal rest.

Vocal Rest prescribed by the Vocal Division Head

- The exact parameters of the Vocal Rest must be listed on the Vocal Rest form:

- Duration of the vocal rest (not to exceed two weeks)
- Amount of speaking/singing allowed per day
- Recommended provisions for missed coursework during the Vocal Rest.
- The student, Director of Academic Programs, and the student’s instructors will receive a copy of the Vocal Rest form.
- If there is no improvement in the condition of the student’s voice (as evaluated by the student’s vocal instructor) after the prescribed vocal rest, the Vocal Division Head will recommend that the student pursue a medical examination.

Vocal Rest prescribed by a medical professional

- The exact parameters of the Vocal Rest derived from the medical professional’s documentation, must be listed on the Vocal Rest form
 - Duration of the vocal rest
 - Amount of speaking/singing allowed per day
 - Recommended provisions for missed coursework during the Vocal Rest.
- The documentation from the medical professional must be submitted with the Vocal Rest form.
- The student, Vice President of Academics, and the student’s instructors will receive a copy of the Vocal Rest form. The medical documentation will only be seen by the Vocal Division Head and the Director of Academic Programs.
- If the parameters of the medically-prescribed vocal rest will severely interfere with the student’s ability to complete coursework at Visible Music College, the Director of Academic Programs, the Vocal Division Head, the student’s advisor, and the student will meet to discuss how to proceed and the impact of the student’s vocal condition on continued studies.

Academic Support

Visible Music College is committed to the academic success of its students. With that, academic support will be provided at each campus. The Academic Support Coordinator or Academic Campus Lead of each campus site will set up academic support sessions throughout the week that students can attend for support in theory tutoring, paper-writing help, presentation formation, and other such academic assignments. All conditionally accepted and probationary students will be expected to attend support sessions at least one (1) hour per week as a part of the Academic Support Plan developed between the student and the Academic Support Coordinator or Academic Campus Lead.

Grading Procedures

GRADING SYSTEM

All academic work at Visible Music College is evaluated by the instructor or school official according to the following letter grades:

- A** The grade of “A” denotes superlative performance in the work undertaken and distinction in academic achievement.
- B** The grade of “B” denotes consistently good performance in the work undertaken and academic achievement that is above average.

- C** The grade of "C" denotes satisfactory performance in the work undertaken and average academic achievement.
- D** The grade of "D" denotes minimal performance in the work undertaken and academic achievement that is below average. If a "D" is given as a final grade, the student must repeat the entire course and earn a passing grade to receive course credit.
- F** The grade of "F" denotes failure in the work undertaken and academic achievement that is unacceptable. If an "F" is given as a final grade, the student must repeat the entire course and earn a passing grade to receive course credit.
- P** The grade of "P" (in courses graded on a "P/F" basis) indicates passing work, but does not affect the student's GPA.
- I** The grade of "I" is a temporary placeholder that denotes incomplete coursework. The grade of "I" cannot be used to allow students to submit late work, revise poor work, or complete extra credit. Instructors, with the Vice President of Academics' approval, may issue an "I" only in extreme cases where a student could not complete the course within the semester. Once an "I" has been granted, the student must complete all outstanding coursework before the established Incomplete Coursework Due date for the semester (usually four to six weeks after the "I" has been granted). The grade of "I" is not included in the student's Grade Point Average. Failure to resolve an "I" grade by the deadline will result in the student receiving a grade for the assessable completed work at that current time for the course, unless an extension has been approved by the Vice President of Academics or the Director of Academics at an extension teaching site.
- W** The grade of "W" indicates that a student has withdrawn from the course or from Visible Music College before the last published date for withdrawal. While this grade does not affect the student's GPA, the course is counted toward the "attempted hours" in the quantitative determination of Satisfactory Academic Progress and financial aid eligibility.
- WF** The grade of "WF" indicates that a student was failing the course upon withdrawing from the college after week 8, and is treated like an "F." This grade is also applied to any student withdrawn from a fully online course for continuous lack of participation, as noted in our Distance Education Policy on p62-66.
- AUD** The grade of "AUD" denotes "Audit" and has no effect on a student's grade point average. No course credit is awarded to a student who audits a course.

GRADE SCALE

Letter	Percentage	Grade Points	Letter	Percentage	Grade Points
A	94-100	4.00	C-	70-73	1.67
A-	90-93	3.67	D+	68-69	1.33
B+	88-89	3.33	D	64-67	1.00
B	84-87	3.00	D-	60-63	0.67
B-	80-83	2.67	F	0-59	0.00
C+	78-79	2.33	W	--	--
C	74-77	2.00	AUD	--	--

GPA CALCULATIONS

The Grade Point Average (GPA) is a numerical average of all letter grades earned at an institution on a 0-to-4-point scale. Each letter grade has a corresponding Grade Point value, as listed in the table above. Each course has a corresponding Quality Point value, which is determined by the letter grade earned and the number of credits assigned to the course. The GPA is calculated by dividing the total number of Quality Points by the total number of adjusted Attempted Hours. Semester and cumulative GPA can be calculated as follows:

1. Quality points (0-12) are calculated by multiplying each course's Attempted Hours (0.5-3) against the corresponding Grade Points (0-4).
2. Add all Attempted Hours (less any hours with grades of "W" or "AUD".)
3. Add all Quality Points.
4. Divide the total number of Quality Points by the total number of Attempted hours.

<u>Course</u>	<u>Attempted Hours</u>		<u>Grade Points</u>	<u>Quality Points</u>
Music Theory 1	3 credits	x	3.67 (A-)	= 11.01
Aural Theory 1	1 credits	x	2.33 (C+)	= 2.33
Guitar Lesson	0.5 credits	x	3.33 (B+)	= 1.67
English Composition 1	3 credits	x	1.33 (D+)	= 3.99
Semester Total	7.5 credits			= 19.00 points

Divide Quality Points (19.00) by Attempted Hours (7.5) to yield a semester GPA of 2.53.

GRADE LOCK

Student grades may be locked anytime during the semester if he or she does not meet specific College requests and requirements. They may include but are not limited to, the inability to meet sanction hours, not fulfilling requests from the Financial Aid, Business, or Registrar Offices, and/or violating academic policy and procedures.

Attendance, Attendance-Based Courses and Technology in Class

ATTENDANCE

The relational and mentoring nature of education at Visible Music College influences the college's view on class attendance. Because we believe that interaction between student peers and between students and faculty is vital, class attendance is required. Attendance is a factor in the final grade of every course offered at Visible Music College, as indicated in the course syllabus.

The following policies govern class attendance:

1. Students will not be awarded credit in any course where their attendance percentage falls below 80%, regardless of the reason(s) for absence. If the student's final attendance percentage is below 80%, he or she will automatically receive a failing grade.
2. If at any time after the fifth week of the semester a student obtains automatic "F's" in 50% of his or her classes due to non-attendance, the academic office will review the student's term and can decide to place the student on either Academic Support Plan or Academic Suspension. If suspended, the student may be asked to leave Visible Music College campus and housing within 48 hours after notification.

3. If a student has two consecutive weeks of missed class, they must be administratively withdrawn from the college.
4. Students may track their attendance percentages on each course's Populi page.
5. In the case of absences due to (1) unforeseen emergencies, (2) illness with a doctor's note, (3) significant family events-does not include vacation (weddings, funerals, etc.), or (4) planned school related trips, the student may request an excused absence by completing the "Request for Excused Absence" form. For emergencies and illnesses, the request must be filed within 5 business days of the student's return. For planned absences, the request must be filed at least 1 business day in advance.
6. Instructors determine what constitutes a tardy; however, they cannot excuse absences. The Registrar approves requests for excused absences and will notify the student and the student's instructor(s) by e-mail.
7. Students who are granted an excused absence are responsible for notifying instructors of their absence and obtaining any missed work or class materials, which must be coordinated with the instructor within five school days of the student's return to school.
8. It is Visible Music College's policy that three (3) tardies equals one (1) absence. The Instructor determines what constitutes as a tardy.

PERSONAL ELECTRONIC DEVICES IN CLASSROOM

Visible Music College recognizes the benefit of accessibility that personal devices (laptops, tablets, and smartphones) provide. However, in light of the growing challenge of these devices, providing more distraction than benefit in the classroom setting, Visible has the following policy with regards to personal devices in the classroom. *Cell phones should be silenced and put away during classes. Computers should be closed when not used for classroom related activities.*

Should an instructor determine that a student's non-classroom related computer use or cell phone use is distracting the student in question or other students within the classroom, that student can be marked absent for that class which will negatively affect their attendance record for the class. This policy serves as all student's first warning and students may be marked absent without notification from the instructor.

ATTENDANCE BASED COURSES

Visible Community: This course is a 1-credit course that is now part of the Bachelor program's Core Curriculum. However, for those students who enrolled prior to 2020-2021, and who are at full-time status, they will be required to enroll in the zero-credit version of this course. For such students, there is also the option to enroll in the one-credit version of Visible Community to fulfill either Core Curriculum or Elective credits. Visible Community consists of Gather Worship, Accountability, Life Together, Professional Advancement, and City Eyes.

MAKE-UP POLICY: ATTENDANCE BASED COURSES & GRADUATION REQUIREMENTS

This policy remains in the current Academic Catalog for the benefit of Bachelor's students who enrolled at Visible Music College prior to the 2020-2021 academic year.

Worship and Accountability

While the student is still enrolled at the college, per semester failed, he or she will read a book related to the topic of worship and Christian spiritual development as assigned by the Office of Students. The student will formulate regular response papers answering questions that relate to chapters and topics within the assigned book. If the student has already walked at their Commencement, he or she can attend 16 worship services and complete

weekly Spiritual Formation Sheets in conjunction with those worship services and their own devotional life, as directed by the Office of Students.

If a student fails Worship & Accountability for two straight semesters, he or she will have their Community Scholarship revoked. The student will also be considered for pastoral contract for the next enrolled semester.

Life Group

While the student is still enrolled at the college, per semester failed, he or she will read a book related to the topic of discipleship as assigned by the Office of Students. The student will formulate regular response papers answering questions that relate to chapters and topics within the assigned book. The same make-up policy stands for any student that has already walked at their Commencement.

If a student fails Life Group for two straight semesters, he or she will have their Community Scholarship revoked. The student will also be considered for pastoral contract for the next enrolled semester.

Professional Advancement Seminar

While the student is still enrolled at the college, per semester failed, they must attend four professional development events (not musical concerts) and write a 2-page reflection paper on each event detailing what was learned in regards to professional development. The student must submit the reflection papers and proof (ticket stubs, program, etc.) to the VP of Business/Campus Director. The same make-up policy stands for any student that has already walked at their Commencement.

IndieVisible Performances

While the student is still enrolled at the college, per semester missing, they may attend a semester's worth of Performance Seminars at the college. If the student has already walked at their Commencement, they must attend 8 professional music events and submit proof (ticket stubs, program, etc.) to the Registrar for review and verification.

City Eyes Hours

While the student is still enrolled at the college, per semester (10 hours) missing, they may make up the service hours in subsequent semesters. If the student has already walked at their Commencement, these hours can be completed through serving opportunities within the community in which the graduate lives. It is always best to confirm with the City Eyes Coordinator (in the Office of Students) if any hours will count. Once the hours are complete, they must be logged in to the City Eyes online form. The City Eyes Coordinator will then communicate to the Registrar that all missing hours are complete.

CLASS CANCELLATION DUE TO WEATHER

In the event of snow or other hazardous weather occurring, students will be notified of classes being cancelled by email. Some cancellations will affect all locations. If the location of where a remote class delivery is closed due to weather, other locations will have the corresponding class cancelled. We advise students to check the dashboard of courses for updates of any class cancellations due to weather.

Awards and Honors

SEMESTER HONORS

Dean's List

The Dean's List is published at the end of each semester to honor full-time students who achieve a 3.5+ semester GPA and who also have no semester grades lower than a "C-", have not failed any zero (0) credit hour classes such as Worship & Accountability, and have no outstanding Incomplete courses.

GRADUATION AWARDS AND HONORS

Graduation Honors

Students in a certificate program will not be designated with one of the GPA based honors. These honors are reserved for programs with 60 credits or more.

- *Summa Cum Laude:* 3.90 to 4.00 cumulative GPA
- *Magna Cum Laude:* 3.75 to 3.89 cumulative GPA
- *Cum Laude:* 3.50 to 3.74 cumulative GPA

- *Valedictorian:* Highest GPA of the graduating class.
- *Salutatorian:* Second-highest GPA of the graduating class.

Students must have a GPA of 3.5 or higher to be eligible for Valedictorian or Salutatorian.

Department Excellence Awards

Excellence in Music Business Award

Awarded to the student who by word, deed, and spirit has embraced excellence as a chosen path. The recipient must have shown the highest of academic, moral, and leadership caliber throughout their college experience in the Music Business Department.

Excellence in Music Production Award

The Excellence in Music Production award is given to a graduating student who has displayed a deep comprehension of the art and science of music production. This student has a proven academic record and has delivered a collection of projects and productions that showcase his or her talents.

Excellence in Modern Music Award

The Excellence in Modern Music award is bestowed to students who have demonstrated superior skill and artistry in their discipline as well as exemplified character and integrity in all aspects in the Modern Music program. It is the normal practice of the college to confer the Excellence award across the multiple Modern Music Divisions.

Excellence in Creative Leadership Award

The Excellence in Creative Leadership award is bestowed to students who have demonstrated exemplified character and integrity in all aspects in the Creative Leadership program.

Certificate Excellence Award

The Certificate Excellence award is given to a student who has displayed academic, musical and spiritual distinction during their program. This student will have gone above and beyond the call of duty.

Leadership Award for the Visible Community

The Leadership Award is given to a student who has demonstrated outstanding character and leadership for a particular Visible Community. Staff from each community are invited to recommend a student from their community to receive this recognition when such a student has demonstrated an exceptional contribution to their community. When a student receives the Cost of Discipleship Award, the Community they represent will not typically give a Leadership Award for that year.

Cost of Discipleship Award

The Cost of Discipleship award is Visible Music College's highest honor. Like our name, the Cost of Discipleship award stems from Dietrich Bonhoeffer's manuscript, *The Cost of Discipleship*. Bonhoeffer's life was a life of service. He believed that the Church should be a visible representation of the invisible. The Cost of Discipleship award is awarded each year to a graduating student, who through their time at Visible has served both the Visible and local church community and whose life has been a visible representation of the kingdom of God.

Satisfactory Academic Progress, Probation, and Suspension

SATISFACTORY ACADEMIC PROGRESS POLICY

Visible Music College’s Satisfactory Academic Progress (SAP) policy determines whether students are making reasonable progress toward completing their degree within the federally mandated maximum of 150% of the stated credit hours for the degree. Students must achieve and maintain SAP to continue at Visible Music College. SAP is defined *qualitatively* (Minimum Cumulative GPA: 2.0) and *quantitatively* (Minimum Earned Hours: 67%) to comply with applicable laws governing federal, state, and institutional student aid.

Qualitative (Minimum Cumulative GPA: 2.0)

The student must maintain a minimum cumulative GPA of 2.0 to achieve the qualitative measure of SAP, which is the minimum GPA required for graduation. Failing to maintain the minimum GPA jeopardizes the student’s ability to graduate.

Quantitative (Minimum Earned Hours: 67%)

The student must complete the degree within 150% of the stated credit hours for the degree. Examples of these limits are as follows:

Degree	Hours in Degree	Maximum Attempted Hours
Modern Music	120	180
Music Business	120	180
Music Production	120	180
Certificate	Hours in Certificate	Maximum Attempted Hours
Modern Music	30	45
Music Business	30	45
Music Production	30	45

Thus, the student must earn 67% of the semester’s Attempted Hours to achieve the quantitative measure of SAP. Credits with final grades of “C-” or higher are considered “Earned Credit.” Credits with final grades lower than a “C-” (“D”, “F”, “I”, “W”, “WF”, or “AUD”) are not considered “Earned Credit.” A student attempting 5 semester hours or less must earn all of the Attempted Hours to meet the quantitative measurement of SAP. Students must earn at least 67% of each semester’s Attempted Hours to complete the degree within 150% limit, as shown below.

Attempted Hours	Earned Hours	Attempted Hours	Earned Hours	Attempted Hours	Earned Hours
21.5	14.5	16	11	10	7
21	14	15	10.5	9	6.5
20	13.5	14	9.5	8	5.5

19	13	13	9	7	5
18	12.5	12	8.5	6	4.5
17	12	11	7.5	5	5

Evaluation of Academic Progress

Students can monitor their academic progress in all of their courses at any time through the college's information system, Populi. At the end of each semester, the Registrar will evaluate students for SAP and identify which students require academic rehabilitative measures.

ACADEMIC REHABILITATIVE MEASURES

Academic performance that fails to achieve, or indicates difficulty in achieving, SAP will result in either Academic Warning, Academic Probation, and/or Academic Suspension. All of these rehabilitative measures involve meetings designed to help the student overcome any challenges related to achieving SAP.

Academic Warning

Academic Warning is not considered a disciplinary or punitive measure but is extended as a courtesy from Visible Music College to the student. Academic Warning will be issued at the conclusion of any semester in which the student's cumulative GPA drops below 2.25 but is still above 2.0, or in any semester when the Vice President of Academics deems it necessary to advise the student regarding his or her Satisfactory Academic Progress and its endangerment in the foreseeable future. The Academic Warning will be in effect for the following semester, and will be communicated through a letter to the student and an e-mail to the student's Visible Music College e-mail address.

The student will remain on Academic Warning until he or she shows improvement in their current semester GPA and/or the factors threatening the student's academic progress have been addressed.

Academic Warning may include, but is not limited to:

1. Voluntary reduction of Attempted Hours for the semester.
2. Voluntary, periodic meetings with the student's advisor/academic progress tutor.
3. Voluntary participation in the creation and implementation of an academic and/or pastoral care plan.

Academic Probation

A student will be placed on Academic Probation at the completion of the first semester in which either his or her current semester's GPA falls below a 2.00 or the student fails to complete at least 67% of the Attempted Hours for that semester. A student on Academic Probation may still be eligible to receive financial aid which depends on their financial aid standing. Academic Probation is not an appealable status since the student is still eligible to enroll in school and to receive financial aid. The Academic Probation will be in effect for the following semester, and will be communicated through a letter to the student and an email to the student's Visible Music College email address.

Academic Probation may include, but is not limited to:

1. One or more meetings with the Lead Academic officer of the student's campus or teaching site.
2. Mandatory reduction of attempted credits to no more than 17 credits for Fall (3 Blitz + 14 during normal semester), 14 credits for Spring, and 6 credits for Summer.
3. Weekly meetings with the student's advisor/academic progress faculty member.
4. Mandatory participation in the creation and implementation of an academic support plan and/or pastoral care plan. This will include the requirement of attending at least one (1) hour per week of academic support.
5. Not being allowed to perform or serve at promotional events on behalf of the college (this does not affect the student's ability to perform in events related to curricular requirements).

Academic Suspension

A student on Academic Probation will be placed on Academic Suspension if the student's current semester's GPA remains below a 2.00 and/or the student fails to complete at least 67% of the Attempted Hours. Students may also be placed on Academic Suspension if he or she receives more than 50% of his or her grades as "F" or "WF" after the fifth week of the Regular Session without the benefit of a probationary period except in the case of mitigating circumstances as determined by the Vice President of Academics and/or the Academic Development Team. The student will be suspended from Visible Music College for the next semester and may file a suspension appeal or petition to re-enroll at the conclusion of the suspended semester by contacting the Vice President of Academics, who will supply the student with the *Petition for Enrollment* form. The Academic Suspension will be communicated through a letter to the student and an email to the student's Visible Music College e-mail address.

A student on Academic Suspension is not eligible to receive financial aid. Upon his or her return to the college, the student must come back into compliance with the Satisfactory Academic Progress standards without the benefit of financial aid. Please see "Reinstatement of Satisfactory Academic Progress" below.

Academic Expulsion

A student will be placed on Academic Expulsion following a second Suspension. Such a student has demonstrated that he or she is not equipped to succeed at Visible Music College because of academic or other factors. In this situation, the student may be expelled from the college. If the student would like to return to the college, he or she must reapply through the Admissions Office. The Academic Expulsion will be communicated through a letter to the student and an email to the student's Visible Music College email address. A student under Academic Expulsion must complete the normal process for exiting the college.

Reinstatement of Satisfactory Academic Progress

The student who has failed to achieve Satisfactory Academic Progress, has been placed on Academic Suspension, and who has re-enrolled following his or her suspension may not qualify for student federal aid. The eligibility of student federal aid is determined by the two factors of having at least a 2.00 cumulative GPA and passing at least 67% of their total attempted credits. If it is determined that the student is not eligible to receive student federal aid, then the student must take and complete courses at his or her own expense in order to raise the cumulative GPA to a 2.00 or higher and pass at least 67% of total attempted credits. The student will be academically evaluated at the end of each semester for compliance with the Satisfactory Academic Progress standards. Upon achieving

Satisfactory Academic Progress, the student may apply for student federal aid for the following semester.

COMPULSORY WITHDRAWALS

A student's continued enrollment at Visible Music College is a privilege based not only on satisfactory scholastic status, but also on good emotional health and behavior. If, in the opinion of the administration, the student demonstrates evidence of emotional instability, the student may be referred by the administration to a college-approved counseling professional for evaluation. Refusal to obtain the evaluation when requested shall be cause for the involuntary withdrawal of the student from the college by the administration. If the counseling professional recommends that the student withdraw from the college, the student will have three (3) business days from the recommendation to withdraw voluntarily; the college will administratively withdraw the student if the student does not withdraw voluntarily. The Vice President of Students and/or the Vice President of Academics shall inform the student in a face-to-face meeting, followed up in writing, of the effective date of the withdrawal and shall explain the procedure for readmission to Visible Music College. Application for readmission after involuntary withdrawal will require evaluation by a college approved counseling professional at the student's expense. In no case shall readmission be granted after such withdrawal without the approval of a college-approved counseling professional.

Academic Misconduct

ACADEMIC DISHONESTY

Definition of Academic Dishonesty

Academic Dishonesty is the intentional or unintentional misrepresentation of coursework. Any attempt, solicitation, involvement, or conspiracy to commit academic dishonesty will also be subject to sanctions for Academic Dishonesty.

Plagiarism

Plagiarism occurs when a student presents someone else's words, ideas, or work as his or her own work. Using material in a paper without citing the author or authors, or copying a paper or article or portions of either written by another person and representing it as one's own work. Ideas borrowed or paraphrased from another writer must be cited. All material taken word-for-word from any other source must be in quotation marks, with citation following, even if the quoted material is as short as five or six words. Failure to do so will be regarded as plagiarism. Furthermore, it is cheating to change a few words of someone else's work in order to avoid the need for quotation marks. See below for sanctions specific to Plagiarism.

Double-dipping / Self-plagiarism

Double-dipping occurs when a student submits work that was developed for another instructor, without both instructors' prior, express permission. Each course expects students to complete original work to fulfill the course's assignment requirements.

Cheating

Cheating occurs when a student submits work that was developed with unapproved means (using notes or other materials not authorized by the instructor when answering a question, copying from another student, soliciting answers, or intentionally or unintentionally providing answers to other students).

Cheating is an act contrary to the values of Visible Music College, is in breach of the agreement the student enters when he/she enrolls in Visible Music College, and is incompatible with the nature of the Christian life.

Any determination of Academic Dishonesty must be reported by the instructor in through the Dishonesty Report Form to Office of Academics. Based on such reports and any documentation of final disposition through appeal the Office of Academics will maintain a permanent record of academic dishonesty offenses, including, for each student, the number of such offenses.

Sanctions for Academic Dishonesty

The staff and faculty of Visible Music College regard academic dishonesty as an extremely serious academic offense and will deal with it accordingly. Any work which is the product of academic dishonesty will receive the grade of zero (0), and, at the instructor's discretion in accordance with the class syllabus, may also result in a student's failure of the course and/or removal from the class without tuition refund, and/or referral to the Vice President of Academics for further discipline. Since academic dishonesty constitutes not simply an offense to the instructor, but also to a student's peers and the entire academic community, the Vice President of Academics (and, if circumstances warrant, with input from the Academic Development Team) may also expel the student from Visible Music College, either permanently or for a specified term. In the event of a student's second or subsequent offense, regardless of whether the instructor refers the matter to the Vice President of Academics, consideration by the Academic Development Team of the suspension or expulsion sanction shall be automatic and not subject to appeal.

Procedures Related to Receiving Academic Dishonesty Sanction

The Academic Development Team has developed a procedure to address academic dishonesty, especially instances of plagiarism. When a student is found to have committed plagiarism, the college's first action is a redemptive one. Upon the infraction, a student will receive a zero on the specific assignment, but with a chance to correct and resubmit for the initial offense. The make-up grade will be applied only after completing a research paper on the topic of academic dishonesty and plagiarism. This paper is tri-fold in nature. It is meant to be punitive for the wrong-doing; redemptive in that the student has an opportunity to make up for the mistake; and educational for the student about plagiarism and why it is so problematic. Notation of the academic dishonesty and plagiarism will also be put in the student's academic file.

Upon receiving an academic dishonesty and plagiarism report, the student will meet with a member of the Academic Development Team to review the case and initiate the corrective steps required for the student.

PERSONAL MISCONDUCT

Students are expected to participate in academic life and study in a constructive manner. Behavior which is disruptive to the college community life and contrary to the Visible Code of Conduct and other behavior policies will be regarded as grounds for pastoral contract or suspension. In cases of such behavior, the Vice President of Academics (or Academic Office campus lead) or Vice President of Students (or Student Office campus lead) shall determine whether pastoral contract or suspension is warranted. If a student has been placed on pastoral contract due to disruptive behavior, such shall ordinarily be for one semester. If no further disruptive behavior is reported, the student shall be removed from pastoral contract

the following semester. If the Vice President of Academics (or Academic Office campus lead) or Vice President of Students (or Student Office campus lead) determines that a student's behavior warrants suspension, the Vice Presidents (or campus leads) may convene the Academic Development Team to decide if suspension is warranted. If a student who has been suspended wishes to remain in good standing, he or she must request this from the Vice President of Academics.

Graduation Requirements

BACHELOR'S DEGREE PROGRAM

To participate in commencement and be awarded a Bachelor of Arts degree from Visible Music College, the student must:

- Complete all course requirements set forth for the degree.*
- Complete all requirements of zero (0) credit hour courses and other graduation requirements. This component remains for students enrolled prior to the 2020-2021 academic year. Such requirements include: Worship & Accountability, Life Group, Professional Development Seminar, IndieVisible Performances
- Have a minimum cumulative GPA of 2.0 or higher.
- Have no grades lower than a "C-" for courses required for the degree.
- Complete at least the last 30 hours of the degree at Visible Music College.
- Complete and submit an "Intent to Graduate" form before beginning the student's final year of his or her degree.
- Complete all City Eyes hours.
- Complete the checkout process.
- Fulfill all financial obligations to the college.

The student's transcript and diploma will not be released if he/she does not complete the checkout process and/or does not fulfill all financial obligations to the college, even if the student participated in commencement.

*A senior who is within 6 hours of meeting the coursework requirements for graduation may participate in Commencement with the following provisions:

- The remaining 6 hours must be completed at Visible Music College in the Summer term immediately following the Commencement in which the senior participated. Only in special circumstances, the student may be approved to transfer their final coursework from another institution, in order to complete their degree.
- One specific course that must be completed in order to walk at Commencement is the student's Senior Concert or Senior Project. Certain mitigating circumstances can be considered and approved by the Department Chair, with input from the Academic Development Team.
- Seniors who have not completed the coursework requirements will not be awarded academic honors at Commencement. Those will be determined once all credits have been completed.
- If the remaining 6 hours of coursework are not completed at Visible Music College by the end of the Fall Semester immediately following the Commencement in which the senior participated, the student will be administratively withdrawn.
- If a senior has failed attendance-based course requirements, see p79-80 for how those can be made up.
- In the event that the student with the highest earned GPA does not attend Commencement, the Salutatorian will take the place of Valedictorian. With the third highest earned GPA will then become the new Salutatorian.

CERTIFICATE PROGRAM

To be awarded a Certificate in Modern Music, Music Business, or Music Production from Visible Music College, the student must:

- Complete all course requirements set forth for the Certificate.
- Have a minimum cumulative GPA of 2.0 or higher.
- Have no grades lower than a "C-" for courses required for the degree.
- Complete and submit an "Intent to Graduate" form in the student's final semester.
- Complete the checkout process.
- Fulfill all financial obligations to the college.

Proceeding from Certificate Program to Bachelor's Program

Upon successfully completing the Certificate program, and upon receiving the Certificate in hand, if the student so desires to proceed to a Bachelor's degree at Visible Music College, the student must apply and meet the Admissions Requirements laid forth in the Academic Catalog. This includes completing the Certificate program while having maintained a cumulative GPA of 2.5 (on a 4.0 scale). The student must, then, newly apply for one of the Bachelor's degree programs through the Admissions Office.

Following the completed Certificate program, if accepted into one of the Bachelor's degree programs, Visible Music College will allow 24 credit hours toward the corresponding Bachelor's degree program. These 24 credit hours are as follows:

All programs (8 Credits)

- BTM1043 Introduction to Worship (3 credit hours)
- BTM1001 Visible Community (2 credit hours)
- BUS1134 Introduction to Music Business (3 Credits)

Modern Music (16 Credits)

- Elective (3 Credits)
- MUS1843 Music Theory 1 (3 credit hours)
- MUS1x13: Applied Lab: ___ Specialization 1 (3 credit hours - Instrument specific)
- MUS1811 Aural Theory 1 (1 credit hour)
- MUS1411 Piano Proficiency 1 (1 credit hour)
- MUS2411 Piano Proficiency 2 (1 credit hour)
- MUS1011 Applied Lab: Bands (2 credit hours)
- MUS1x11 Applied Lesson (2 credits hours*)

Music Production (16 Credits)

- Electives (3 Credits)
- AUD1243 Fundamentals of Audio (3 credit hours)
- AUD1373 Introduction to Live Sound (3 credit hours)
- AUD1263 Introduction to Recording (3 credit hours)
- AUD2263 Digital Audio Workstations (3 credit hours)
- AUD1011 Applied Lab: Audio Production (1 credit hour)

Music Business (16 Credits)

- Elective (7 credit hours)
- BUS1013 Applied Lab 1: Foundations in Music Business (3 credit hours)
- BUS1353 Publicity and Promotion (3 credit hours)
- BUS2243 Tour Management (3 credit hours)
- BUS1353 Project Management (3 credit hours)

Creative Leadership (16 Credits)

Electives (3 Credits)

BTM1643 Creative Leadership 1: Theology and Media (3 credit hours)

MED1553 Creative Writing for Church Media (3 credit hours)

MED1543 Story and Cinema (3 credit hours)

And either

BTM1573 Ministries of the Church (3 credit hours)

BTM1011 Applied Lab 1: Pastoral Role with Creatives (Identity) (1 credit hour)

Or

MED1163 Digital Film Production (3 credit hours)

MED1011 Applied Lab 1: Creative Media (Concept) (1 credit hour)

Exiting the College

All students exiting the college (graduation, withdrawal, suspension) must complete the proper process in order to exit the college. This includes, but is not limited to, Housing, Financial Aid, Business Office, and Academic Exit Survey. Students withdrawing from the college must also complete the Withdraw from School form.

Transcripts

The student's official academic record is the property of the institution. Official Transcripts will only be released at the student's request, if the student's account is cleared with all Offices of the institution. Unofficial Transcripts may be view anytime on Populi if the student has access. There is a \$15 charge for Official Transcripts. To request an Official Transcript, the student must complete Transcript Request form available here https://visible.populiweb.com/router/request_transcript.

ACADEMIC APPEAL AND PERSONAL GRIEVANCE POLICY

Visible Music College has an established process for resolving concerns and complaints within the college. Any student personally aggrieved by a staff member's words, actions, or decisions may submit an appeal or grievance to the Vice President of Academics, 200 Madison Avenue Memphis, TN 38103, 901.381.3939. The Academic Development Team (comprised of the Vice President of Academics, Academic Directors, the Department Chairs, and faculty representative(s)) may convene to consider the appeal or grievance.

1. The student must notify the Vice President of Academics (VPA) in writing of his/her intent to appeal a sanction due to Academic misconduct or to pursue the grievance within 30 days of the student's notification of the sanction or the event of personal grievance. If student does not provide this written notice, with applicable documentation, within 30 days of the sanction notice or event, he or she waives the right to pursue the appeal/grievance.
2. The Vice President of Academics will present the grievance as determined by the nature of the grievance:
 - a. **Academic Dishonesty Sanction:** The Vice President of Academics will provide a copy of the appeal to the instructor involved and convene the Academic Development Team to review the student's appeal and render a decision.
 - b. **Personal Grievance:** The Vice President of Academics will provide a copy of the grievance to the staff member involved and convene the Academic Development Team to review the student's appeal and render a decision. The Academic Development Team may decide to gather more information from the student and a peer (student) advocate of the student's choice.
 - c. **Satisfactory Academic Progress sanction:** The student must submit an Academic Suspension Appeal with the required documentation to the Vice President of Academics. The Vice President of Academics will convene the Academic Development Team to review the student's appeal and render a decision. If the student's appeal is accepted, the student will be placed on Academic Probation for the next semester. Unusual or mitigating circumstances for which a suspension may be appealed include, but are not limited to, 1) the death of a relative of the student, 2) debilitating injury or illness of the student, 3) other emergency or special circumstances.
 - d. **Grade Appeal:** If a student is not satisfied with the final grade awarded for a course, he/she may first appeal to the faculty member awarding the grade. If the student is not satisfied with this initial appeal, a second appeal should be made to the Chair of the department. If a satisfactory conclusion can still not be reached, he/she must write a letter to the Vice President of Academics explaining in detail why the grade is unsatisfactory and provide documentation (such as, but not limited to, copies of the student's work). The Vice President of Academics will provide a copy of the appeal and the supporting documentation to the instructor involved. If after receiving the student's letter, the faculty member agrees that the grade should be changed, he/she will notify the Registrar in writing of the change. If the faculty member maintains that the grade is correct, the Vice President of Academics will convene the Academic Development Team to review the student's appeal and render a decision. If a grade change is necessary, the Vice President of Academics will notify the Registrar.

3. Upon rendering an initial decision by the VPA and ADT, the findings will be communicated in writing to everyone involved. Following this, all parties have the right to be heard by submitting further input on the findings of the complaint, up to and including an appeal of the initial findings. A final decision will be determined by VPA and made available to all parties in writing.
4. When the final decision is communicated, the student will be sent in writing the comprehensive review process and informed that any further pursuit of the complaint requires moving beyond the institutional level.
5. If a complaint is not settled at the institutional level, the student may contact the following:

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Road • Forest, VA 24551
Phone: (434) 525-9539 • Fax: (434) 525-9538 • info@tracs.org
<http://www.tracs.org>

Tennessee Higher Education Commission (for Memphis based students)
404 James Robertson Parkway, Suite 1900 • Nashville, TN 37243
Phone: (615) 741-3605
<http://www.tn.gov/thec>

Illinois Board of Higher Education (for Chicago area based students)
431 East Adams Street, 2nd Floor • Springfield, IL 62701-1404
Phone: (217) 782-2551
<http://www.ibhe.state.il.us>

Texas Higher Education Coordinating Board (for Dallas based students)
P.O. Box 12788 • Austin, TX 78711
Phone: (512) 427-6200
<http://www.thecb.state.tx.us>

Bureau of Private Postsecondary Education (for California based students)
1747 N. Market Blvd. Ste 225 • Sacramento, CA 95834
P.O. Box 980818 • West Sacramento, CA 95798-0818
Phone: (916) 574-8900
<http://bppe.ca.gov>

California based students - Complaints to BPPE

For California based students, while we suggest and encourage students to follow the internal institutional grievance policy with any complaints, a California based student has the right to contact BPPE with a grievance at any time.

Distance Education Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States, commonly known as SARA

This is for any student enrolled in a) a full, distance learning education program outside the state of Tennessee or b) in specific distance learning education or online courses offered by the college.

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the [Tennessee Higher Education Commission \(https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html\)](https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the [SARA Policies and Standards \(https://nc-sara.org/resources/guides\)](https://nc-sara.org/resources/guides) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the [NC-SARA website \(http://nc-sara.org/sara-states-institutions\)](http://nc-sara.org/sara-states-institutions). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

Records Retention

Student transcripts and degree or certificate are maintained indefinitely and all other records are maintained for at least 5 years

The following are the requirements for Student Records:

- (a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- (b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - (1) The degree or certificate granted and the date on which that degree or certificate was granted.
 - (2) The courses and units on which the certificate or degree was based.
 - (3) The grades earned by the student in each of those courses.

Library

MISSION & PURPOSE

To support and strengthen the teaching and learning of Visible Music College by providing resources and services that supplement its spiritual, professional and academic endeavors.

ACADEMIC, PROFESSIONAL, SPIRITUAL SUPPORT

Students are encouraged to use the library for academic, spiritual, and/or professional support. Examples of aid include, but are not limited to, research, prayer, and resume/interview techniques.

HOURS & LOCATION

Students are advised to consult the Library portal in Populi for the current semester's Library hours.

Memphis

The Library is located in Room 111 on the first floor of 200 Madison Avenue, Memphis, TN 38103.

Chicago

The Library is located in Room 123 on the first floor of 3404 Lake Street, Lansing, Illinois, 60438.

Dallas

There is no specific Library located at this teaching site. Available resources at the Memphis campus or Chicago branch campus can be requested through Populi, the college's online system, and have shipped to students in Dallas.

California

There is no specific Library located at either teaching site in Atascadero or Redding. Available resources at the Memphis campus or Chicago branch campus can be requested through Populi, the college's online system, and have shipped to students in Atascadero and Redding.

THE COLLECTION

Visible Music College's Library collection currently holds over 4,000 physical books, electronic database subscriptions, and over 3,000 CDs/DVDs/ LPs. The collection refers to print, media, and electronic material. Materials in the physical collection are divided into the following locations: Stacks, General Reference, Sound, Video, Software, Archive, and Course Reserve.

BORROWING & CIRCULATION

Library Account

Students may access their library account online via the library portal in Populi. A library account allows students to view their checked-out items, renew items, place a hold on items, and view any outstanding fines/charges on their account.

Library Card

The student's Visible Music College ID serves as a library card but is not needed to check out materials.

Loan Period

Circulating library materials can be checked out for 14 days.

Renewals can be made three consecutive times online or unlimited times by asking library staff.

Reference books, course reserves, and archive materials are non-circulating and may not be checked-out.

Late Fees

Resources should be returned on time. Late resources are subject to late fees. Students and staff are responsible for the timely return of materials and prompt payment of balances. As a courtesy, the library sends reminder notices, but it is ultimately patron responsibility to return items. If a due date falls on a day in which the library is closed for any reason, the resource(s) should be renewed or returned before the due date.

Late fees for regular circulating materials:

1 day late: No fine

2+ days late: \$0.25/day until a \$25.00 maximum fine has been reached.

Lost Materials

If a patron reaches his/her maximum fine and has not returned the borrowed resource(s), the resource(s) will be marked as lost and the patron will be billed by the school in the amount it cost to replace the resource(s).

Damaged Materials

If any media items have been physically damaged while in patron possession, the patron will be charged for the replacement.

Textbook Reserves

All necessary course textbooks for all classes are made available to students through a semester-long loan. There are a few exceptions in specific courses that include textbooks that are not returned. Unless a book is specifically identified as one to keep, a student should plan on returning all books that they use for the semester. Students must return checked-out textbooks at the end of the semester or pay the replacement cost of the book. Purchase option for these textbooks are available if a student wants to keep the book. For such purchase options, please inquire with the Librarian.

INSTRUCTIONAL SERVICES

The library provides bibliographic and research instruction for students, faculty, and staff. The library also provides resume and interview instruction and aid.

All First-Year students are required to attend a Library Orientation session in the beginning of the Fall Semester.

Faculty may schedule and coordinate a specific library instruction session during class time.

OPEN PUBLIC ACCESS CATALOG

The college's Online Public Access Catalog (OPAC) [<http://visible.populiweb.com/library>] is accessible 24 hours per day and 7 days a week. Patrons may search the OPAC for cataloged resources in the Library collections.

COURSE RESERVES

Each faculty selects relevant supplemental resources (books, magazines, media, etc.) for their courses. Course reserves provide students with specific supplemental information and knowledge for each course offered at Visible Music College. These selected resources are located in a separate section of the library, called Course Reserves. The Library's Online Public Access Catalog (OPAC) identifies resources designated as course reserve.

ELECTRONIC DATABASES

The following electronic databases for articles and music are available for academic support and accessible via the library portal in Populi.

JSTOR	Smithsonian Global Sound
ProQuest	African American Music Reference
Grove Music Online	Classical Music Reference Library
American Song	The Garland Encyclopedia of World Music
Classical Music Library	Classical Scores Library
Contemporary World Music	Billboard Online Archives
Jazz Music Library	Tennessee Electronic Library

ARCHIVES & SPECIAL COLLECTIONS

Visible Music College Library maintains an archive of senior portfolios and projects, LPs/EPs, cassette tapes, and choral sheet music.

Archives

Archives are materials of historical significance to Visible Music College.

Special Collections

Special collections are materials which require special storage and handling for preservation.

These materials are non-circulating and are accessible in the library by request.

Requested Resources

Student requested resources should be endorsed by a faculty member and submitted to the Administrative Librarian. Requested resources will be reviewed by the Administrative Librarian and passed to the Vice President of Academics for inclusion in the acquisition process. Requested resources must meet criteria for Collection Development.

LIBRARY PARTNERSHIPS

Memphis

Visible Music College has a working relationship with the Cossitt Branch of the Memphis Public Library, located at 33 S Front Street in downtown Memphis, just a 5-minute walk from the campus. Students are encouraged to secure a Library card, which makes available all Memphis Public Library resources at the Cossitt Branch and across the city. Students can

obtain a Library card at the Cossitt Branch by showing his or her student ID and proof of residence in Memphis (Visible Music College can provide a letter of residence for all students living on campus). To setup an online account with the Memphis Public Library system, visit their website at www.memphislibrary.org, hover your computer's mouse over Account/Catalog, and click on Account Login.

Lansing-Chicago

Visible Music College has a working relationship with the Lansing Public Library, located at 2750 Indiana Ave in Lansing, just a 3-minute drive from our branch campus. Students are encouraged to secure a Library card, which makes available all Lansing Public Library resources. Students can obtain a Library card by showing his or her student ID and proof of residence in Lansing (Visible Music College can provide a letter of residence for all students living on campus). You can visit the Lansing Public Library website at www.lansingpl.org and click on "Get a Library Card" to find out more details on obtaining a Library card.

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Thus, with the exceptions listed below, the student must authorize access or corrections to the student's record(s) in writing through the Registrar's Office. Students are notified of their FERPA rights annually.

Nothing in this policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student. The designated record keepers should ensure that only pertinent items are retained in the student files.

FERPA rights cease upon death. However, it is the policy of Visible Music College that no records of deceased students be released for a period of 25 years after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin.

LIMITATIONS

Students may review anything in their records, except as listed below:

1. Confidential letters of recommendation.
2. Financial records of the student's parents or any information contained therein.
3. Medical and psychological records.
4. Other documents which students have waived their right to access. Waivers are subject to the following conditions:
 - a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition, and candidacy for employment.
 - b. Waivers cannot be required or used surreptitiously.
 - c. The student shall be told, upon request, the names of those supplying references.
5. All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.
6. Academic documents inaccessible to students because they are segregated by waivers are to be used only for the purpose for which they were prepared.

EXTERNAL USE OF INFORMATION

Directory Information

Visible Music College may disclose directory information without the student's written consent, unless the student has requested otherwise on his/her FERPA Contract. Some information cannot be restricted (as designated by the asterisk). Directory information is information that would not be considered harmful or an invasion of privacy if released.

- Student's name*
- Degrees, honors, and awards received*
- Enrollment status*
- Participation in officially recognized activities*
- Email address
- Photograph
- Major field of study
- Dates of attendance
- Most recent educational agency or institution attended

Directory information is typically used in the following:

- Promotional materials indicating the student's involvement
- Newsletters
- Dean's List
- Graduation programs

Legal/Professional Compliance

Visible Music College may release information to third parties without the student's consent only as follows:

1. To comply with federal or state laws, judicial orders, lawfully issued subpoenas, or to assist law enforcement agencies in the investigation of a specific criminal case.
2. To parents of students who are dependents as certified according to IRS standards.
3. To a student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the College that the student's use or possession of alcohol or a controlled substance constitutes a violation of a College rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s).
4. To protect the health or safety of the student or other persons in connection with an emergency, to appropriate persons if the knowledge of such information is necessary.
5. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students.
6. To authorization and accreditation agencies carrying out their functions.

INTERNAL USE OF INFORMATION

Legitimate Educational Interest

The designated record keeper determines whether a request constitutes a legitimate educational interest. This determination will be made scrupulously and with respect for the individual whose records are involved. College officials have a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility, except where access is prohibited by special policies such as those governing medical and psychological records.

Student Right to Access

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with

respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Schools are not required to provide copies of records unless extenuating circumstances prohibit an in-person review of the records. Schools may charge a fee for copies.
 - a. The student should e-mail the designated record keeper a request that identifies the desired record(s). The record keeper will schedule a time for the student to access and inspect the record(s), or advise the student to contact the appropriate record keeper. The student will review the file and complete the "Student Record Access Verification" Form that is in the file. The file must remain in the designated record keeper's office at all times.
2. The right to request the amendment of the student's records that the student believes is inaccurate, misleading, or in violation of the student's right to privacy,
 - a. The student should e-mail the designated record keeper a request that identifies the perceived inaccuracy of the record(s) and recommends an amendment. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
 - b. The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one or more individuals.
 - c. Visible Music College will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
 - d. If Visible Music College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or setting forth reasons for disagreeing with the decision.
 - e. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If Visible Music College discloses the contested portion of the record, it must also disclose the statement.
 - f. If Visible Music College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g. Directory Information, Legal/Professional Compliance, and Legitimate Educational Interest). The student should contact the Registrar to review or update consents on his/her FERPA Contract.
4. The right to disclose-without written consent or knowledge of the student or parent-personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file.
5. The right to disclose-without the written consent or knowledge of the student or parent-information from a student's education records in order to comply with a

"lawfully issued subpoena or court order in three contexts. (Grand Jury Subpoenas, Law Enforcement Subpoenas, and all other Subpoenas.)

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Visible Music College to comply with the requirements of FERPA. The student may write to the following office, which oversees FERPA rights:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Course Numbering System for Bachelor's Degree

A (Prefix)	B (Level)	C (Category)	D (Kind)	E (Credit)
BTM	1	1	4	3

A. **Prefix:** These letters indicate the course's academic discipline.

AUD - Music Production	GEN - General Education	MUS - Music
BTM - Creative Leadership	HST - History	PHI - Philosophy
BUS - Music Business	HUM - Humanities	PSY - Psychology
COM - Communication	MED - Media Content	SCI - Science
ENG - English	MTH - Mathematics	

B. **Level:** This number indicates the course's level of learning.

1 - Freshman 2 - Sophomore 3 - Junior 4 - Senior

C. **Category:** This number indicates the discipline-specific category of the course.

#	Gen. Ed.	BTM	MED	MUS	BUS	AUD
0	General	General	General	General, Performance, History, Composition, Commercial Woodwinds	General	General
1	Introduction (sequence)	Old Testament	Film	Guitar	Publicity	Production
2	Introduction (sequence)	New Testament	Web	Bass	Concerts, Venues, and Tours	Studio
3	Leadership	Theology	Marketing	Drums	Management	Reinforcement
4		History		Keyboard/Piano	Publishing, Design & Content	Stage Production
5		Church, Ministry	Story, Writing	Vocals	Leadership, Strategy	
6		Media		Songwriting	Marketing	
7		Mission, Intercultural		Worship Leadership	Finance	
8				Commercial Brass, Theory		
9				Commercial Strings		

D. **Kind:** This number indicates nature of course instruction.

0 - Attendance-based Seminar	5 - Lecture (sequence)
1 - Applied Lab (sequence)	6 - Seminar (sequence)
2 - Applied Lab (sequence)	7 - Seminar (sequence)
3 - Applied Lesson	8 - Internship
4 - Lecture (sequence)	9 - Project/Concert

E. **Credits:** This number indicates how many semester credit hours the course is worth.

0 - .5 semester hour (or 0 semester hours if the third number is also a 0)
1 - 1 semester hour
2 - 2 semester hours
3 - 3 semester hours

Course Number	Course Name
AUD1011	Applied Lab: Audio Production 1
AUD1021	Applied Lab: Audio Production 2
AUD1143	Audio Production 1: Producer Basics
AUD1243	Fundamentals of Audio
AUD1263	Introduction to Recording
AUD1373	Introduction to Live Sound
AUD2011	Applied Lab: Audio Production 3
AUD2021	Applied Lab: Audio Production 4
AUD2143	Audio Production 2: Studio Arranging
AUD2243	Recording Techniques
AUD2263	Digital Audio Workstations
AUD2363	Equipment Maintenance & Repair
AUD2373	Live Sound Mixing
AUD3011	Applied Lab: Audio Production 5
AUD3021	Applied Lab: Audio Production 6
AUD3081	Professional Internship 1
AUD3243	Mixing Techniques
AUD3263	Advanced Digital Audio Workstations
AUD3443	Stage Production
AUD4082	Professional Internship 2
AUD4083	Professional Internship 3
AUD4091	Senior Project: Music Production
AUD4143	Audio for Multimedia
AUD4163	Commercial Release Seminar
AUD4243	Audio Business Administration
AUD4263	Mixing & Mastering
AUD4343	Sound Reinforcement
AUD4363	Sound System Design
BTM1001	Visible Community
BTM1011	Applied Lab 1: Pastoral with Creatives – Identity
BTM1021	Applied Lab 2: Pastoral with Creatives – Story
BTM1043	Introduction to Worship
BTM1143	Old Testament Survey
BTM1243	New Testament Survey
BTM1353	The Spirit and Acts
BTM1563	Spiritual Formation
BTM1573	Ministries of the Church

BTM1643	Creative Leadership 1: Theology and Media
BTM1743	Creative Leadership 2: Intercultural Studies
BTM2011	Applied Lab 3: Pastoral with Creatives – Content
BTM2021	Applied Lab 4: Pastoral with Creatives – Image
BTM2363	Introduction to Christian Theology
BTM2443	History of the Church
BTM2563	Life and Writings of Bonhoeffer
BTM3011	Applied Lab 5: Pastoral with Creatives – Presentation
BTM3021	Applied Lab 6: Pastoral with Creatives – Team-Building
BTM3081	Professional Internship 1
BTM3143	Psalms and Wisdom Books
BTM3253	Life and Teachings of Christ
BTM3343	Theology of the Kingdom
BTM3373	Biblical Hermeneutics
BTM3863	Contextual Preaching and Teaching
BTM4081	Professional Internship 2
BTM4091	Senior Project: Ministry
BTM4253	Life and Letters of Paul
BTM4563	Conflict Resolution in Community
BTM4763	Missional Life
BTM4743	Global Leadership
BUS1013	Applied Lab 1: Music Business Foundations
BUS1023	Applied Lab 2: Publicity and Promotion
BUS1043	Introduction to Music Business
BUS1163	Publicity & Promotions Seminar
BUS1353	Project Management
BUS2013	Applied Lab 3: Concert Booking
BUS2023	Applied Lab 4: Artist Management and Marketing
BUS2243	Tour Management
BUS2263	Concert Booking and Promotion
BUS2353	Artistic Management and Representation
BUS2643	Music Marketing, Distribution, and Merchandising
BUS3013	Applied Lab 5: Business Planning and Grant Writing
BUS3023	Applied Lab 6: Graphic Design
BUS3043	Business Administration
BUS3081	Madison Line Records Internship
BUS3091	Madison Line Records Project
BUS3463	Graphic Design and Content Management

BUS4082	Professional Internship 2
BUS4083	Professional Internship 3
BUS4092	Major Industry Contribution Project
BUS4443	Music Publishing Administration
BUS4543	Strategy and Entrepreneurship
BUS4553	Business Strategy and the Future
BUS4643	Marketing Research
BUS4653	Brands and Branding
BUS4743	Financial Accounting
BUS4753	Entrepreneurial Finances and Private Equity
COM1063	Public Communication
ENG1113	English Composition 1
ENG2113	English Composition 2
GEN0000	Visible Music College Orientation
GEN1000	Professional Development Seminar
HUM3043	Survey of Music History
HUM3053	History of Popular Music in American Society
LDR4333	Leadership Development and Care
MED1011	Applied Lab 1: Creative Media – Concept
MED1021	Applied Lab 2: Creative Media – Writing
MED1163	Digital Film Production
MED1543	Story and Cinema
MED1553	Creative Writing for Church Media
MED2011	Applied Lab 3: Creative Media – Production
MED2021	Applied Lab 4: Creative Media – Video Marketing
MED3011	Applied Lab 5: Creative Media – Live Audio/Video
MED3021	Applied Lab 6: Creative Media – Sales
MED2163	Digital Film Techniques
MED3081	Professional Internship 1
MED3173	Digital Film Post-Production
MED3273	Web Design
MED4081	Professional Internship 2
MED4091	Senior Project: Content
MED4343	Media Marketing Strategies
MTH2113	College Algebra
MUS1001	Songwriting Critique & Evaluation
MUS1011	Applied Lab: Bands
MUS1013	Applied Lab: Commercial Woodwinds Specialization 1

MUS1031	Applied Lesson: Commercial Woodwinds 1
MUS1113	Applied Lab: Guitar Specialization 1
MUS1130	Applied Lesson: Guitar 1 (for non-majors)
MUS1131	Applied Lesson: Guitar 1
MUS1170	Applied Group Lesson 1: Guitar (for non-majors)
MUS1213	Applied Lab: Bass Specialization 1
MUS1230	Applied Lesson: Bass 1 (for non-majors)
MUS1231	Applied Lesson: Bass 1
MUS1313	Applied Lab: Drums Specialization 1
MUS1331	Applied Lesson: Drums 1
MUS1411	Piano Proficiency 1
MUS1413	Applied Lab: Keyboard Specialization 1
MUS1430	Applied Lesson: Keyboard 1 (for non-majors)
MUS1431	Applied Lesson: Keyboard 1
MUS1470	Applied Group Lesson 1: Keyboard
MUS1513	Applied Lab: Vocal Specialization 1
MUS1530	Applied Lesson: Vocal 1 (for non-majors)
MUS1531	Applied Lesson: Vocal 1
MUS1570	Applied Group Lesson 1: Vocals
MUS1613	Applied Lab: Songwriting Specialization 1
MUS1630	Applied Lesson: Songwriting 1
MUS1713	Applied Lab: Worship Leadership Specialization 1
MUS1811	Aural Theory 1
MUS1813	Applied Lab: Commercial Brass Specialization 1
MUS1831	Applied Lesson: Commercial Brass 1
MUS1843	Music Theory 1: Music Foundations
MUS1913	Applied Lab: Commercial Strings Specialization 1
MUS1931	Applied Lesson: Commercial Strings 1
MUS2011	College Choir
MUS2013	Applied Lab: Commercial Woodwinds Specialization 2
MUS2031	Applied Lesson: Commercial Woodwinds 2
MUS2113	Applied Lab: Guitar Specialization 2
MUS2130	Applied Lesson: Guitar 2 (for non-majors)
MUS2131	Applied Lesson: Guitar 2
MUS2170	Applied Group Lesson 2: Guitar (for non-majors)
MUS2213	Applied Lab: Bass Specialization 2
MUS2230	Applied Lesson: Bass 2 (for non-majors)
MUS2231	Applied Lesson: Bass 2

MUS2313	Applied Lab: Drums Specialization 2
MUS2331	Applied Lesson: Drums 2
MUS2411	Piano Proficiency 2
MUS2413	Applied Lab: Keyboard Specialization 2
MUS2430	Applied Lesson: Keyboard 2 (for non-majors)
MUS2431	Applied Lesson: Keyboard 2
MUS2470	Applied Group Lesson 2: Keyboard
MUS2513	Applied Lab: Vocal Specialization 2
MUS2530	Applied Lesson: Vocal 2 (for non-majors)
MUS2531	Applied Lesson: Vocal 2
MUS2570	Applied Group Lesson 2: Vocal
MUS2613	Applied Lab: Songwriting Specialization 2
MUS2630	Applied Lesson: Songwriting 2
MUS2713	Applied Lab: Worship Leadership Specialization 2
MUS2811	Aural Theory 2
MUS2813	Applied Lab: Commercial Brass Specialization 2
MUS2831	Applied Lesson: Commercial Brass 2
MUS2843	Music Theory 2: Beginning Harmony
MUS2913	Applied Lab: Commercial Strings Specialization 2
MUS2931	Applied Lesson: Commercial Strings 2
MUS3013	Applied Lab: Commercial Woodwinds Specialization 3
MUS3031	Applied Lesson: Commercial Woodwinds 3
MUS3043	Survey of Western Music History
MUS3063	Electronic Music and Technology
MUS3081	Professional Internship 1
MUS3113	Applied Lab: Guitar Specialization 3
MUS3130	Applied Lesson: Guitar 3 (for non-majors)
MUS3131	Applied Lesson: Guitar 3
MUS3213	Applied Lab: Bass Specialization 3
MUS3230	Applied Lesson: Bass 3 (for non-majors)
MUS3231	Applied Lesson: Bass 3
MUS3313	Applied Lab: Drums Specialization 3
MUS3331	Applied Lesson: Drums 3
MUS3413	Applied Lab: Keyboard Specialization 3
MUS3430	Applied Lesson: Keyboard 3 (for non-majors)
MUS3431	Applied Lesson: Keyboard 3
MUS3513	Applied Lab: Vocal Specialization 3
MUS3530	Applied Lesson: Vocal 3 (for non-majors)

MUS3531	Applied Lesson: Vocal 3
MUS3613	Applied Lab: Songwriting Specialization 3
MUS3630	Applied Lesson: Songwriting 3
MUS3713	Applied Lab: Worship Leadership Specialization 3
MUS3730	Applied Lesson: Worship Leadership 3
MUS3811	Aural Theory 3
MUS3813	Applied Lab: Commercial Brass Specialization 3
MUS3831	Applied Lesson: Commercial Brass 3
MUS3843	Music Theory 3: Intermediate Harmony
MUS3913	Applied Lab: Commercial Strings Specialization 3
MUS3931	Applied Lesson: Commercial Strings 3
MUS4013	Applied Lab: Commercial Woodwinds Specialization 4
MUS4031	Applied Lesson: Commercial Woodwinds 4
MUS4043	Conducting & Ensemble Leadership
MUS4053	Composition and Arranging
MUS4082	Professional Internship 2
MUS4083	Professional Internship 3
MUS4091	Senior Concert
MUS4113	Applied Lab: Guitar Specialization 4
MUS4130	Applied Lesson: Guitar 4 (for non-majors)
MUS4131	Applied Lesson: Guitar 4
MUS4213	Applied Lab: Bass Specialization 4
MUS4230	Applied Lesson: Bass 4 (for non-majors)
MUS4231	Applied Lesson: Bass 4
MUS4313	Applied Lab: Drums Specialization 4
MUS4331	Applied Lesson: Drums 4
MUS4413	Applied Lab: Keyboard Specialization 4
MUS4430	Applied Lesson: Keyboard 4 (for non-majors)
MUS4431	Applied Lesson: Keyboard 4
MUS4513	Applied Lab: Vocal Specialization 4
MUS4530	Applied Lesson: Vocal 4 (for non-majors)
MUS4531	Applied Lesson: Vocal 4
MUS4613	Applied Lab: Songwriting Specialization 4
MUS4630	Applied Lesson: Songwriting 4
MUS4713	Applied Lab: Worship Leadership Specialization 4
MUS4730	Applied Lesson: Worship Leadership 4
MUS4811	Aural Theory 4
MUS4813	Applied Lab: Commercial Brass Specialization 4

MUS4831	Applied Lesson: Commercial Brass 4
MUS4843	Music Theory 4: Extended Harmony
MUS4913	Applied Lab: Commercial Strings Specialization 4
MUS4931	Applied Lesson: Commercial Strings 4
PHI2243	Philosophy of Religion
PSY2143	Introduction to Psychology
SCI2143	Acoustical Physics

*Additional Course Names and Abbreviations for Acting, Creative Leadership are included in the Addendum

Course Descriptions

Some courses have prerequisite requirements. A student may register for a course with pre-requisite requirements if the pre-requisite requirement has been successfully completed or if the student and the student's advisor reasonably believe that the pre-requisite requirement will be successfully completed before the next semester. Some prerequisites require concurrent enrollment in another course. If a student fails a required concurrent course, the student may audit, rather than retake, the successfully completed corresponding course. Requests to waive pre-requisite requirements must be approved by the Office of Academics and the Department Chair.

CORE CURRICULUM (GENERAL EDUCATION & CREATIVE LEADERSHIP)

BTM1000 - Visible Community (0 semester hours)

Visible Community allows students to come together for the corporate expression of praise and worship. Along with discussion, prayer, and spiritual growth, Visible Community focuses on building and sustaining community with an emphasis on academic and professional development.

BTM1001 - Visible Community (1 semester hour)

Visible Community allows students to come together for the corporate expression of praise and worship. Along with discussion, prayer, and spiritual growth, Visible Community focuses on building and sustaining community with an emphasis on academic and professional development.

BTM1043 - Introduction to Worship (3 semester hours)

A comprehensive study of the history and theology of worship found in the Old and New Testament. Beginning with Creation, this course will take an in-depth look at the biblical foundations for our worship theology and how it applies to worshippers today.

BTM1143 - Old Testament Survey (3 semester hours)

This course is a broad overview of the literary, historical, geographical, and religious dimensions of the Old Testament. Students will receive a general but complete view of the entire Old Testament period and will be guided to an understanding of God's purposeful and covenantal activity in the lives and history of Israel and, through Christ, in the Church. Significant attention will also be given to a study of the Psalms and their contribution to Hebrew and contemporary worship. Finally, students will be introduced to biblical study skills essential for personal devotion, ministry, and artistic inspiration.

BTM1243 - New Testament Survey (3 semester hours)

This course will provide an overview of the literary, historical, geographical, and religious dimensions of the New Testament. Special attention is given to the following subjects: the historical setting (political, social, and religious) of the first century Palestine; the Gospels, focusing upon the life and ministry of Jesus Christ, His death and resurrection; the growth of the new church as found in Acts; the ministry of Paul through his missionary journeys and epistles; the challenges of opposition from the Roman Empire, pagan culture, and the Jews; the continued delay of the return of Jesus Christ; and the rise of the second generation of leaders within the church. All study will be completed with a view towards application of principles discovered to each person's life in the world today.

BTM1563 - Spiritual Formation (3 semester hours)

This course is an introduction to spiritual practices designed to help the learner grow in the grace of God. Through the disciplined application of these practices throughout the semester, students will learn to become lifelong seekers of a deeper, more meaningful relationship with God.

BTM2363 - Introduction to Christian Theology (3 semester hours)

This course is a study of the major concepts of Christian theology and their interrelationships. As students are introduced to the history and practice of thinking theologically, they will explore how best to form theological beliefs that result in a life and ministry characterized by doxology (worship). Introduction to Christian Theology builds upon the biblical foundations provided by Old and New Testament Survey.

BTM4763 - Missional Life (3 semester hours)

Prerequisites: BTM2363 Introduction to Christian Theology.

This course guides the student through a survey of the key biblical texts and primary sources related to how the C/church understands her kingdom mission. In addition, student will examine the ideas and practices of various Christian faith traditions in their attempt to be faithful to the texts, the Church, and the world. Church, Kingdom, and Mission serves as the capstone of the student's ministry training.

COM1063 - Public Communication (3 semester hours)

A public communication course that emphasizes a broad range of communication principles and skills, ranging such topics as interpersonal communication, public speaking, culture and the media, listening, conflict, as well as effective gospel communication. The goal is to see students develop as responsible and faithful Christian communicators.

ENG1113 - English Composition 1 (3 semester hours)

This course introduces students to skills and strategies required for successful academic and professional writing through writing projects in a variety of genres. Students are introduced to the principles of rhetoric, foundations in research, and writing with sources with a focus on the sustained improvement of the student's writing skills.

ENG2113 - English Composition 2 (3 semester hours)

Prerequisite: ENG1113 - English Composition 1.

Building on the foundations of writing addressed in ENG1113, this course focuses more specifically on written argumentation to develop the student's ability to construct, analyze, and evaluate arguments. Attention is specifically given to the composition of an extended essay that articulates a clear, argumentative claim. Further students will be introduced to a

selection of literature to support critical reasoning, analysis, and writing with texts.

GEN0000 - Visible Music College Orientation (0 semester hours)

Visible Music College Orientation is required for all first-time incoming students. Orientation will introduce the student to several overarching facets of the school, including educational philosophy, community values, relational ministry, servanthood, and the pursuit of the student's field within the scope of the kingdom of God. Other topics will include those beneficial to the academic success of the student, such as time management, work ethic, personal practice/project techniques, and introduction to resources including laptop training, electronic materials, and familiarization with the Visible Music College Library.

HUM3043 - Survey of Music History (3 semester hours)

Survey of Music History is an overview of the elements of Global, Western and Church Music. The student will strengthen critical listening skills and descriptive vocabulary while distinguishing musical style periods, comparing master composers and their masterworks, and examining society's influence on music and the influence of music on society.

HUM3053 - History of Popular Music in American Society (3 semester hours)

History of Popular Music in American Society examines trends in American popular music and culture from the post-civil war era to the end of the 20th century. Attention is given to the influence of American cultural events on the music of the United States and the impact of the communication of these ideas on the world. This course will include analysis of past, current, and future trends in popular music and music technology.

LDR4333 - Leadership Development and Care (3 semester hours)

Prerequisites: BTM1563 - Spiritual Formation.

This course consists in guided instruction on topics relating to care for self, leadership development and care of others. Students will first gain a foundation in how to genuinely care for themselves. Attention will then be given to the development of leadership skills and strengths, as well as understanding ministry and spiritual gifts. Lastly, students will explore aspects related to the spiritual care of others. Much of the course will be practical application of the material learned in the class setting.

MTH2113 - College Algebra (3 semester hours)

This course contains basic algebra concepts vital to business professionals, media professionals, and artists. Particular emphasis is placed on developing problem solving skills as related to the disciplines of the college.

PHI2243 - Philosophy of Religion (3 semester hours)

This course consists in guided instruction on topics relating to philosophy, worldview and ethics. Students will begin by gaining a foundation in philosophy, including engagement with some key Christian thinkers. Connected to this philosophical foundation, the course will also explore a spectrum of life worldviews. Lastly, students will develop an ethical foundation, including case studies in pertinent areas of ethics.

PSY2143 - Introduction to Psychology (3 semester hours)

This course serves as an introduction to the theory and practice of psychology from a Christian perspective. The student will analyze Biblical and psychological texts to understand fundamental principles of exploring and understanding human nature. The student will also explore selected therapy practices.

SCI2143 - Acoustical Physics (3 semester hours)

Acoustical physics introduces the principles of the science of sound. Concepts include the definition of sound, vibrating systems, transmission of waves, resonance, human hearing, sound pressure, pitch and timbre, musical scales, construction of musical instruments and room acoustics.

CREATIVE LEADERSHIP**BTMX0X1 - Applied Labs 1-6** (1 semester hour each)

Prerequisites: BTM1021, BTM2011, BTM2021, BTM3011, and BTM3021 require the successful completion of the preceding course number in sequence before enrolling.

Applied Lab allows the student to apply techniques he or she learns in Creative Leadership courses to real-world situations. The student will lead pastoral projects for bands and songwriters during the lab time with a focus on six progressive elements of creative leadership within the Constant Attention system. The student will also provide artist support during band rehearsals, worship times, and live concerts and events.

BTM1011 - Applied Lab 1: Pastoral with Creatives – Identity

BTM1021 - Applied Lab 2: Pastoral with Creatives – Story

BTM2011 - Applied Lab 3: Pastoral with Creatives – Content

BTM2021 - Applied Lab 4: Pastoral with Creatives – Image

BTM3011 - Applied Lab 5: Pastoral with Creatives – Presentation

BTM3021 - Applied Lab 6: Pastoral with Creatives – Team-Building

BTM1353 - The Spirit and Acts (3 credits)

This course will provide an overview of the New Testament book of Acts. Special attention is given to the religious context of first century Palestine, the acts of the Holy Spirit, and the growth of the church as found in Acts. All study will be completed with a view towards application of principles discovered to ministry and leadership.

BTM1573 - Ministries of the Church (3 credits)

This course focuses on developing foundations for healthy ministry and leadership roles within the local and wider church setting. Contemporary church models and practices will be examined in light of Scripture.

BTM1643 - Creative Leadership 1: Theology and Media (3 credits)

This course guides students through the process of developing healthy theological perspectives and practices regarding media. Students will learn to both appreciate and critique various media outlets, platforms and practices.

BTM1743 - Creative Leadership 2: Intercultural Studies (3 credits)

This course focuses on developing intercultural leaders. Attention will be given to understanding culture, practical aspects of how intercultural communities relate, and what that means for the development of innovative leaders for ministry and professional settings.

BTM2443 - History of the Church (3 credits)

This course offers an overview of the social, cultural, and historical contexts of five major periods in church history: 1) the development and origins of the church in the first century CE, 2) the development of orthodoxy through the councils and creeds of the early church, 3) the events and situations surrounding the Protestant Reformation, 4) the church and its engagement in the Age of Reason and, finally, 5) developments within the modern church of the twentieth and twenty-first centuries.

BTM2563 - Life and Writings of Bonhoeffer (3 credits)

A focus on the writings of Dietrich Bonhoeffer with special attention to his significant work, *The Cost of Discipleship*. Students will also interact with Bonhoeffer's life story, theology, community, action and other works. This course is the seminal course within the Bonhoeffer Institute of Biblical Discipleship.

BTM3253 - Life and Teachings of Christ (3 credits)

A study of the life and teachings of Jesus Christ. The four gospels will be examined to gain an understanding of the history, background, setting and theological themes of each of the gospels. Special attention will be given to Christ's message and mission in regards to leadership development.

BTM3081 - Professional Internship 1 (1 credit)

Professional Internship focuses on the creative ministry professional's role within the church, creative production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

BTM3143 - Psalms and Wisdom Books (3 credits)

Students will examine the elements of Hebrew poetry and wisdom literature found within the Old Testament Scriptures. In particular, these writings will be studied in detail: the Psalms, Proverbs, Job, Song of Songs and Ecclesiastes.

BTM3253 - Life and Teachings of Christ (3 credits)

A study of the life and teachings of Jesus Christ. The four gospels will be examined to gain an understanding of the history, background, setting and theological themes of each of the gospels. Special attention will be given to Christ's message and mission in regards to leadership development.

BTM3343 - Theology of the Kingdom (3 credits)

Guided instruction in studies on the kingdom of God. Students will participate in developing a sound biblical and theological understanding of the kingdom, the relationship that exists between the kingdom of God and the church, and understanding differing views concerning eschatology. Students will be practically developed as leaders who understand their mission within God's kingdom.

BTM3373 - Biblical Hermeneutics (3 credits)

A course that introduces the hermeneutical, exegetical and contextual practices for studying the Bible. Students will examine key issues in Bible interpretation with the goal of interpreting particular passages in Scripture and applying them to real life situations.

BTM3863 - Contextual Preaching and Teaching (3 credits)

A course centered on the art of contextual preaching and teaching. Study will focus on text selection and exploration, development of certain communication tools, and the delivery of an inspiring message within a contextual setting. Students will also analyze sample sermons and teachings.

BTM4081 - Professional Internship 2 (1 credit)

Professional Internship focuses on the creative ministry professional's role within the church, creative production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by the faculty supervisor is required. This course may be repeated for credit.

BTM4091 - Senior Project: Ministry (1 credit)

The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of creative ministry and content creation. Students are required to complete a capstone project or paper using material learned throughout the program. The topic of the Senior Project should be beneficial to the student and/or useful for the Creative Leadership Department. This course is intended to be taken during the student's final semester before graduation.

BTM4253 - Life and Letters of Paul (3 credits)

Study of the life and letters of the apostle Paul. Attention will be given to these letters written to church communities: Galatians, Thessalonians, Corinthians, Philippians, and Romans. Attention will also be given to letters written to individuals: Timothy, Titus and Philemon. Each writing will be examined in order to better develop students as leaders within their ministry and professional setting.

BTM4563 - Conflict Resolution in Community (3 credits)

Students will develop awareness to conflict within church and ministry settings, as well as how to lead people through such conflict with spiritual discernment and sensitivity. Focus will be on understanding personality types, leadership structures, peacemaking and biblical conflict resolution.

BTM4743 - Global Leadership (3 credits)

Development of innovative leaders who understand the growing intercultural and global contexts in which we find ourselves in the 21st century. Leadership perspectives will be examined in order to empower students as visionaries who lead practical change within one's intercultural and global setting.

MEDX0X1 - Applied Labs 1-6 (1 semester hour each)

Prerequisites: MED1021, MED2011, MED2021, MED3011, and MED3021 require the successful completion of the preceding course number in sequence before enrolling.

Applied Lab allows the student to apply techniques he or she learns in Creative Leadership courses to real-world situations. The student will lead video and content projects for bands and songwriters during the lab time with a focus on six progressive elements of creative leadership within the Constant Attention system. The student will also provide video and content support during band rehearsals, worship times, and live concerts and events.

- MED1011 - Applied Lab 1: Creative Media – Concept
- MED1021 - Applied Lab 2: Creative Media – Writing
- MED2011 - Applied Lab 3: Creative Media – Production
- MED2021 - Applied Lab 4: Creative Media – Video Marketing
- MED3011 - Applied Lab 5: Creative Media – Live Audio/Video
- MED3021 - Applied Lab 6: Creative Media – Sales

MED1163 - Digital Film Production

This course is designed to teach the concepts and processes used in making a digital short film: scriptwriting, pre-production, production, post-production and distribution. Students will learn the elements of a good story and ultimately produce a digital short film.

MED1543 - Story and Cinema (3 credits)

Fundamentals in the study of the meta-narrative story of God and creation and its implication on human storytelling. Focus is given to the history and analysis of cinematic arts in the modern era with an aim to guide students into storyboarding and real-life settings for clarity and leadership.

MED1553 - Creative Writing for Church Media (3 credits)

Development of personal creative writing and examples of how contemporary ministry settings depend on common and individual story. Attention is given to media practices and platforms with an aim to guide students into original work from creative and real-life settings for ministry and leadership.

MED2163 - Digital Film Techniques (3 credits)

This course is designed to expose students to the tools and techniques used in digital film production including film photography, audio recording, lighting, and post-production. The course will focus on the knowledge of terminology and hands-on use of digital film tools to produce and edit video. Students will also understand editing techniques, video technology and graphic creation.

MED3081 - Professional Internship 1 (1 credit)

Professional Internship focuses on the creative ministry professional's role in church, creative production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

MED3173 - Digital Film Post-Production (3 credits)

Prerequisite: MED2163 - Digital Film Techniques.

Building upon Digital Film Techniques, this course is designed to instruct in further concepts and processes for making digital film. The course will take students through the end processes of film production, particularly post-production and distribution, with the ultimate goal of producing a digital film.

MED3273 - Web Design (3 credits)

This course is designed to give students a working knowledge of HTML and how it is used on the internet, giving students a foundational comprehension, appreciation and awareness for its function in web-delivered presentations. Other software and web-based templates will be thoroughly explored for practical application in real-life projects.

MED4081 - Professional Internship 2 (1 credit)

Professional Internship focuses on the creative ministry professional's role in church, creative production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help

evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

MED4091 - Senior Project: Content (1 credit)

The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of creative ministry and content creation. Students are required to complete a capstone project or paper using material learned throughout the program. The topic of the Senior Project should be beneficial to the student and/or useful for the Creative Leadership Department. This course is intended to be taken during the student's final semester before graduation.

MED4343 - Media Marketing Strategies (3 credits)

This course is a study of the fundamental use of originally created media sources in marketing products, services and organizations. Topics will include media development, deployment, application, strategy for promotion, publicity and public relations, advertising and new media. The goal will be to see students apply skills learned for the creation of media for specific marketing purposes.

MODERN MUSIC

MUSXX13 - Applied Lab: Specializations (3 semester hours)

Co-requisites: For Specialization 1, concurrent enrollment in MUS1843 - Music Theory 1, MUS1811 - Aural Theory 1, and MUS1411 - Piano Proficiency 1. Specialization 1 is a prerequisite to Specialization 2. Specialization 2 is a prerequisite to Specialization 3. Specialization 3 is a prerequisite to Specialization 4.

Specializations are group lessons that relate to the chosen discipline (guitar, bass, drums, keyboard, vocals, songwriting, worship leadership, commercial brass, commercial strings, and commercial woodwinds) and interact closely with the applied lesson. Attention is given to technique and mastery, as well as general considerations in the specific field.

MUS1013 - Applied Lab: Commercial Woodwinds Specialization 1
MUS2013 - Applied Lab: Commercial Woodwinds Specialization 2
MUS3013 - Applied Lab: Commercial Woodwinds Specialization 3
MUS4013 - Applied Lab: Commercial Woodwinds Specialization 4

MUS1113 - Applied Lab: Guitar Specialization 1
MUS2113 - Applied Lab: Guitar Specialization 2
MUS3113 - Applied Lab: Guitar Specialization 3
MUS4113 - Applied Lab: Guitar Specialization 4

MUS1213 - Applied Lab: Bass Specialization 1
MUS2213 - Applied Lab: Bass Specialization 2
MUS3213 - Applied Lab: Bass Specialization 3
MUS4213 - Applied Lab: Bass Specialization 4

MUS1313 - Applied Lab: Drums Specialization 1
MUS2313 - Applied Lab: Drums Specialization 2
MUS3313 - Applied Lab: Drums Specialization 3

MUS4313 - Applied Lab: Drums Specialization 4

MUS1413 - Applied Lab: Keyboard Specialization 1

MUS2413 - Applied Lab: Keyboard Specialization 2

MUS3413 - Applied Lab: Keyboard Specialization 3

MUS4413 - Applied Lab: Keyboard Specialization 4

MUS1513 - Applied Lab: Vocal Specialization 1

MUS2513 - Applied Lab: Vocal Specialization 2

MUS3513 - Applied Lab: Vocal Specialization 3

MUS4513 - Applied Lab: Vocal Specialization 4

MUS1613 - Applied Lab: Songwriting Specialization 1

MUS2613 - Applied Lab: Songwriting Specialization 2

MUS3613 - Applied Lab: Songwriting Specialization 3

MUS4613 - Applied Lab: Songwriting Specialization 4

MUS1713 - Applied Lab: Worship Leadership Specialization 1

MUS2713 - Applied Lab: Worship Leadership Specialization 2

MUS3713 - Applied Lab: Worship Leadership Specialization 3

MUS4713 - Applied Lab: Worship Leadership Specialization 4

MUS1813 - Applied Lab: Commercial Brass Specialization 1

MUS2813 - Applied Lab: Commercial Brass Specialization 2

MUS3813 - Applied Lab: Commercial Brass Specialization 3

MUS4813 - Applied Lab: Commercial Brass Specialization 4

MUS1913 - Applied Lab: Commercial Strings Specialization 1

MUS2913 - Applied Lab: Commercial Strings Specialization 2

MUS3913 - Applied Lab: Commercial Strings Specialization 3

MUS4913 - Applied Lab: Commercial Strings Specialization 4

MUSXX3X - Applied Lessons (.5 or 1 semester hour)

Prerequisites: Placement and assignment of course number by primary instructor based on the student's completion of lesson benchmarks. This course may be repeated for credit. Non-emphasis students may Late Register for Applied Lessons, if the instructor has room. Half-hour drum lessons and one hour Songwriting and Worship Leadership lessons offered only by request. Co-requisites: For 1000-level lessons, concurrent enrollment in or successful completion of MUS1843 Music Theory 1, MUS1811 - Aural Theory 1, and MUS1411 - Piano Proficiency 1.

Applied Lessons are weekly times for development and mentoring in the student's primary discipline (guitar, bass, drums, keyboard, vocals, songwriting, worship leadership, commercial brass, commercial strings, and commercial woodwinds). These lessons can also be fulfilled through an Applied Group Lesson at the 1000 and 2000-level, which are mainly organized for Guitar, Keyboards, and Vocals.

Available Applied Lesson Numbers, to be assigned by instructor:

**Single asterisk indicates that concurrent enrollment in the corresponding section is required.*

***Double asterisk indicates that the lesson is not normally offered and must be requested.*

MUS1030** Comm. WdW level 1, .5 s.h. MUS1031 Comm. WdW level 1, 1 s.h.

MUS2030**	Comm. WdW level 2, .5 s.h.	MUS2031	Comm. WdW level 2, 1 s.h.
MUS3030**	Comm. WdW level 3, .5 s.h.	MUS3031	Comm. WdW level 3, 1 s.h.
MUS4030**	Comm. WdW level 4, .5 s.h.	MUS4031	Comm. WdW level 4, 1 s.h.
MUS1130	Guitar level 1, .5 s.h.	MUS1131	Guitar level 1, 1 s.h.
MUS2130	Guitar level 2, .5 s.h.	MUS2131	Guitar level 2, 1 s.h.
MUS3130	Guitar level 3, .5 s.h.	MUS3131	Guitar level 3, 1 s.h.
MUS4130	Guitar level 4, .5 s.h.	MUS4131	Guitar level 4, 1 s.h.
MUS1230	Bass level 1, .5 s.h.	MUS1231	Bass level 1, 1 s.h.
MUS2230	Bass level 2, .5 s.h.	MUS2231	Bass level 2, 1 s.h.
MUS3230	Bass level 3, .5 s.h.	MUS3231	Bass level 3, 1 s.h.
MUS4230	Bass level 4, .5 s.h.	MUS4231	Bass level 4, 1 s.h.
MUS1330**	Drums level 1, .5 s.h.	MUS1331	Drums level 1, 1 s.h.
MUS2330**	Drums level 2, .5 s.h.	MUS2331	Drums level 2, 1 s.h.
MUS3330**	Drums level 3, .5 s.h.	MUS3331	Drums level 3, 1 s.h.
MUS4330**	Drums level 4, .5 s.h.	MUS4331	Drums level 4, 1 s.h.
MUS1430	Keyboard level 1, .5 s.h.	MUS1431	Keyboard level 1, 1 s.h.
MUS2430	Keyboard level 2, .5 s.h.	MUS2431	Keyboard level 2, 1 s.h.
MUS3430	Keyboard level 3, .5 s.h.	MUS3431	Keyboard level 3, 1 s.h.
MUS4430	Keyboard level 4, .5 s.h.	MUS4431	Keyboard level 4, 1 s.h.
MUS1530	Vocal level 1, .5 s.h.	MUS1531	Vocal level 1, 1 s.h.
MUS2530	Vocal level 2, .5 s.h.	MUS2531	Vocal level 2, 1 s.h.
MUS3530	Vocal level 3, .5 s.h.	MUS3531	Vocal level 3, 1 s.h.
MUS4530	Vocal level 4, .5 s.h.	MUS4531	Vocal level 4, 1 s.h.
MUS1630	Songwriting level 1, .5 s.h.	MUS1631**	Songwriting level 1, 1 s.h.
MUS2630	Songwriting level 2, .5 s.h.	MUS2631**	Songwriting level 2, 1 s.h.
MUS3630	Songwriting level 3, .5 s.h.	MUS3631**	Songwriting level 3, 1 s.h.
MUS4630	Songwriting level 4, .5 s.h.	MUS4631**	Songwriting level 4, 1 s.h.
MUS1730*	Wrshp. Ldr. level 1, .5 s.h.	MUS1731**	Wrshp. Ldr. level 1, 1 s.h.
MUS2730*	Wrshp. Ldr. level 2, .5 s.h.	MUS2731**	Wrshp. Ldr. level 2, 1 s.h.
MUS3730	Wrshp. Ldr. level 3, .5 s.h.	MUS3731**	Wrshp. Ldr. level 3, 1 s.h.
MUS4730	Wrshp. Ldr. level 4, .5 s.h.	MUS4731**	Wrshp. Ldr. level 4, 1 s.h.
MUS1830**	Comm. Brass level 1, .5 s.h.	MUS1831	Comm. Brass level 1, 1 s.h.
MUS2830**	Comm. Brass level 2, .5 s.h.	MUS2831	Comm. Brass level 2, 1 s.h.
MUS3830**	Comm. Brass level 3, .5 s.h.	MUS3831	Comm. Brass level 3, 1 s.h.
MUS4830**	Comm. Brass level 4, .5 s.h.	MUS4831	Comm. Brass level 4, 1 s.h.
MUS1930**	Comm. Stgs level 1, .5 s.h.	MUS1931	Comm. Stgs level 1, 1 s.h.
MUS2930**	Comm. Stgs level 2, .5 s.h.	MUS2931	Comm. Stgs level 2, 1 s.h.
MUS3930**	Comm. Stgs level 3, .5 s.h.	MUS3931	Comm. Stgs level 3, 1 s.h.
MUS4930**	Comm. Stgs level 4, .5 s.h.	MUS4931	Comm. Stgs level 4, 1 s.h.

MUS1001 - Songwriting Critique & Evaluation (0 semester hours)

This course provides space for all Songwriting students to critique and evaluate one another's songs. Only those students who are Songwriting majors or are enrolled in a Songwriting Lesson are enrolled in this.

MUS1011 - Applied Lab: Bands (1 semester hour)

Co-requisite: Concurrent enrollment in an applied lesson, or faculty placement.

Applied Lab: Bands is a performance-based course which enables the student to apply curriculum from private lessons and/or sectionals in an immediate, "real-world" playing context by way of live performances and studio recording. The musical style of the bands will vary with the level of ability of the players, current trends in popular music, and instructor assignments.

MUS1411 - Piano Proficiency 1 (1 semester hour)

Concurrent enrollment in or successful completion of MUS1843 Music Theory 1 and MUS1811 Aural Theory 1.

In this class, students will learn to play major and minor scales, harmonize melodies with a simple left-handed accompaniment, learn transposition rules, and read and play basic chord progressions using both hands.

MUS1811 - Aural Theory 1 (1 semester hour)

Prerequisites: Satisfactory completion of the Visible Music College entrance exam, or faculty placement. Co-Requisites: Concurrent enrollment in or satisfactory completion of MUS1843 Music Theory 1 and MUS1411 Piano Proficiency 1.

Aural Theory 1 is an interactive course in which the student develops beginning to elementary musical abilities such as sight singing, melodic, harmonic, and rhythmic dictation. Special attention is given to developing techniques on how to listen and aurally analyze all genres of music.

MUS1843 - Music Theory 1: Foundations of Music (3 semester hours)

Prerequisites: Satisfactory completion of the Visible Music College entrance exam, or faculty placement. Co-Requisites: Concurrent enrollment in or satisfactory completion of MUS1411 Piano Proficiency 1 and MUS1811 Aural Theory 1.

This course progresses from the fundamentals of writing and analyzing music through an elementary understanding of melody, harmonic progression, musical structure and style. The student is expected to have rudimentary familiarity with the keyboard and will begin a process toward proficiency in keyboard harmony.

MUS2011 - College Choir (1 semester hour)

Prerequisite: Completed or concurrent enrollment in MUS1843 - Music Theory 1 and MUS1811 - Aural Theory 1 or approved placement by the Modern Music Dept Chair and Vocal Division Head.

A vocal ensemble of mixed voices dedicated to the study, rehearsal, and performance of a variety of choral literature. This course may be repeated for credit and is open to all students interested in a college choral singing experience. This course may count for credit for MUS1011 Bands.

MUS2411 - Piano Proficiency 2 (1 semester hour)

Prerequisites: MUS1843 - Music Theory 1, MUS1411 - Piano Proficiency 1, and MUS1811 - Aural Theory 1, or faculty placement. Co-requisite: Concurrent enrollment in MUS2843 - Music Theory 2 and MUS2811 - Aural Theory 2.

Piano Proficiency 2 is an interactive course in which the student develops elementary to intermediate musical abilities such as sight singing, melodic, harmonic, and rhythmic

dictation. Special attention is given on how to incorporate these skills into furthering the creative process.

MUS2811 - Aural Theory 2 (1 semester hour)

Prerequisites: MUS1843 Music Theory 1, MUS1411 Piano Proficiency 1, and MUS1811 Aural Theory 1, or faculty placement. Co-requisites: Concurrent enrollment in or successful completion of MUS2843 Music Theory 2 and MUS2411 Piano Proficiency 2.

Music Theory Lab 2: Aural is an interactive course in which the student develops elementary to intermediate musical abilities such as sight singing, melodic, harmonic, and rhythmic dictation. Special attention is given on how to incorporate these skills into furthering the creative process.

MUS2843 - Music Theory 2: Beginning Harmony (3 semester hours)

Prerequisites: MUS1843 Music Theory 1, MUS1411 Piano Proficiency 1, and MUS1811 Aural Theory 1, or faculty placement. Co-requisites: Concurrent enrollment in or successful completion of MUS2411 Piano Proficiency 2 and MUS2811 Aural Theory 2.

This course progresses from an elementary understanding of harmonic progression through an intermediate grasp of functional progression, harmonic analysis, chromaticism in the common practice, and musical form and analysis. The student is expected to have an elementary familiarity with the keyboard and will continue a process toward proficiency in keyboard harmony.

MUS3063 - Electronic Music and Technology (3 semester hours)

Prerequisites: For Modern Music students: MUS4843 Music Theory 4, MUS4811 Aural Theory 4.

Electronic Music and Technology is a course designed to give the student an understanding of electronic music production, looping, sampling, and creating tracks for use in live performance.

MUS3081 - Professional Internship 1 (1 semester hours)

Prerequisite: 30 credit hours of the Modern Music program completed.

Professional Internship is focused on the professional's role in the student's field, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit. This course must be completed in the semester in which he or she has enrolled.

MUS3811 - Aural Theory 3 (1 semester hour)

Prerequisites: MUS2843 Music Theory 2, MUS2411 Piano Proficiency 2, and MUS2811 Aural Theory 2, or faculty placement. Co-Requisites: Concurrent enrollment in or successful completion of MUS3843 - Music Theory 3.

Aural Theory 3, taken concurrently with Music Theory 3, is an interactive course in which the student develops intermediate to advanced musical abilities such as sight singing, melodic, harmonic, and rhythmic dictation. Special attention is given to developing techniques on how to listen and aurally analyze all genres of music and identify style and practices.

MUS3843 - Music Theory 3: Intermediate Harmony (3 semester hours)

Prerequisites: MUS2843 Music Theory 2, MUS2411 Piano Proficiency 2, and MUS2811 Aural Theory 2, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS3811 Aural Theory 3.

This course progresses from extended chromaticism in music and borrowed chords through other systems of harmonic organization. The student will be trained to hear music and dissect form by theoretical analysis. The student will be introduced to and progress through jazz harmonic organization and improvisation. Concepts learned will be applied through various techniques of performing and arranging for voice and instruments.

MUS4043 - Conducting and Ensemble Leadership (3 semester hours)

Prerequisites: MUS2843 Music Theory 2, MUS2811 Aural Theory 2, and MUS2411 Piano Proficiency 2. This practicum will provide the student with an opportunity to increase ensemble leadership skills. Study will focus on musical preparation for leadership and the technique of conducting. The student will learn how to confidently interpret the wishes of the original composer or artist as well as lead in spontaneous settings.

MUS4053 - Composition and Arranging (3 semester hours)

Prerequisites: MUS4843 Music Theory 4 and MUS4811 Aural Theory 4. Composition and Arranging uses the language and skills gained in Music Theory to both understand and attain basic mastery in composing original works and creating arrangements of existing works. The course will focus largely on contemporary commercial music composition and arranging techniques through analysis, listening, and application. The culmination of the course will be a portfolio containing one medium scale original composition, multiple arrangements, original recordings, and a critical analysis of a contemporary commercial work.

MUS4082 / MUS4083 - Professional Internship 2 (3) (2 or 3 semester hours)

Prerequisite: 30 credit hours of the Modern Music program completed. Professional Internship is focused on the professional's role in the student's field, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit. This course must be completed in the semester in which he or she has enrolled.

MUS4091 - Senior Concert (1 semester hours)

Prerequisites: 4000-level lesson enrollment and 80 completed credits. Co-Requisite: Concurrent enrollment in the applied lesson. The Senior Concert allows the Modern Music student to demonstrate mastery of his or her musical field (guitar, voice, keyboard, bass, percussion, songwriting, or worship leading) through performance of senior-level musical repertoire. The Senior Concert process enables the student to lead the planning, rehearsal, and execution of a musical event through the preparation activities of repertoire and ensemble selection and leadership, personnel recruitment, personal and corporate rehearsal, scheduling, advertising, and communication.

MUS4811 - Aural Theory 4 (1 semester hour)

Prerequisites: MUS3843 Music Theory 3 and MUS3811 Aural Theory 3, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS4843 Music Theory 4. Aural Theory 4 will equip the student with an ability to aurally identify, distinguish between, analyze, and create musical motives and themes. The medium of film and film music is utilized in order to allow the student to work in a contemporary art music setting.

MUS4843 - Music Theory 4: Extended Harmony (3 semester hours)

Prerequisites: MUS3843 Music Theory 3 and MUS3811 Aural Theory 3, or faculty placement.
Co-Requisite: Concurrent enrollment in or successful completion of MUS4811 Aural Theory 4.
This course is designed to allow the student to develop mastery of music composition and arranging. Drawing on historical and contemporary contexts, the student will expand his or her understanding and technique of composition and analysis allowing for immersion in the musical experience.

MUSIC BUSINESS

BUSX0X3 - Applied Labs 1-6 (3 semester hours)

Prerequisites: BUS1023, BUS2013, BUS2023, BUS3013, and BUS3023 require the successful completion of the preceding course number in sequence before enrolling.

A career-oriented course of study in business communication skills, computer skills, and the music industry administration. Taken in conjunction with Music Business curriculum, the student will gain experiential knowledge while performing music business roles within the college environment. The student will gain experience managing and marketing contemporary bands. In addition, the student will gain understanding and practical application of key leadership principles necessary for effective band management.

BUS1013 - Applied Lab 1: Foundations in Music Business

BUS1023 - Applied Lab 2: Publicity and Promotion

BUS2013 - Applied Lab 3: Concert Booking

BUS2023 - Applied Lab 4: Artist Management and Marketing

BUS3013 - Applied Lab 5: Business Planning and Grant Writing

BUS3023 - Applied Lab 6: Graphic Design

BUS1043 - Introduction to Music Business (3 semester hours)

**Required for all students*

This course is an introduction and survey to the business of commercial music. This includes a study of the business systems and functional roles within the music business, the historical development of music business, specific detail of job position relationships, and the services of music related business. Areas to be covered include Artist Management, Publishing, Venue Management, Booking, Marketing and Sales.

BUS1163 - Publicity and Promotions Seminar (3 semester hours)

Prerequisite: BUS1043 Introduction to Music Business.

The student will become familiar with the work of publicity and promotion of artists and events within the music industry. As an outworking of this class, the student will promote and prepare publicity and promotion for actual events.

BUS1353 - Project Management (3 semester hours)

Students will learn project management techniques and the application of those techniques in regards to the three constraints. This course outlines the methods and procedures use in Project Management. The course disseminates strategies and methodologies to keep projects within budget, on time, while creating the highest probability of success. Students will be introduced to the concept of project risk management. Students will learn PMI best practices in how to Initiate, Plan, Execute, Control and Monitor; and Close a project. The class includes the use of Critical Path Method (CPM) and the creation of a work breakdown schedule (WBS). Students will apply project management techniques and tools to music business related projects such as recordings, tours, marketing campaigns, etc.

BUS2243 Tour Management (3 semester hours)

Tour Management is the key role in order for an artist to have a successful tour: From hiring the production team and road crew, to being the communication hub and liason between Management, Booking Agent, Promoter and Band, to insuring all aspects of the tour happen on time and within budget. An effective tour manager must be able to organize transportation, scheduling, and the financial aspects of an artist's time on the road. Additionally students will learn learn effective merchandising and promotion techniques, the procurement of sponsorships, and the technical side of touring: stage plots, sound and lights, and how to settle up the show when the music's over. This course gives a detailed overview of the complete touring management and music merchandising process.

BUS2263 - Concert Booking and Promotion (3 semester hours)

A study of the fundamentals of concert booking and promotion. Topics will include booking agency, promoters, contracts, riders, settlement procedures, finance, venue selection, target marketing, audience projections, and promotional packages and techniques.

BUS2353 - Artist Management and Representation (3 semester hours)

An analysis and implementation course covering the various aspects of artist management, including talent agencies, personal management, performance preparation, recording contracts, financial advising, business management and artist promotion. Special attention is given to the relationship between the artist and the management team with emphasis on communication and presentation.

BUS2643 - Music Marketing, Distribution, and Merchandizing (3 semester hours)

Prerequisite: MTH2113 College Algebra.

This course is a study of the fundamentals of marketing as it relates to recorded music. Topics will include product development, pricing, sales, distribution and supply chain management, promotion, publicity and public relations, advertising, and new media.

BUS3043 - Business Administration (3 semester hours)

Prerequisite: MTH2113 College Algebra.

This course is a presentation of basic business principles needed for administrating independent music or ministry, including accounting principles, business planning, fund raising, resource management, human resources, and business ethics.

BUS3081 - Madison Line Records Internship (1 semester hour)

Prerequisite: 30 credit hours of the Music Business program completed.

Madison Line Records Internship (formerly Professional Internship 1) is the first of two internships focused on the professional's role in music business, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit. This course must be completed in the semester in which the student enrolls.

BUS3091 - Madison Line Records Project (1 semester hour)

The Madison Line Records Project (formerly Junior Project) demonstrates the student's comprehension of creative, technical, and professional aspects of the music business. The topic of the Project should be beneficial to the student and/or useful for future music business students. This course is intended to be taken during the student's third year.

Offered each Fall unless an exception is approved by the Department Chair and the Office of Academics.

BUS3463 - Graphic Design and Content Management (3 semester hours)

Music business professionals in today's music business must have a working knowledge of basic graphic design and content management principles. This course will familiarize students with basics of graphic design including form, brand, message development, visual concepts, and fundamental design theory. Additionally this course is designed to give a student practical experience with the current and most used web content management systems. Students will be introduced to both applied aspects of content management technologies as well as the brand image strategies and issues involved.

BUS4082/BUS4083 - Professional Internship 2 (3) (2 or 3 semester hours)

Prerequisite: 30 credit hours of the Music Business program completed.

Professional Internship is the second and more advanced of two internships focused on the professional's role in music business, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit, but must be completed in the semester in which he or she enrolls.

BUS4092 - Major Industry Contribution Project (2 semester hours)

Prerequisite: 85 credit hours of the Music Business program completed.

The Major Industry Contribution Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of the music business. The student is required to complete a portfolio of his or her work as well as a capstone project or paper using material learned through the program. The topic of the Senior Project should be beneficial to the student and/or useful for future music business students. This course is intended to be taken during the student's final semester before graduation. Offered each Spring unless an exception is approved by the Department Chair and the Vice President of Academics.

BUS4443 - Music Publishing Administration (3 semester hours)

Prerequisite: MTH2113 College Algebra.

This course seeks to give the student an experience comparable to working for a music publishing company. The student will complete projects within the various departments of the company and work toward the acquisition and exploitation of music copyrights.

BUS4543 - Strategy and Entrepreneurship (3 semester hours)

The barriers to entry in the music business have dramatically declined in the past few years. This is simultaneously creates unprecedented entrepreneurial opportunities and a hyper-competitive marketplace. This course delves into the strategic decision-making and dynamic thinking required to navigate the music business of the future. Students will be exposed to strategic planning, intrinsic and extrinsic motivators, evolving business models, and necessary attributes to create a competitive advantage in the digital age of the music business. Students will explore how to monetize music in the future- including recorded music, live performance, publishing, synchronization, and strategic brand partnerships. Students will learn the entrepreneurial tools particular to the music industry that foster innovation and be empowered to actualize the student's vision for their vocational aspirations.

BUS4553 - Business Strategy and the Future (3 semester hours)

The ability to successfully navigate in an industry going through a period of immense change brought about by disruptive technologies and change in consumer valuations on the worth of the industry historical product is crucial. This course instructs students on how to answer the questions; what is the worth of music in the age of digital revolution?; where do marketplace opportunities to monetize music lie in the future?; and what is needed of industry leaders in the global content industry? Students will learn to knowledge brokers with the transitional dynamics at work in the production of musical culture between global brands, independent music companies and the consumer.

BUS4643 - Marketing Research (3 semester hours)

Provides students with a practical strategic knowledge of consumer behavior and the modern factors of influence on that behavior. Students will be challenged to develop sound marketing strategy in view of dynamically predicting consumer behavior and harnessing it in marketing activities. Additionally this course provides insight into the attributes, theories, and assumptions of marketing research. Students will gain practical experience in planning and implementing marketing research in business management; survey research and questionnaire design; scientific research design; data collection; analytical statistics; and communication of research results.

BUS4653 - Brands and Branding (3 semester hours)

Conceptualizing, creating and communicating brands is at the pragmatic value center of the future of the music industry. Students will learn the innovative strategies and how to accurately measure brand strength, loyalty and reach. Students will about brand curve and how to convert casual consumers in to brand champions. Particular emphasis will be given to developing and delivering a meaningful brand message to increase brand loyalty and engagement. Topics include co-branding, artists as brands, globalization, and digital technologies.

BUS4743 - Financial Accounting (3 semester hours)

This course offers a foundation on the fundamental principles of accounting and record-keeping in business operations. Students will be guided through underlying framework and concepts of Financial Accounting and how accounting fits into the overall business environment of the modern music industry. Emphasis is placed on the proper recording and reporting financial information in a business. Students will learn the role accounting functions perform in advising economic decision-making. Students will discover the uses of financial statements and the analytical tools needed in today's music business. Topics include accountings role in financial position, operating results, cash flows, and financial strength. Students will study Generally Accepted Accounting Principe and their applications for decision-making.

BUS4753 - Entrepreneurial Finance and Private Equity (3 semester hours)

In this course students will come to understand the financial aspects of small business entrepreneurship for owners of sole proprietorships, partnerships, and small nonpublic corporations. This course provides an understanding of the business concepts and private equity vernacular an entrepreneur needs in order to speak the language private equity investors are looking for. This course explores private equity from the position of the entrepreneur as well as the investors in private equity partnerships. Students will learn how to prepare and understand and calculate financial statements, Return on Investment, Internal Rate of Return, how to discount cash flows, Net Present Value, inventory

management, depreciation and Break-even analysis. Students will also spend significant time learning to accurately forecast business level and project level ventures.

MUSIC PRODUCTION

AUDX0X1 - Applied Lab: Audio Production (1 semester hour)

Audio Production Lab allows the student to apply techniques he or she learns in audio courses to real-world situations. The student will record and mix VMC band songs and songwriter demos during the lab time. The student will also provide live sound support during band rehearsals, worship times, and live concerts and events.

AUD1011 - Applied Lab: Audio Production 1

AUD1021 - Applied Lab: Audio Production 2

AUD2011 - Applied Lab: Audio Production 3

AUD2021 - Applied Lab: Audio Production 4

AUD3011 - Applied Lab: Audio Production 5

AUD3021 - Applied Lab: Audio Production 6

AUD1143 - Audio Production 1: Producer Basics (3 semester hours)

Audio Production Lab allows the student to apply techniques he or she learns in audio courses to real-world situations. The student will record and mix VMC band songs and songwriter demos during the lab time. The student will also provide live sound support during band rehearsals, worship times, and live concerts and events.

AUD1243 - Fundamentals of Audio (3 semester hours)

Fundamentals of Audio introduces the student to the concepts and techniques used in modern audio production. The course focuses on fundamental sound theory, analog and digital audio basics, audio equipment, and production processes. The course also includes a substantial focus on ear training, including frequency, compression, distortion, and time modulation recognition. This course is fully online.

AUD1263 - Introduction to Recording (3 semester hours)

Introduction to Recording introduces the student to the equipment and techniques used in the modern recording studio. The student will gain a basic understanding of signal flow, channel strips, inputs and outputs, and various approaches to recording using analog consoles, DAWs, patchbays, studio microphones, and professional processing equipment.

AUD1373 - Introduction to Live Sound (3 semester hours)

**Required for all students*

Introduction to Live Sound introduces the student to the basics of a live sound reinforcement system and basic operation of analog and digital live sound consoles. The student will gain hands-on experience through Visible's audio equipment, including consoles, monitors, speakers, amplifiers, and microphones.

AUD2143 - Audio Production 2: Studio Arranging (3 semester hours)

Prerequisite: AUD1143 Audio Production 1.

Audio Production 2 will further expose the student to the language of music as applicable to the music producer in the recording studio. Concentration is centered on instrumentation, applied keyboard harmony, musical styles and grooves, basic arranging of song material, ear training for the record producer, production design/arrangement, and innovative

production for current music. Extensive listening assignments will be given and recordings will be made in this class.

AUD2243 - Recording Techniques (3 semester hours)

Prerequisite: AUD1243 Fundamentals of Audio.

Recording Techniques advances the student in the current tools and techniques used to record the most common musical instruments in the modern recording studio. The student will gain theoretical knowledge and practical experience through participating in class and working on assigned audio projects in a recording studio. Critical listening of commercial productions will be utilized for reference purposes.

AUD2263 - Digital Audio Workstations (3 semester hours)

Prerequisite: AUD1263 Introduction to Recording.

Digital Audio Workstations exposes the student to the tools and skills pertaining to digital audio software. The student will learn Avid Pro Tools and Apple Logic Pro. The curriculum focuses on editing, arranging, mixing, and composing in both programs. The student will be prepared to take the basic certification exams for both Pro Tools and Logic Pro at the end of the course. This course is fully online.

AUD2363 - Equipment Maintenance and Repair (3 semester hour)

Equipment Maintenance and Repair introduces the student to basic electronics and walks through the basic care and troubleshooting of audio gear. Students will work together to troubleshoot problems in Visible's sound systems and get hands-on experience in equipment repair and basic construction projects.

AUD2373 - Live Sound Mixing (3 semester hour)

Prerequisite: AUD1373 Introduction to Live Sound.

Live Sound Mixing examines advanced techniques for live sound mixing. Emphasis is given to advanced application of processing and mixing in different acoustic environments. The course is practical in nature and may include events and concerts hosted at Visible Music College.

AUD308X - Professional Internship (1-3 semester hours)

Professional Internship focuses on the professional's role in music production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

AUD3243 - Mixing Techniques (3 semester hours)

Prerequisite: AUD2243 Recording Techniques 2.

Mixing Techniques presents to the student the craft and art of mixing in the commercial studio. The focus will be centered on mixing with Logic Pro, though techniques learned are transferable to any DAW or mixing console. The student will learn how to properly apply processing such as EQ, dynamics, and spatial effects to professional mixes. The student may be working on mixing and finishing projects/songs for Visible Music College that may be commercially released.

AUD3263 - Advanced Digital Audio Workstations (3 semester hours)

Prerequisite: AUD3263 Digital Audio Workstations.

Advanced Digital Audio Workstations covers the top-level user techniques for Logic Pro and Pro Tools. Topics covered include mix engine mechanics, advanced mixing and automation techniques, specialized music and post-production techniques, and advanced MIDI processing. The student will be prepared to take the Logic Pro Level Two exam and the Pro Tools Certified Operator exam at the conclusion of the course. This course is fully online.

AUD3443 - Stage Production (3 semester hours)

Stage Production exposes the student to the visual and logistical components of live event production. Topics include lighting systems and design, video recording and playback systems, stage management, and set design.

AUD4043 - Audio History and Aesthetics (3 semester hours)

Prerequisite: AUD2143 Audio Production 2.

Audio History and Aesthetics surveys the history of audio technology and music production while engaging the student in analysis and discussion of the techniques and philosophies used to create seminal and award-winning records. The student will develop an ear for different music production styles and be able to apply and adapt the techniques to his or her own projects.

AUD408X - Professional Internship 2 (1-3 semester hours)

Professional Internship focuses on the professional's role in music production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

AUD4091 - Senior Project: Music Production (1 semester hour)

The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of music production. Students are required to complete a capstone project or paper using material learned through the program. The topic of the Senior Project should be beneficial to the student and/or useful for the music production department. This course is intended to be taken during the student's final semester before graduation.

AUD4143 - Audio for Multimedia (3 semester hours)

Prerequisite: AUD3243 Mixing Techniques.

Audio for Multimedia introduces the student to the tools of audio production beyond the music studio. Concentration is centered on radio and podcast production, basic recording for film and television, post-production techniques, film scoring, and sound design for film and video games. The student will complete multiple creative projects to demonstrate comprehension and application of course content.

AUD4161 - Commercial Release Seminar 1 (1 semester hour)

Prerequisite: AUD2143 Audio Production 2.

Commercial Release Seminar 1 teams students from the music production program with music business students and Madison Line Records to begin the process of creating and releasing a commercially viable product. Topics include planning, project management,

contracts, and team dynamics. The student will utilize his or her varied skills in both the creative and business side of the production of the final project.

AUD4172 - Commercial Release Seminar 2 (2 semester hours)

Prerequisite: AUD4161 Commercial Release Seminar 1.

Commercial Release Seminar 2 teams students from the music production program with music business students and Madison Line Records to continue and complete the process of creating and releasing a commercially viable product. Topics include planning, project management, contracts, and team dynamics. The student will utilize his or her varied skills in both the creative and business side of the production of the final project.

AUD4243 - Audio Business Administration (3 semester hours)

Audio Business Administration explores the issues related to the management of an audio production-centric business. Emphasis will be given to business planning, time management, resource allocation, personnel dynamics, and financial management. The student will learn the business side of production, including professional client service, promotional methods, equipment selection and purchasing, and setting rates. The student will also learn about emerging distribution channels.

AUD4263 - Mixing & Mastering (3 semester hours)

Prerequisite: AUD3243 Mixing Techniques.

Mixing & Mastering presents the student with advanced skills in mixing while exploring the philosophy, purpose, and process of mastering and finalizing a commercial recorded project. The student will learn advanced level mixing techniques, such as stereo bus compression and mid/side processing. Mastering will be illuminated as the last creative step in the process of producing a recorded album. The student will have the opportunity to put these techniques to use by working on projects for Visible Music College that may be commercially released.

AUD4343 - Sound Reinforcement (3 semester hours)

Prerequisite: AUD2363 Equipment Maintenance and Repair

Sound Reinforcement advances the student's knowledge of the science, craft, and art of audio signal mixing in a live concert setting. Advanced concepts of electronics, room design, speaker enclosure construction, and amplification will be covered. Consoles used will include a variety of analog and digital mixing consoles in various room types and music productions. Students will be working on concerts and events for Visible Music College and on location as needed.

AUD4363 - Sound System Design (3 semester hours)

Prerequisite: AUD4343 Sound Reinforcement.

Sound System Design covers the tools and techniques used in modern sound reinforcement design for both portable and permanent systems. Topics include wiring, digital networking, equipment selection and optimization, acoustical design, and multimedia integration.

Certificate Course Numbering System

A (Prefix)	B (Level)	C (Category)	D (Kind)	E (Certificate)
BTM	1	1	4	4

A. **Prefix:** These letters indicate the course's academic discipline.

AUD - Music Production MED - Media Content
 BTM - Creative Leadership MUS - Music
 BUS - Music Business

B. **Level:** This number indicates the course's level of learning.

1 - Certificate (some Bachelor's degree courses also begin with 1)

C. **Category:** This number indicates the discipline-specific category of the course.

#	BTM	MED	MUS	BUS	AUD
0	General; Applied Lab		Applied Lab	Applied Lab	Applied Lab
1	Worship	Media	Guitar	General; Management	General
2	Spiritual Formation		Bass	Project; Strategy	Studio
3	Bible Foundations		Drums		Live Sound
4			Keyboard		
5	Bible Study		Vocals		
6	Communication		Songwriting		
7	Church		Worship Leadership		
8			Theory; Ear/Instrument		
9					

D. **Kind:** This number indicates nature of course's instruction.

0 - Attendance-based Seminar 4 - Lecture (sequence)
 1 - Applied Lab (sequence) 5 - Seminar (sequence)
 2 - Applied Lab (sequence) 6 - Seminar (sequence)
 3 - Lecture (sequence)

E. **Certificate:** This number indicates a Certificate level course at Visible Music College.

4 - Denotes a 3-credit hour class at the Certificate level

Course Number	Course Name
AUD1014	Applied Lab: Production 1
AUD1024	Applied Lab: Production 2
AUD1114	Basics of Audio
AUD1214	Basics of the Recording Studio
AUD1234	Basics of Digital Audio Workstations
AUD1314	Basics of Live Sound
BTM1014	Visible Community
BTM1024	Visible Community
BTM1034	Visible Community
BTM1044	Visible Community
BTM1054	Applied Lab: Creative Leadership 1
BTM1064	Applied Lab: Creative Leadership 2
BTM1144	Worship Foundations
BTM1244	Practices of Spiritual Formation
BTM1344	Biblical Foundations
BTM1544	Bible Study Methods
BTM1644	Creative Communication Methods
BTM1744	Foundations of Church Ministries
BUS1114	Applied Lab: Business 1
BUS1124	Applied Lab: Business 2
BUS1134	Fundamentals of Music Business
BUS1144	Business Planning
BUS1224	Leadership Management
BUS1234	Project Management Fundamentals
BUS1244	Music Business Strategy
MED1134	Basics of Digital Film
MED1144	Creative Media for Church
MUS1001	Songwriting Critique & Evaluation
MUS1014	Applied Lab: Modern Music 1
MUS1024	Applied Lab: Modern Music 2
MUS1114	Applied Lab: Guitar 1
MUS1124	Applied Lab: Guitar 2
MUS1214	Applied Lab: Bass 1
MUS1224	Applied Lab: Bass 2
MUS1314	Applied Lab: Drums 1
MUS1324	Applied Lab: Drums 2

MUS1414	Applied Lab: Keyboard 1
MUS1424	Applied Lab: Keyboard 2
MUS1514	Applied Lab: Vocal 1
MUS1524	Applied Lab: Vocal 2
MUS1614	Applied Lab: Songwriting 1
MUS1624	Applied Lab: Songwriting 2
MUS1714	Applied Lab: Worship Leadership 1
MUS1724	Applied Lab: Worship Leadership 2
MUS1814	Ear and Keyboard Training 1
MUS1824	Ear and Keyboard Training 2
MUS1834	Foundations of Music Theory 1
MUS1844	Foundations of Music Theory 2

*Additional Course Names and Abbreviations for Dance, Acting, Creative Leadership and Web-development are included in the Addendum.

Course Descriptions

Some courses have prerequisite requirements. A student may register for a course with pre-requisite requirements if the pre-requisite requirement has been successfully completed or if the student and the student's advisor reasonably believe that the pre-requisite requirement will be successfully completed before the next semester. Some prerequisites require concurrent enrollment in another course. If a student fails a required concurrent course, the student may audit, rather than retake, the successfully completed corresponding course. Requests to waive pre-requisite requirements must be approved by the Vice President of Academics and the Department Chair.

CREATIVE LEADERSHIP

BTM10_4 - Visible Community (0 credit hours)

Visible Community allows students to come together for the corporate expression of praise and worship. Along with discussion, prayer, and spiritual growth, Visible Community focuses on building and sustaining community with an emphasis on academic and professional development.

BTM1014 - Visible Community (Module 1)

BTM1024 - Visible Community (Module 2)

BTM1034 - Visible Community (Module 3)

BTM1044 - Visible Community (Module 4)

BTM1054 - Applied Lab: Creative Leadership 1 (3 credit hours)

The Applied Lab allows the student to apply techniques he or she learns in the Creative Leadership courses to real-world situations. The student will lead pastorally focused projects for peer students during the lab time. The student will also provide artist care support during student events such as worship times, rehearsals and live concerts.

BTM1064 - Applied Lab: Creative Leadership 2 (3 credit hours)

The Applied Lab allows the student to apply techniques he or she learns in Creative Leadership courses to real-world situations. The student will lead video and content projects for peer students during the lab time. The student will also provide video and content support during student events such as worship times, rehearsals and live concerts.

BTM1144 - Worship Foundations (3 credit hours)

A study of the history and theology of worship found in the Old and New Testament. Beginning with Creation, this course will take an in-depth look at the biblical foundations for our worship theology and how it applies to worshippers today.

BTM1244 - Practices of Spiritual Formation (3 credit hours)

This course is an introduction to spiritual practices designed to help the student grow in the grace of God. Through the disciplined application of spiritual disciplines, students will learn to become lifelong seekers of a deeper, more meaningful relationship with God.

BTM1344 - Biblical Foundations (3 credit hours)

This course will provide an overview of the literary, historical, geographical, and religious dimensions of the Old and New Testaments. The approach used is intended to give a general but complete view of the entire Bible. The student will be guided to an understanding of God's hand in the lives and history of humanity.

BTM1544 Bible Study Methods (3 credit hours)

This course teaches introductory hermeneutical practices for understanding, interpreting and applying the Bible's teaching. Attention will be given to the examination of specific passages of Scripture. Creative Leadership students can choose either this course or AUD1114 Basics of Audio.

BTM1644 - Creative Communication Methods (3 credit hours)

This course emphasizes basic communication principles and skills. Topics include interpersonal communication, public speaking, story-telling and culture and media. Creative Leadership students can choose either this course or MED1934 Basics of Digital Film.

BTM1744 - Foundations of Church Ministries (3 credit hours)

This course focuses on developing foundational leaders for church and ministry. Contemporary church models and ministry practices will be examined in light of Scripture.

MED1944 - Creative Media for Church (3 credit hours)

Development of personal creative writing techniques for contemporary ministry. Students will be guided into original work for both individual and common storytelling for ministry and leadership.

MED1934 - Basics of Digital Film (3 credit hours)

This course is designed to teach the concepts and processes used in making a digital short film. Students will learn the elements of a good story and ultimately produce a digital short film. Creative Leadership students can choose either this course or BTM1644 Creative Communication Methods.

MODERN MUSIC

MUS1001 - Songwriting Critique & Evaluation (0 semester hours)

This course provides space for all Songwriting students to critique and evaluate one another's songs. Only those students who are Songwriting majors or are enrolled in a Songwriting Lesson are enrolled in this.

MUS1014 - Applied Lab: Modern Music 1 (3 credit hours)

Applied Lab for Modern Music consists of being in a band as an instrumentalist or vocalist and working through musicianship as well as rehearsal and performance techniques.

MUS1024 - Applied Lab: Modern Music 2 (3 credit hours)

Continuation of Applied Lab: Modern Music 1. Continued development of musicianship and performance with a focus on studio work and recording.

MUS1_14 - Applied Lab: _____ 1 (3 credit hours)

Applied Lab 1 is a group lesson directed toward a chosen discipline -instrumental performance, vocal performance, worship leadership, or songwriting.

- MUS1114 - Applied Lab: Guitar 1
- MUS1124 - Applied Lab: Bass 1
- MUS1134 - Applied Lab: Drums 1
- MUS1144 - Applied Lab: Keyboard 1
- MUS1154 - Applied Lab: Vocal 1
- MUS1164 - Applied Lab: Songwriting 1
- MUS1174 - Applied Lab: Worship Leadership 1

MUS1_24 - Applied Lab: _____ 2 (3 credit hours)

Applied Lab 2 builds on the practical curriculum of Applied Lab 1. Specifically, this is a group lesson directed toward a chosen discipline - instrumental performance, vocal performance, worship leadership, or songwriting.

- MUS1124 - Applied Lab: Guitar 1
- MUS1224 - Applied Lab: Bass 1
- MUS1324 - Applied Lab: Drums 1
- MUS1424 - Applied Lab: Keyboard 1
- MUS1524 - Applied Lab: Vocal 1
- MUS1624 - Applied Lab: Songwriting 1
- MUS1724 - Applied Lab: Worship Leadership 1

MUS1814 - Ear and Keyboard Training 1 (3 credit hours)

Concurrent Enrollment: MUS1834 Foundations of Music Theory 1.

This course focuses on the fundamentals of writing and analyzing music through an elementary understanding of melody, harmonic progression, musical structure and style. Taken concurrently with Foundations of Music Theory 1, the skills gained will be practiced in a band ensemble context.

MUS1824 - Ear and Keyboard Training 2 (3 credit hours)

Prerequisite: MUS1814 Ear and Keyboard Training 1; MUS1834 Foundations of Music Theory 1. Concurrent Enrollment in MUS1844 Foundations of Music Theory 2.

Students will continue to develop additional musical abilities related to techniques of listening and ear analysis of certain genres of music. Continued piano proficiency will be gained. Taken concurrently with Foundations of Music Theory 2, the skills gained will be practiced in a band ensemble context.

MUS1834 - Foundations of Music Theory 1 (3 credit hours)

Concurrent Enrollment: MUS1814 Ear and Keyboard Training 1.

This course focuses on the fundamentals of writing and analyzing music through an elementary understanding of melody, harmonic progression, musical structure and style.

MUS1844 - Foundations of Music Theory 2 (3 credit hours)

Prerequisite: MUS1814 Ear and Keyboard Training 1; MUS1834 Foundations of Music Theory 1.

Concurrent Enrollment in MUS1824 Ear and Keyboard Training 2.

This course progresses from an elementary understanding of harmonic progression through an intermediate grasp of functional progression, harmonic analysis, chromaticism in the common practice, and musical form and analysis.

MUSIC BUSINESS

BUS1114 - Applied Lab: Business 1 (3 credit hours)

This course is the application of the knowledge students learned in order to gain practical experiences in event management and promotions, artist management and publishing.

BUS1124 - Applied Lab: Business 2 (3 credit hours)

Prerequisite: BUS1114 Applied Lab: Business 1.

This course is the application of the knowledge students learned in order to gain practical experiences in event management and promotions, artist management and publishing.

BUS1134 - Fundamentals of Music Business (3 credit hours)

This course is an introductory survey of the institutions, practices, and principles found in the music industry and how they affect your artistic endeavors.

BUS1144 - Business Planning (3 credit hours)

This course is a presentation of business operational and strategic practices. Subject areas covered include accounting, business planning, finance, management, leadership, and marketing.

BUS1224 - Leadership Management (3 credit hours)

This course lays out an introduction to specific leadership and management principles within the music industry.

BUS1234 - Project Management Fundamentals (3 credit hours)

This course outlines the methods, procedures, methodologies, and theoretical strategies used in Project Management. Students will apply project management techniques and tools to music business related projects such as recordings, tours, marketing campaigns, etc.

BUS1244 - Music Business Strategy (3 credit hours)

Prerequisite: BUS1134 Fundamentals of Music Business.

This course delves into the strategic decision-making and dynamic thinking required to navigate the music business of the future. Students will learn to use strategic planning, intrinsic and extrinsic motivators, evolving business models, and necessary attributes to create a competitive advantage in the digital age of the music business.

MUSIC PRODUCTION

AUD1014 - Applied Lab: Production 1 (3 credit hours)

This course provides hands-on application for live sound reinforcement skills and techniques learned in other Music Production Certificate courses. Production students will work alongside music and business students to execute live concerts and events utilizing Visible Music College's sound reinforcement systems.

AUD1024 - Applied Lab: Production 2 (3 credit hours)

This course provides hands-on application for recording skills and techniques learned in other Music Production Certificate courses. Production students will work alongside music and business students to create recording projects in the recording studio.

AUD1114 - Basics of Audio (3 credit hours)

This course will explain the fundamental principles about how sound and audio work. You will learn the basics of the human hearing system, how sound is converted and recorded as audio, and different technologies used in modern music production. The course also includes ear training to improve your critical listening skills. Creative Leadership students can choose either this course or BTM1544 Bible Study Methods.

AUD1214 - Basics of the Recording Studio (3 credit hours)

This course will expose you to the technology and practices of the modern recording studio. You will learn about signal flow, recording mediums, basic microphone theory and techniques, and digital multitrack recording and mixing.

AUD1234 - Basics of Digital Audio Workstations (3 credit hours)

Prerequisite: AUD1114 Basics of Audio; AUD1214 Basics of the Recording Studio

DAWs are the heart of modern recording. This course will introduce you to the basic operation and workflow of two of the most common DAWs on the market. The course focuses on Avid Pro Tools and Apple Logic Studio. Curriculum focuses on editing, arranging, mixing and composing.

AUD1314 - Basics of Live Sound (3 credit hours)

The course will introduce you to the basics of a live sound reinforcement system. You will gain experience with basic analog and digital consoles with hands-on application with Visible's audio equipment, including monitors, speakers, amplifiers, and microphones.

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Governance and Support

Visible Music College is governed by, and accountable to, a self-sustaining Board of Trustees. This board holds title to property, collects and dispenses funds, elects administrative officers, faculty, and staff, and sets the policies governing the college. The faculty, staff, and administration are charged by the Board with the responsibility of implementing the policies that have been approved, recommending new policies and changes in policies, and leading the college in the task of ministerial and artistic education.

Students also have opportunities to share in the government of the college through the Student Government Association, the Peer Appeal Council, and through membership on certain committees.

Visible Music College is multi-denominational in its scope and practices. On the local, state, national and international levels, the college participates in a variety of cooperative endeavors with Christian ministries. The college community includes persons with various backgrounds, cultures, and denominational traditions. This richness is one of the college's strengths. The college values multi-denominational cooperation in ministerial and artistic education, welcomes various theological understandings and practices within the scope of Christian orthodoxy, and affirms the contributions of all members of the college community. Though diverse in race, gender, and tradition, the common bond of love in Christ binds the community together.

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Appendix A

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. Any amount paid into the Student Tuition Recovery Fund is non-refundable.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or

representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Any amount paid into the Student Tuition Recovery Fund is non-refundable.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the students, including applying any income tax refund to which the person is entitled to reduce the balance owed on their loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Leave of Absence

For the non-term program Full-stack web development, the following Leave of Absence (LoA) policy exists.

Visible may grant a Leave of Absence (LOA) after determining the student has met one of the following criteria:

- Military Service
- Jury Duty
- Family Emergencies
- Medical Emergencies

A Leave of Absence request must be submitted to registrar@visible.edu and program staff with a statement indicating the reason(s) for the LOA. Visible or academic partners have 10 business days to determine eligibility for the LOA. If granted, a student's enrollment in the program will be terminated once the LOA is approved and the student will be granted the

option to return in a future cohort at the same point of the program in which they decided to take the LOA. The duration of the LOA may not exceed 60 days and only one LOA will be permitted to a Student. The Financial Aid office of Visible Music College will be notified of approved LOA and update student financial records. If students fail to resume program after LOA, they will be exited from the program effective of the last day of attendance (LDA) which will have effects on the tuition refunds and Federal Aid.

Appendix B

Standard Occupational Classification Codes

CERTIFICATE		
Dance	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2031	Dancers
	27-2099	Entertainers/Sports/Related Workers, All Other
Acting	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2011	Actors
Full Stack Web Development (on campus)	15-1134	Web Developers
	15-1121	Computer Systems Analysts
	15-1131	Computer Programmers
	15-1133	Software Developers, Systems Software
	15-1141	Database Administrators
	15-1199	Software Quality Assurance Engineers and Testers
	15-1132	Software Developers, Applications
Full Stack Web Development (online)	15-1134	Web Developers
	15-1121	Computer Systems Analysts
	15-1131	Computer Programmers
	15-1133	Software Developers, Systems Software
	15-1141	Database Administrators
	15-1199	Software Quality Assurance Engineers and Testers
	15-1132	Software Developers, Applications
UI/UX Design	15-1134	Web Developers
	27-1024	Graphic Designers
	27-1029	Designers, All Other
Modern Music	21-2011	Clergy
	21-2099	Religious Workers, All Other

	27-1019	Artists and Related Workers, All Other
	27-2042	Musicians and Singers
	27-2099	Entertainers/Sports/Related Workers, All Other
Music Production	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
Music Business	13-1011	Artists, Performers, and Athletes Agents/Managers
	13-1199	Business Operations Specialists, All Other
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
Creative Leadership		
Specialization in Screenwriting	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2012	Producers and Directors
	27-3099	Media and Communication Workers, All Other
Specialization in Ministry	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
Specialization in Content	15-1134	Web Developers
	21-2099	Religious Workers, All Other
	27-1014	Multi-Media Artists and Animators
	27-2012	Producers and Directors
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
	27-4031	Camera Operators, Television, and Motion Picture
	27-4032	Film and Video Editors
BACHELOR		
Acting	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2011	Actors

Modern Music	21-2011	Clergy
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2042	Musicians and Singers
	27-2099	Entertainers/Sports/Related Workers, All Other
Music Production	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
Music Business	13-1011	Artists, Performers, and Athletes Agents/Managers
	13-1199	Business Operations Specialists, All Other
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
Creative Leadership	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
MASTER		
Leadership		
Concentration in Modern Music	13-1011	Artists, Performers, and Athletes Agents/Managers
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2042	Musicians and Singers
	27-2099	Entertainers/Sports/Related Workers, All Other
	27-3099	Media and Communication Workers, All Other
Concentration in Music Production	13-1011	Artists, Performers, and Athletes Agents/Managers
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Equipment Technicians

	27-4014	Sound Engineering Technicians
Concentration in Music Business	13-1011	Artists, Performers, and Athletes Agents/Managers
	13-1199	Business Operations Specialists, All Other
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
Concentration in Creative Leadership	13-1011	Artists, Performers, and Athletes Agents/Managers
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other