



2009-2010

ACADEMIC CATALOG

Ken Steorts, M.Mus., President
Shannon Kropf, M.Mus., Director of Academic Development
Peet Strydom, Director of Student Development
Julie Stapleman, M.Mus., Director of Institutional Development

VISIBLE SCHOOL - Music and Worship Arts College

1015 S. Cooper Street, Memphis, TN 38104
901.381.3939, Fax 901.377.0544
www.visibleschool.com

Authorization

VISIBLE SCHOOL - Music and Worship Arts College is authorized by the Tennessee Higher Education Commission. 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.

Accreditation

VISIBLE SCHOOL - Music and Worship Arts College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [P.O. Box 328, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate status as a Category II institution by the TRACS Accreditation Commission in April 2005; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

PREFACE

For students whose initial enrollment occurs Fall 2009-Summer 2010, this Catalog is valid through Summer 2016. VISIBLE SCHOOL reserves the right to cancel or alter any part of this Catalog without notice (subject to the following):

The requirements and course offerings at VISIBLE SCHOOL are continually examined and revised for compliance to national standards, accreditation criterion, and benefit to its students. This Academic Catalog sets forth the offerings and requirements in effect at the time of its publication. There is no guarantee that these offerings and requirements will not be altered or rescinded. Specific courses offerings and requirements for any program may be altered; therefore, this Academic Catalog does not constitute a contract between the student and the college. In the event of a course change, VISIBLE SCHOOL will attempt to provide a satisfactory alternative course to the student.

VISIBLE SCHOOL reserves the right to make changes as required in course offerings, curricula, academic policies, institutional policies, and rules and regulations affecting students as determined by the college. These changes govern all currently enrolled and formerly enrolled students. All fees, charges/costs, and all regulations set forth in the Academic Catalog are subject to change at any time. All courses, programs, and activities described herein are subject to cancellation or termination by VISIBLE SCHOOL at any time.

VISIBLE SCHOOL 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 SCHOOL - Music and Worship Arts 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, athletic, 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 Director of Academic Development.

This catalog is maintained by the Director of Academic Development with input from the President and Directors of Institutional Development and Student Development.

This catalog was last updated October 14, 2009.

ACADEMIC CATALOG

INTRODUCTION FROM THE PRESIDENT	8
2009-2010 ACADEMIC CALENDAR	10
FACILITIES	12
Description of Facilities.....	12
Campus Map	14
DEGREE PROGRAMS	15
Core Curriculum Requirements	15
Modern Music Ministry.....	17
Music Business Ministry.....	23
Media Production Ministry	27
Course Descriptions.....	32
Course Numbering System	45
Graduation Requirements.....	47
ACADEMIC REGULATIONS	49
Academic Overview.....	49
Academic Policies and Procedures	50
Advising and Registration	53
Late Registration, Drop or Withdraw Procedures	54
Grading Procedures	55
Academic Retention, Probation, and Suspension.....	57
Exiting the College.....	58
Confidentiality of Records/Release of Information	58
Transcripts	62
Rules and Regulations for Conduct	63
Disabled Access Policy.....	66
HIV/AIDS Policy	67
Appeals and Greivances.....	69
ADMISSIONS.....	71
Admissions Policies and Procedures	71
Admissions Acceptance Categories	73
Audition and Interview	74
TUITION, FEES, AND EXPENSES	75
Tuition and Fees.....	75
Health Insurance	77
Health Services.....	78
Accident/Personal Injury	78
FINANCIAL AID	79
Federal Financial Aid	79
Applying for Financial Aid	80
Alternative Loans	80
Institutional Aid	81
Family Educational Rights and Privacy Act.....	82
Return Policy for Title IV Funds	83

STUDENT SERVICES	84
Office of Student Development	84
Computer Resources and Requirements	84
Library and Media Resource Center	85
Library Code of Conduct	88
 ABOUT VISIBLE SCHOOL.....	 90
History	90
Governance and Support.....	92
Mission Statement.....	92
Vision Statement	92
Institutional Philosophy	93
Institutional Philosophy of Education	93
Institutional Educational Objectives	94
Values/Standards.....	94
Statement of Faith.....	96
Authorization	97
Accreditation	97
 FACULTY, STAFF AND BOARD OF DIRECTORS.....	 99
Executive Council	99
Board of Directors.....	99
Advisory Board	100
Visible School Administration	101
Visible School Faculty	102
Part-Time and Adjunct Faculty	104

INTRODUCTION FROM THE PRESIDENT



Office of the President
1015 S. Cooper Street
Memphis, TN 38104
901.381.3939

August 2009

Dear Students,

You join VISIBLE SCHOOL at our most exciting moment yet as a college, the 2009-2010 academic year. We have changed our campus location and improved several facets of the college that we expect will greatly impact your life, and our lives as Staff. We must adapt to new campus space (with some nice changes!), emphasize discipleship even more, and depend upon one another to serve and grow in a Christ-like manner. I am calling the refreshing of vision *Visible School 2.0*, or *VS 2.0*.

Let me explain.

Program

We have been working diligently on content for years to create a balance between our three pillars of training: academic, vocational (professional), and spiritual. Very rarely do these three meet in a true Christian community. You already know that you are about to continue upon a journey of musical training, music business training, and/or music production work; I want to remind you of the great spiritual impact that VISIBLE SCHOOL will have on us all this year.

Shannon Kropf, as our new Director of Academic Development, and all the Staff have been working to streamline processes and procedures to continue to develop VISIBLE SCHOOL as a truly integrated (and intense!) learning experience freshly each year. More internship hours, more music business, more service built in, and more tools for you to learn quicker.

Julie Stapelman and Peet Strydom gracefully led our move to the new (temporary) location while developing more local, national, and international church and ministry relationships for great internships, awesome guest speakers, and experiential learning outside of the campus. The admin team, complete with fresh faces like Hilary Anderson and Jenn Riegel, are making strides in better communication, Information Technology, and quicker financial processes for everyone. The Staff of Visible School are here to serve and challenge the students to grow with us.

New Dorms!

We are very excited to announce new dormitory facilities for the first time in 8 years! We have an absolutely gorgeous **brand-new** dormitory facility (www.madison19.com) and a future, amazing new urban campus building nearby. We will be in a temporary campus at Lifelink Memphis in Cooper-Young for one academic year while preparing our new building. Cooper-Young itself is home to a large population of college students, recent graduates, creatives, artists, musicians, visionaries, and people from all walks of life common to major metropolitan areas. Cooper-Young breathes with creative life, through all of its churches, diverse community, and many unique boutiques and

restaurants. Trendy and friendly and ***we will have some significant adjustments to make to be in the city and not on a service road in Lakeland.***

Lifelink Memphis

As you probably know, Lifelink Memphis, the church that birthed VISIBLE SCHOOL, moved last year from Lakeland under the leadership of Joey Noffsinger, a long term ministry leader in midtown and especially Cooper-Young. Lifelink Memphis has established itself as an urban church with conservative values, dynamic spiritual life, relaxed but exciting church family life, passionate outreach, solid biblical teaching, and a balance of intellectual, biblical growth in God and humble, spirit-filled service to one another and to the community. You'll feel very welcome to join its many exciting ***relational ministries***. Lifelink Memphis shares our values at every level, including the many international ministry opportunities as a part of the global body of Christ. ***Students will be challenged further this year to develop a local church commitment - initially at Lifelink Memphis and then from a group of partnering local churches, along with global Church networks.***

Biblical, Christian Community

A key element of VISIBLE SCHOOL from its inception has been true biblical community. Our ***relational ministry*** model is powerful and yet subtle; students will be introduced to the concept early in the year this year and reminded throughout. I will personally be speaking more often and challenging the incredible students of Visible School to be oriented towards ministry, relationship, community, service, discipleship, excellence, world-changing, and laying down of life, like Jesus. Some organizations thrive on programming and events. VISIBLE SCHOOL has many of those elements naturally, but is ***focused on personal, relational outworking of discipleship through the Christian disciplines***. We will continue to emphasize spiritual formation through clear biblical understanding, vibrant life in the Holy Spirit, and a relationship with mentors within a community of support that can last a lifetime, long after programs have ended. I am excited and I hope you are too!

Peet Strydom and I are working on a holistic plan for discipleship this year that will include a system of ***true accountability, a commitment from every student and staff to grow in Christ together, and in the Christian disciplines***. Relational, deep, and systematic. You will work alongside students from every state and several countries this year, as we expand our scholarship base a bit and enlarge our reach into the nations and the city of Memphis locally. Long term, life-changing discipleship has love at its core, identity with Christ as a reality, purpose as an outworking, and calling as an encouragement. We see a year of incredible journey into self and with the Lord himself, releasing what He has put into you for years. The church and world are desperate for new leaders and we want to see you grab the opportunity by serving!

With so many space changes and logistical challenges, I am asking you for a ***giving of yourself this year: in patience, determination, great attitude, accommodation for new experiences and others, and a love for the body of Christ that drives you***. We are going to be expecting ***YOU*** to lead your fellow students and peers, with passion for Jesus.

See yourself. See God. Be VISIBLE.

For His kingdom,

Ken Steorts
President

2009-2010 ACADEMIC CALENDAR

This academic calendar is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the college.

Fall 2009	
Application Deadline	July 31
Move into Residence Halls	August 8
Family Church Day	August 9
New Student Orientation	August 10- 21
BLITZ Session	August 10 - 21
Regular Session Begins	August 24
Labor Day Holiday	September 7
Drop/Add Period Ends	September 4
Fall Break	October 5 - 9
Semester Mid-Point	October 12 - 16
Fall Lecture Series	October 29 - 30
Last day to Withdraw	October 30
Last day to WP/WF	November 30
Thanksgiving Break	November 23 - 27
Spring 2010 Advising/Registration	November 16 - 20
Last Day of Class	December 11
Finals Exams	December 14 - 16
Christmas Break Begins	December 17

Spring 2010	
Students Arrive	January 3
BLITZ Session	January 4 - 15
New Student Orientation	January 4 - 15
Late Registration	January 4 - 26
Martin Luther King, Jr. Day	January 18
Regular Session Begins	January 19
Course Drop/Withdraw Period Ends	February 2
Winter Retreat	February 8 - 12
Lecture Series	February 25 - 26
Semester Mid-Point	March 8 - 12
Spring Break	March 15 - 19
Easter Break	April 1 - 2
Fall 2011 Advising/Registration	April 26 - May 7
Year-End Interviews	April 26 - May 7
Last Day of Class	May 7
Advance Check-Out (Required of all Students)	May 7
Final Exams	May 10 - 12
Commencement Festivities	May 13, 15
Commencement	May 15 2009
Residence Hall Checkout	May 16 - 17
Dorms Close	May 17

FACILITIES

Description Of Facilities

The 2009-2010 academic year is an exciting one for VISIBLE SCHOOL as we have settled into a new, albeit temporary, location in the heart of the midtown Memphis neighborhood, Cooper-Young. The Cooper-Young neighborhood has long been known for its vibrant and eclectic artistic life, dining, and residential sections full of historic homes. This new location, at the corner of famed S. Cooper and Walker streets, is home to the first stage on which Johnny Cash played, was familiar ground to Elvis Presley, and is now home to a new generation of budding creatives.

VISIBLE SCHOOL leases its temporary home, approximately 1.81 acres at the main educational/administrative building, from Lifelink Memphis, who purchased the building and occupied it in the autumn of 2008. This building houses the college's administrative offices, including the Office of the President and the Offices of Academic Development, Institutional Development, and Student Development, in a synergistic new shared office space on the second floor. Faculty offices for the Modern Music Ministry Department, as well as the primary music teaching areas, are on the second floor as well, providing easy access to students.

The first floor of the educational building houses the administrative offices of the college, including the Offices of the Registrar, Bursar, and Admissions. In addition, this floor houses a student cafe and a separate dining hall, and the Library and Resource Center, with its collection of books, reference materials, CD's, sheet music, videos, computer lab, and a conference/study area. Wireless internet and server access is available to staff, faculty, and students throughout the building. The Lifelink Memphis offices are also on this floor in a separate area.

The Media Production Ministry Department is housed in a studio/classroom space directly behind "The Abby," a full club/venue on the first floor. The MPM teaching space includes a fully functioning control room and tracking room for audio production. This recording space is adequate for recording and mixing projects from student efforts up to commercial releases. In addition, VISIBLE SCHOOL continues its relationship with the historic Ardent Studios, where students gain experience playing and recording in a professional studio environment. Due to the great new location of the college, Ardent Studios is now only a few blocks from the school, providing great benefit to all students. Also new this year, the college is beginning a partnership with Hope Presbyterian, home of a magnificent recording studio. MPM students will have the benefit of recording at Hope once a week on a variety of projects from both students and outside clients.

The Music Business Ministry Department is located on the third floor in a spacious classroom/conference room. This new business space will allow students to manage bands, create contracts, work on commercial releases, and participate in classes and labs in a sleek, modern room much like an office might be in their future careers. Separated from the music and recording areas by one and two floors, respectively, the MBM Department will function in the relative quiet needed for business learning and transactions.

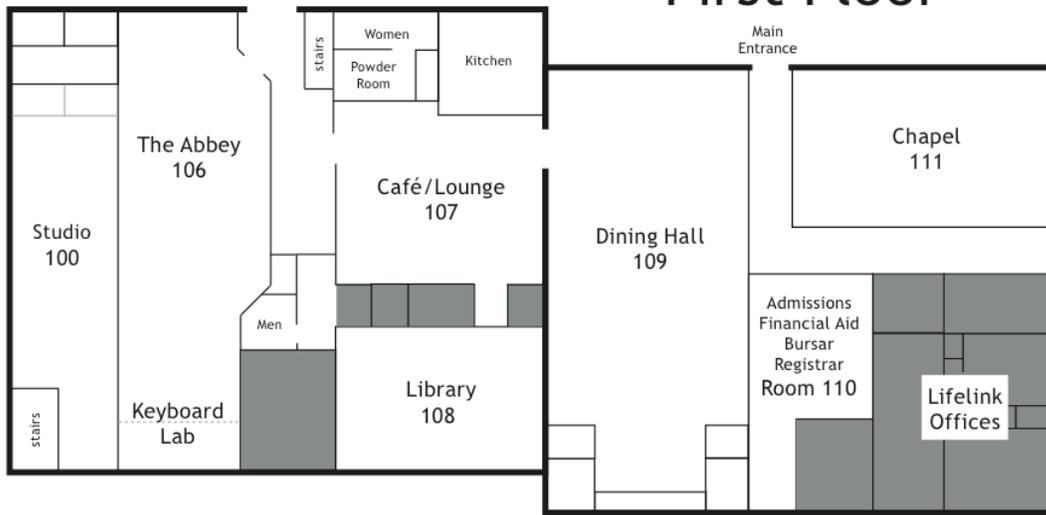
The facility has six private-lesson studios, three large classrooms, one small classroom, and an auditorium and separate chapel which function as both group meeting spaces and classrooms. Some of these classrooms serve as multi-purpose rooms which convert into four to six large ensemble rehearsal rooms. The auditorium is utilized for corporate worship, large classes, concert hall, workshops, and rehearsal space. The building is available to students from 8:00am to 9:00pm for classes and rehearsals.

The VISIBLE SCHOOL dorms are located approximately three miles from the administration/education building. These brand-new dorms, called the "Madison 19," are located at 670 Madison avenue, and are a collection of luxury condominiums which have been converted into student living space. Each

dorm room has large, comfortable rooms complete with a full bathroom, full kitchen, living room, and breakfast bar. The dorm design and construction embraces a progressive approach to urban living and “green” features with energy-saving and environmentally-conscious materials. The dorms house 72 students and are on the Memphis downtown trolley line, providing access to shopping, restaurants, entertainment, and green space. Other possible housing options are available from the Office of Student Development.

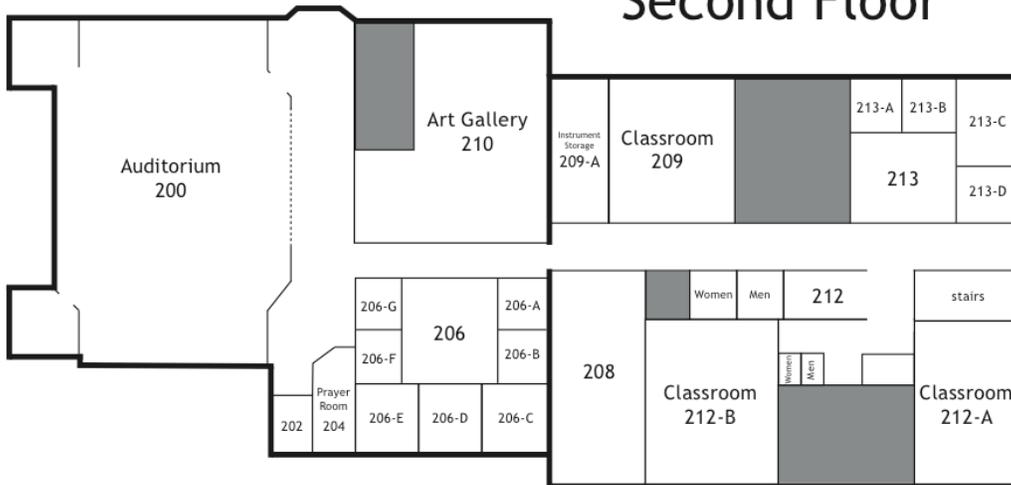
Campus Map

First Floor



2009-2010 Floorplan

Second Floor



Third Floor



VISIBLE SCHOOL
MUSIC AND WORSHIP ARTS COLLEGE
2009-2010 Floorplan

DEGREE PROGRAMS

CERTIFICATE AND DEGREE PROGRAMS

Bachelor of Ministry in Modern Music
 with emphases available in
 Instrumental Performance, Vocal Performance,
 Modern Worship Leadership, or Songwriting
Bachelor of Ministry in Music Business
Bachelor of Ministry in Audio Production

Certificate in Modern Music Ministry
Certificate in Music Business Ministry
Certificate in Audio Production Ministry

Core Curriculum Requirements

Students seeking the Bachelor of Ministry degree must complete 36 hours of general education credits and 36 hours of Ministry and Biblical Studies credits dispersed as:

GENERAL EDUCATION

Suggested courses and/or course disciplines are listed below; alternatives may be offered.

<i>Sciences Requirement, 6 Hours</i>		
	Biology: Human Life and Wellness	3
	Acoustical Physics	3
<i>Communications Requirement, 9 Hours</i>		
	English Composition 1	3
	English Composition 2: Composition and Oral Communication	3
	Seminar in Christian Literature	3
<i>History, 6 Hours</i>		
	History of American Society and Popular Music	3
	U.S. History	3
<i>Social Science, 6 Hours</i>		
	Sociology	3
	Psychology	3
<i>Mathematics Requirement, 3 Hours</i>		
	College Math	3
<i>Humanities Requirement, 6 Hours</i>		
	World Cultures and Music	3
	Leadership and Ethics	3
Total General Education		36

MINISTRY AND BIBLICAL STUDIES

<i>First Year, 12 hours</i>	
Worship History and Theology 1	2
Worship History and Theology 2	2
Preparation for the Ministry 1	1
Preparation for the Ministry 2	1
Old Testament Survey	3
New Testament Survey	3
<i>Second Year, 6 hours</i>	
Essential Theology	3
Christian Perspective	3
<i>Third Year, 7 hours</i>	
Pastoral Care	3
Theology of the Kingdom	3
Senior Colloquium	1
<i>Community Core</i>	
Worship and Accountability, 6 semesters .5 hours each	3
Performance and Application Seminars 1-4	8
<i>Total Ministry/Biblical Studies</i>	36

Modern Music Ministry

The Modern Music Ministry Department is chaired by Dave Kropf, M.Mus.

The Modern Music Ministry 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 arts industries. 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.

EMPHASES OFFERED

Modern Worship Leadership

Focusing on relevant musical, spiritual, and leadership training in leading worship for this generation, MWL is designed for those instrumentalists and singers who desire to serve in worship in churches or para-church settings. The Modern Worship Leadership emphases is designed to elevate the student's vocal and musical skills, develop the student's understanding of contemporary and traditional worship, working knowledge of music theory and practice in various genres and styles, and equip students in band development, rehearsal, working in team in churches, arranging and leading worship services, all within the context of church worship and Christian Music (CCM).

Instrumental Music

Guitar, Bass, Percussion, Keys

The Instrumental Music emphasis is designed to elevate the student's 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 stage movement, within the context of Christian Music (CCM), church worship, and mainstream ministry and vocation. Specific attention will be paid to nuances of "groove" and "feel" in all styles, expressive content of playing instruments, sight-reading, and studio preparation.

Vocal Music

The Vocal Music emphasis is designed 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 Christian Music (CCM), church worship, and mainstream ministry and vocation. 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.

Songwriting/Composition

The Songwriting/Composition emphasis is designed to elevate the student's musical skills, develop the student's understanding of music theory and practice in various genres and styles, grow in songwriting, and equip students in band development, rehearsal, recording, arranging, and performing, within the context of Christian Music (CCM), church worship, and mainstream ministry and vocation. Specific attention will be paid to computer transcription, keyboard skills, expressing individual heart, and vocational songwriting.

MMM PROGRAM LAYOUT

The following courses are required for completion of the Bachelor of Ministry in Modern Music or the Certificate of Modern Music Ministry. The course layout below is suggested as the most effective sequence for completion of the degree. Some courses are offered on a rotational basis and will affect this course layout slightly. The student may vary from this suggested layout, but only with the guidance of their advisor. Please see individual course descriptions for prerequisites, co-requisites, and/or minimum hour requirements.

All students pursuing the Bachelor of Ministry in Modern Music must complete the Core Curriculum requirements, including General Education and Ministry and Biblical Studies courses, as outlined in the “Core Curriculum Requirements” section of this catalog.

BACHELOR OF MINISTRY IN MODERN MUSIC

FIRST YEAR, MMM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	OTS1300	Old Testament Survey	3	NTS1300	New Testament Survey	3
	PCE1011	Preparation for the Ministry 1	1	PCE1012	Preparation for the Ministry 2	1
	CHS1051	Worship History and Theology 1 (BLITZ)	2	CHS1052	Worship History and Theology 2 (BLITZ)	2
	MBS1950	Performance and Application Seminar 1	2	MBS2950	Performance and Application Seminar 2	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	MUS1100	Music Theory 1	3	MUS2100	Music Theory 2	3
	MUS1110	Aural Theory 1	2	MUS2110	Aural Theory 2	2
	MUS12_3	Sectional 1	3	MUS22_3	Sectional 2	3
	MUS____	Lesson	1	MUS____	Lesson	1
	MUS1400	Ensemble 1	0.5	MUS2400	Ensemble 2	0.5
	MBS1750	Introduction to Artistic Principles	1	MUS2115	Keyboard Harmony	1
	Semester Hour Total		19	Semester Hour Total		19
	Graduation Requirement: Community Service: 15 hours			Graduation Requirement: Community Service, 15 hours		

SECOND YEAR, MMM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	ENG1111	English Composition 1	3	ENG1112	English Composition 2	3
				SOCI1013	Introduction to Sociology (Blitz)	3
	HIST2120	American History (Blitz)	3	HIST2110	History of American Society and Popular Music	3
	THG2210	Essential Theology	3	THG2410	Christian Perspective	3
	MBS3950	Performance and Application Seminar 3	2	MBS4950	Performance and Application Seminar 4	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	MUS3100	Music Theory 3: Form and Improvisation	3	MUS4100	Music Theory 4: Composition & Arranging	3
	MUS3110	Aural Theory 3	2	MUS4110	Aural Theory 4: Film Music Analysis	2
	MUS3233	Repertoire and Improvisation	3			
	MUS____	Lesson	1	MUS____	Lesson	1
	MUS3400	Ensemble 3	0.5	MUS4400	Ensemble 4	0.5
	Semester Hour Total		21	Semester Hour Total		21
	Graduation Requirement: Community Service: 15 hours			Graduation Requirement: Community Service, 15 hours		

THIRD YEAR, MMM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	MBS4210	Leadership And Ethics	3		HUM2410	World Cultures and Music 3
	SCI2220	Acoustical Physics (Blitz)	3		SCI2230	Biology: Human Life and Wellness (Blitz) 3
	MTH2210	College Math	3			
					PSY2023	Introduction to Christian Psychology 3
					ENG3961	Seminar in Christian Literature 3
	PCE3110	Pastoral Care and Communication	3		THG4510	Theology of the Kingdom 3
	MBS1000	Worship and Accountability	0.5		MBS1000	Worship and Accountability 0.5
✓	EMPHASIS			✓	EMPHASIS	
	MUS3510	Music History Survey	3		MUS4610	Conducting and Ensemble Leadership 3
	MUS3030	Electronic Music and Technology	3		MBS4000	Senior Colloquium 1
	MUS____	Lesson	1		MUS____	Lesson 1
	MPX4910	Ministry/Industry Internship	3		MUS4980	Senior Recital 1
	Semester Hour Total		22.5		Semester Hour Total 21.5	
	Graduation Requirements: Community Service: 15 hours File <i>Intent to Graduate</i> Form Begin <i>Senior Recital Prospectus</i>				Graduation Requirement: Community Service, 15 hours	
Total semester hours required for Bachelor of Ministry in Modern Music					124	

CERTIFICATE IN MODERN MUSIC MINISTRY

Certificate in Modern Music Ministry						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	OTS1300	Old Testament Survey	3	NTS1300	New Testament Survey	3
	PCE1011	Preparation for the Ministry 1	1	PCE1012	Preparation for the Ministry 2	1
	CHS1051	Worship History and Theology 1 (BLITZ)	2	CHS1052	Worship History and Theology 2 (BLITZ)	2
	MBS1950	Performance and Application Seminar 1	2	MBS2950	Performance and Application Seminar 2	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	MUS1100	Music Theory 1	3	MUS2100	Music Theory 2	3
	MUS1110	Aural Theory 1	2	MUS2110	Aural Theory 2	2
	MUS12_3	Sectional 1	3	MUS22_3	Sectional 2	3
	MUS____	Lesson	1	MUS____	Lesson	1
	MUS1400	Ensemble 1	0.5	MUS2400	Ensemble 2	0.5
	MBS1750	Introduction to Artistic Principles	1	MUS2115	Keyboard Harmony	1
	Semester Hour Total		19	Semester Hour Total		19
	Graduation Requirements: Community Service: 15 hours File <i>Intent to Graduate</i> Form			Graduation Requirement: Community Service, 15 hours		
Total semester hours required for Certificate in Modern Music Ministry					38	

MINOR IN MODERN MUSIC MINISTRY (FOR NON-MMM MAJORS)

Minor in Modern Music Ministry							
Fall Semester				Spring Semester			
✓	EMPHASIS			✓	EMPHASIS		
	MUS1100	Music Theory 1	3		MUS2100	Music Theory 2	3
	MUS1110	Aural Theory 1	2		MUS2110	Aural Theory 2	2
	MUS12_3	Sectional 1	3		MUS22_3	Sectional 2	3
	MUS____	Lesson	1		MUS____	Lesson	1
	MBS1750	Introduction to Artistic Principles	1		MUS2115	Keyboard Harmony	1
	Semester Hour Total		10		Semester Hour Total		10
Total semester hours required for minor in Modern Music Ministry					20		

Music Business Ministry

The Music Business Ministry Department is chaired by George Baldwin, M.C.Mus.

The Music Business Ministry program is designed to prepare Christian managers and promoters for vocational readiness from a Christian perspective. The program is designed to be a simultaneously scholastic and practical program, including development of basic business skills (marketing, finance, management), overview and detail of the music industry and vocational opportunities, contractual/legal matters, management of artists, and event/tour planning. All areas will be put into effect in Visible Media Group, the music business arm of VISIBLE SCHOOL. Specific attention is paid to integrity in business, operational excellence, spiritual mentoring of artists, presentation skills, planning and visioning.

MBM PROGRAM LAYOUT

The following courses are required for completion of the Bachelor of Ministry in Music Business or the Certificate of Music Business Ministry. The course layout below is suggested as the most effective sequence for completion of the degree. Some courses are offered on a rotational basis and will affect this course layout slightly. The student may vary from this suggested layout, but only with the guidance of their advisor. Please see individual course descriptions for prerequisites, co-requisites, and/or minimum hour requirements.

All students pursuing the Bachelor of Ministry in Music Business must complete the Core Curriculum requirements, including General Education and Ministry and Biblical Studies courses, as outlined in the “Core Curriculum Requirements” section of this catalog.

FIRST YEAR, MBM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
				HIST2110	History of American Society and Popular Music	3
	OTS1300	Old Testament Survey	3	NTS1300	New Testament Survey	3
	PCE1011	Preparation for the Ministry 1	1	PCE1012	Preparation for the Ministry 2	1
	CHS1051	Worship History and Theology 1 (BLITZ)	2	CHS1052	Worship History and Theology 2 (BLITZ)	2
	MBS1950	Performance and Application Seminar 1	2	MBS2950	Performance and Application Seminar 2	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	BUS1001	Introduction to Music Business	3	BUS2310	Concert Booking and Promotion	3
	BUS1210	Artistic Management and Representation	3	BUS2110	Music Marketing	3
	BUS1080	Music Business Lab 1	3	BUS2080	Music Business Lab 2	3
	BUS1280	Ensemble Management 1	0.5	BUS1281	Ensemble Management 2	0.5
	Semester Hour Total		18	Semester Hour Total		21
	Graduation Requirement: Community Service: 15 hours			Graduation Requirement: Community Service, 15 hours		

SECOND YEAR, MBM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	ENG1111	English Composition 1	3		ENG1112	English Composition 2 3
	SCI2220	Acoustical Physics (Blitz)	3		SOCI1013	Introduction to Sociology (Blitz) 3
	THG2210	Essential Theology	3		THG2410	Christian Perspective 3
	MBS3950	Performance and Application Seminar 3	2		MBS4950	Performance and Application Seminar 4 2
	MBS1000	Worship and Accountability	0.5		MBS1000	Worship and Accountability 0.5
✓	EMPHASIS			✓	EMPHASIS	
	BUS4410	Music Publishing Administration	3		BUS3951	Publicity and Promotions Seminar 3
	BUS2050	Independent Business Administration	3		BUS4420	Record Label Operations 3
	BUS3080	Music Business Lab 3	3		BUS4080	Music Business Lab 4 3
	BUS2280	Ensemble Management 3	0.5		BUS2281	Ensemble Management 4 0.5
	BUS3910	Internship 1	1			
	Semester Hour Total		22		Semester Hour Total 21	
	Graduation Requirement: Community Service: 15 hours				Graduation Requirement: Community Service, 15 hours	

THIRD YEAR, MBM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	MBS4210	Leadership And Ethics	3		HUM2410	World Cultures and Music 3
	HIST2120	American History (Blitz)	3		SCI2230	Biology: Human Life and Wellness (Blitz) 3
	MTH2210	College Math	3			
					PSY2023	Introduction to Christian Psychology 3
					ENG3961	Seminar in Christian Literature 3
	PCE3110	Pastoral Care and Communication	3		THG4510	Theology of the Kingdom 3
	MBS1000	Worship and Accountability	0.5		MBS1000	Worship and Accountability 0.5
✓	EMPHASIS			✓	EMPHASIS	
	BUS4210	Funding, Distribution & Merchandising Management	3		BUS3310	Event, Tour, and Venue Management 3
	BUS3280	Ensemble Management 5	0.5		BUS3281	Ensemble Management 6 0.5
	BUS4923	Internship 2	3		MPX4000	Senior Colloquium 1
					MUS4980	Senior Project 1
	Semester Hour Total		19		Semester Hour Total 21	
	Graduation Requirements: Community Service: 15 hours File <i>Intent to Graduate</i> Form Begin <i>Senior Project Prospectus</i>				Graduation Requirement: Community Service, 15 hours	
Total semester hours required for Bachelor of Ministry in Music Business					122	

CERTIFICATE IN MUSIC BUSINESS MINISTRY

Certificate in Music Business Ministry						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	OTS1300	Old Testament Survey	3	NTS1300	New Testament Survey	3
	PCE1011	Preparation for the Ministry 1	1	PCE1012	Preparation for the Ministry 2	1
	CHS1051	Worship History and Theology 1 (BLITZ)	2	CHS1052	Worship History and Theology 2 (BLITZ)	2
	MBS1950	Performance and Application Seminar 1	2	MBS2950	Performance and Application Seminar 2	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	BUS1001	Introduction to Music Business	3	BUS2310	Concert Booking and Promotion	3
	BUS1210	Artistic Management and Representation	3	BUS2110	Music Marketing	3
	BUS1080	Music Business Lab 1	3	BUS2080	Music Business Lab 2	3
	BUS1280	Ensemble Management 1	0.5	BUS2280	Ensemble Management 2	0.5
	Semester Hour Total		18	Semester Hour Total		18
	Graduation Requirement: Community Service: 15 hours			Graduation Requirement: Community Service, 15 hours		
Total semester hours required for Certificate in Music Business Ministry					36	

MINOR IN MUSIC BUSINESS MINISTRY (FOR NON-MBM MAJORS)

Minor in Music Business Ministry						
Fall Semester				Spring Semester		
✓	EMPHASIS			✓	EMPHASIS	
	BUS1001	Introduction to Music Business	3	BUS2310	Concert Booking and Promotion	3
	BUS1210	Artistic Management and Representation	3	BUS2110	Music Marketing	3
	BUS1080	Music Business Lab 1	3	BUS2080	Music Business Lab 2	3
	Semester Hour Total		9	Semester Hour Total		9
Total semester hours required for minor in Modern Music Ministry					18	

Media Production Ministry

The Media Production Ministry Department is chaired by Tommy Loser.

The Media Production Ministry program is designed to prepare Christian technicians and artists for vocational readiness from a Christian perspective. The program is designed to introduce students to the tools and techniques used to produce music in the modern recording studio, while nurturing the students' passion to serve the church or industry with Christian character. Students will gain an in - depth knowledge of current technology, recording techniques, and music production skills. Media Production students will be responsible for engineering all student recordings and live sound requirements of VISIBLE SCHOOL. 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 ProTools.

MPM PROGRAM LAYOUT

The following courses are required for completion of the Bachelor of Ministry in Media Production or the Certificate of Media Production Ministry. The course layout below is suggested as the most effective sequence for completion of the degree. Some courses are offered on a rotational basis and will affect this course layout slightly. The student may vary from this suggested layout, but only with the guidance of their advisor. Please see individual course descriptions for prerequisites, co-requisites, and/or minimum hour requirements.

All students pursuing the Bachelor of Ministry in Media Production must complete the Core Curriculum requirements, including General Education and Ministry and Biblical Studies courses, as outlined in the "Core Curriculum Requirements" section of this catalog.

BACHELOR OF MINISTRY IN MEDIA PRODUCTION

FIRST YEAR, MPM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	OTS1300	Old Testament Survey	3	NTS1300	New Testament Survey	3
	PCE1011	Preparation for the Ministry 1	1	PCE1012	Preparation for the Ministry 2	1
	CHS1051	Worship History and Theology 1 (BLITZ)	2	CHS1052	Worship History and Theology 2 (BLITZ)	2
	MBS1950	Performance and Application Seminar 1	2	MBS2950	Performance and Application Seminar 2	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	AUD1210	Recording Techniques 1	3	AUD2210	Recording Techniques 2	3
	AUD1310	Audio Production 1: Producer Basics	3	AUD2310	Audio Production 2: Studio Arranging	3
	AUD1010	Recording Consoles	3	AUD2010	Digital Audio Workstations	3
	MED1380	Media Production Lab 1	1	MED1381	Media Production Lab 2	1
	AUD1410	Introduction to Live Sound	1	AUD2410	Equipment Maintenance and Repair	1
	Semester Hour Total		19.5	Semester Hour Total		19.5
	Graduation Requirement: Community Service: 15 hours			Graduation Requirement: Community Service, 15 hours		

SECOND YEAR, MPM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	ENG1111	English Composition 1	3		ENG1112	English Composition 2 3
	SCI2220	Acoustical Physics (Blitz)	3		SCI2230	Biology: Human Life and Wellness (Blitz) 3
					SOCI1013	Introduction to Sociology (Blitz) 3
					PSY2023	Introduction to Christian Psychology 3
	THG2210	Essential Theology	3		THG2410	Christian Perspective 3
	MBS3950	Performance and Application Seminar 3	2		MBS4950	Performance and Application Seminar 4 2
	MBS1000	Worship and Accountability	0.5		MBS1000	Worship and Accountability 0.5
✓	EMPHASIS			✓	EMPHASIS	
	BUS2050	Independent Business Administration	3		AUD4951	Commercial Release Seminar 3
	AUD4110	Sound Reinforcement	3			
	MED2380	Media Production Lab 3	1		MED42381	Media Production Lab 4 1
	MED3920	Professional Internship 1	3			
	Semester Hour Total		21.5		Semester Hour Total 21.5	
Graduation Requirement: Community Service: 15 hours				Graduation Requirement: Community Service, 15 hours		

THIRD YEAR, MPM						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	MBS4210	Leadership And Ethics	3		HUM2410	World Cultures and Music 3
	HIST2120	American History (BLitz)	3		HIST2110	History of American Society and Popular Music 3
	MTH2210	College Math	3		ENG3961	Seminar in Christian Literature 3
	PCE3110	Pastoral Care and Communication	3		THG4510	Theology of the Kingdom 3
	MBS1000	Worship and Accountability	0.5		MBS1000	Worship and Accountability 0.5
✓	EMPHASIS			✓	EMPHASIS	
	AUD3510	Mixing Techniques	3		AUD4510	Mixing and Mastering 3
	AUD3321	Audio Production 3: Electronic Music and Technology	3		AUD3322	Audio Production 4: Multimedia Applications 3
	MED3380	Media Production Lab 5	1		MED3381	Media Production Lab 6 1
	MPX4911	Professional Internship 2	3		MPX4000	Senior Colloquium 1
					MUS4980	Senior Project 1
	Semester Hour Total		22.5		Semester Hour Total 21.5	
	Graduation Requirements: Community Service: 15 hours File <i>Intent to Graduate</i> Form Begin <i>Senior Project Prospectus</i>				Graduation Requirement: Community Service, 15 hours	
Total semester hours required for Bachelor of Ministry in Media Production					126	

CERTIFICATE IN MEDIA PRODUCTION MINISTRY

Certificate in Media Production Ministry						
Fall Semester				Spring Semester		
✓	CORE CURRICULUM			✓	CORE CURRICULUM	
	OTS1300	Old Testament Survey	3	NTS1300	New Testament Survey	3
	PCE1011	Preparation for the Ministry 1	1	PCE1012	Preparation for the Ministry 2	1
	CHS1051	Worship History and Theology 1 (BLITZ)	2	CHS1052	Worship History and Theology 2 (BLITZ)	2
	MBS1950	Performance and Application Seminar 1	2	MBS2950	Performance and Application Seminar 2	2
	MBS1000	Worship and Accountability	0.5	MBS1000	Worship and Accountability	0.5
✓	EMPHASIS			✓	EMPHASIS	
	AUD1210	Recording Techniques 1	3	AUD2210	Recording Techniques 2	3
	AUD1310	Audio Production 1: Producer Basics	3	AUD2310	Audio Production 2: Studio Arranging	3
	AUD1010	Recording Consoles	3	AUD2010	Digital Audio Workstations	3
	MED1380	Media Production Lab 1	1	MED2380	Media Production Lab 2	1
	AUD1410	Introduction to Live Sound	1	AUD2410	Equipment Maintenance and Repair	1
	Semester Hour Total		19.5	Semester Hour Total		19.5
	Graduation Requirement: Community Service: 15 hours			Graduation Requirement: Community Service, 15 hours		

MINOR IN MEDIA PRODUCTION MINISTRY (FOR NON-MPM MAJORS)

Minor in Media Production Ministry						
Fall Semester				Spring Semester		
✓	EMPHASIS			✓	EMPHASIS	
	AUD1210	Recording Techniques 1	3	AUD2210	Recording Techniques 2	3
	AUD1310	Audio Production 1: Producer Basics	3	AUD2310	Audio Production 2: Studio Arranging	3
	AUD1010	Recording Consoles	3	AUD2010	Digital Audio Workstations	3
	Semester Hour Total		9	Semester Hour Total		9
Total semester hours required for minor in Modern Music Ministry				18		

Course Descriptions

CORE CURRICULUM

ENG1111 - English Composition 1 (3 semester hours)

This course introduces students to basic grammatical writing skills (outlining, drafting, proofreading, and revising), genres (informal, business formal, and academic), and Turabian formatting. Students will improve their skills through multiple writing assignments.

ENG1112 - English Composition 2 (3 semester hours)

Prerequisite: ENG1111, English Composition 1.

This course continues to develop writing skills beyond the levels of proficiency required in English Composition 1, with increased emphasis on self-editing. Basic familiarity with computer word processing and file management is required.

ENG3961 - Seminar in Christian Literature (3 semester hours)

This course is designed to introduce the student to a selection of classic Christian Literature. This course allows the instructor to be flexible in the choosing of the topical material; course may be repeated for credit when topical material and/or author changes.

HST2110 - American History (3 semester hours)

This course is an introduction to American History through a focus on topics such as the country's Christian foundations, cultural development, policy, and government.

HST3520 - History of American Society and Popular Music (3 semester hours)

History of American Society and Popular Music 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.

HUM2410 - World Cultures and Music (3 semester hours)

World Music Ensemble is an ensemble-based humanities course which explores the music and instrumentation of a variety of non-Western cultures, including West Africa, Aboriginal Australia, and the Middle East. Students will study each region and participate in ensembles based on the music of these cultures. Instrumentation will include percussion (dombek, bodhran, djembe, bull-roarer, kalimba, etc.), wind instruments (didjeridu, African flute, shofar, etc), and voice. Students are required to provide their own hand drum.

MTH2210 - College Mathematics (3 semester hours)

This course contains intermediate algebra concepts vital to business professionals, media professionals, and artists. The course will focus on linear modeling, graphical linear programming, matrix solutions to systems of equations, logic, sets, counting, probability, and the use of recursive formulas in the mathematics of finance. Particular emphasis is placed on developing problem solving skills as related to the disciplines of the college.

PSY1001 - Introduction to Christian Psychology (3 semester hours)

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

SCI2220 - 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.

SOC1013 - Introduction to Sociology (3 semester hours)

Introduction to Sociology will explore sociological explanations of some key challenges that face our society. The overall aim of the course is to introduce a Christian sociological perspective in order to ask and answer questions about our world. This class will discuss and critically analyze topics such as race, class, gender, social movements, poverty, education, religion, and globalization.

VS1000 - Visible School Orientation (0 semester hours)

Visible School Orientation is required of 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 School Library. Offered each semester.

MBS1000 - Worship And Accountability (.5 semester hours)

Worship and Accountability allows students to come together for the corporate expression of praise and worship to God, followed by discussion, prayer, discipleship, and accountability with the student's peer group. Required each semester the student is enrolled full time. May be repeated for credit. Offered each semester.

MBS1011 - Preparation for the Ministry 1 (1 semester hour)

This course is a broad overview of spiritual and life principles and psychological information used for character development but can be especially helpful for those going into ministry. The topics covered are applicable to one's personal life, and can be used to disciple others and minister to those who are hurting or confused.

MBS1012 - Preparation for the Ministry 2 (1 semester hour)

This course is a continuation of MBS1011, Preparation for the Ministry 1. Spiritual and life principles needed for character development of the minister are further explored, leading to a better understanding of one's identity in Christ and relationship with others.

MBS1300 - Old Testament Survey (3 semester hours)

This course will provide an overview of the literary, historical, geographical, and religious dimensions of the Old Testament. The approach used is intended to give a general but complete view of the entire Old Testament period. Students will be guided to an understanding of God's hand in the lives and history of His people, which will lead to self-examination of Biblical faith and learning in relation to daily life and individual purpose.

MBS1310 - 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.

MBS1750 - Introduction to Artistic Principles (1 semester hour)

This course is an introduction into two importance disciplines of spiritual and vocational growth. For the first half of the semester, this course will explore the principles of Christian artistic spirituality,

artistic leadership and artistic practice of the craft. Students will discuss and research topics such as criticism, characteristics of the artist-leader, artistic motivation and initiative. In the second half of the semester, students will be exposed to basic music business principles and understand a variety of introductory concepts needed for the young, independent artist to begin a career in music.

Performance and Application Seminar (2 semester hours)

Performance and Application Seminar gives students the opportunity to both perform for their peers, presenting repertoire from private lesson, and hear from visiting speakers from all walks of life in the music industry, arts industry, and church leadership. Offered in sequence as follows:

- MBS1950 Performance and Application Seminar 1
- MBS2950 Performance and Application Seminar 2
- MBS3950 Performance and Application Seminar 3
- MBS4950 Performance and Application Seminar 4

MBS2430/HUM2430 - Seminar in Old Testament Studies (3 semester hours)

Prerequisite: MBS1300, Old Testament Survey.

This course will provide an in-depth look at a grouping of Old Testament texts with attention to cultural and historical influences and interpretation. May be repeated for credit where topic varies. Prerequisite: MBS1300, Old Testament Survey.

Fall 2009 Seminar in Old Testament Studies offering:

The prophets of the Assyrian Period (e.g., Amos, Hosea, Micah, Isaiah 1-39). Special attention will be given to hearing the prophets' messages in light of their historical setting as well as application to our lives in the present day.

MBS3110 Pastoral Care (3 semester hours)

Prerequisites: MBS1011, Preparation for the Ministry 1 and MBS1012, Preparation for the Ministry 2.

Pastoral Care consists of guided instruction in topics relating to the caring functions of pastoral ministry. Students will be exposed to a broad overview of spiritual direction focusing on caring and purposeful relations, and participate in personal spiritual formation and development of classic Christian disciplines. Much of this course will be practical application of the information learned in class in various leadership roles in the institutional setting.

MBS4210 - Leadership and Ethics (3 semester hours)

The focus of this course will be on leadership essentials and Christian ethics both in the church and as industry leaders outside the church. Students will examine the need for personal and ministry mission and vision statements and the need for decision making based in the tenets of Christian morality. Leadership and Ethics will present the revelation of God through the life and person of Jesus Christ and the whole of scripture as guidance for our leadership and ethical practices.

THG1051 - Worship History and Theology 1 (2 semester hours)

This course is an introduction to the theology of worship and practical applications of this theology. This course includes a study of the Biblical foundations of worship, the historical development of worship, music and arts in worship, and the services of the Christian year. This approach is an invaluable resource to anyone serving through church or artistic ministry.

THG1052 - Worship History and Theology 2 (2 semester hours)

Prerequisite: THG1051, Worship History and Theology 1

This course is a continuation of the theology of worship and practical applications of this theology. This course includes a study of the ministries of worship sacred actions of worship and the purpose of worship. This study culminates in the student formulating and verbalizing a biblical theology of worship. This approach is an invaluable resource to anyone serving through church or artistic ministry.

THG1210 - Essential Theology (3 semester hours)

This course is intended to introduce the student to the basics of systematic theology and practice by a study of the fundamental doctrines of the Christian faith. As an integral part of this study, the student will confront his or her own standing before God, his/her practice of prayer, life-style evangelism, and spiritual growth by the devotional use of the Scriptures. The focus of this course is on the Gospel - creation, fall, sin, the Trinity, Person of Christ, Person of the Holy Spirit, salvation, sanctification, and empowerment for ministry in the church and the world.

THG1410 - Christian Perspective (3 semester hours)

This course is an introduction to the various philosophies of religion in the world and culture in comparison and contrast to the biblical perspective. The student will explore the key ideas of a Christian worldview and discover how to engage culture through transformative action. Special attention will be given to the application of our understanding of the revelation of God to our worship practices and creative and musical expression.

THG4510 - Theology of the Kingdom (3 semester hours)

This course consists of studies and guided instruction in topics relating to the kingdom of God. Students will participate in developing a sound Biblical and theological understanding of the kingdom, theology regarding the church and its relation to the kingdom, understanding different Biblical and theological views concerning eschatology, and most importantly have their lives practically influenced and challenged.

MODERN MUSIC MINISTRY DEPARTMENT**Applied Lab: Sectionals** (3 semester hours)

Sectionals are group lessons that relate to the chosen discipline (guitar, voice, keyboard, bass, percussion, songwriting, worship leading) and interact closely with the applied lesson. Attention is given to technique and mastery, as well as general considerations in the specific field. *Sectional 1 is a pre-requisite to Sectional 2.* Sectional 1 is offered each Fall. Sectional 2 is offered each Spring.

MUS 1213	Applied Lab: Guitar Sectional 1
MUS 2213	Applied Lab: Guitar Sectional 2
MUS 1223	Applied Lab: Bass Sectional 1
MUS 2223	Applied Lab: Bass Sectional 2
MUS 1233	Applied Lab: Percussion Sectional 1
MUS 2233	Applied Lab: Percussion Sectional 2
MUS 1243	Applied Lab: Keyboard Sectional 1
MUS 2243	Applied Lab: Keyboard Sectional 2
MUS 1253	Applied Lab: Songwriting Sectional 1
MUS 2253	Applied Lab: Songwriting Sectional 2
MUS 1263	Applied Lab: Vocal Sectional 1
MUS 2263	Applied Lab: Vocal Sectional 2
MUS 1273	Applied Lab: Worship Leadership 1
MUS 2273	Applied Lab: Worship Leadership 1

Applied Lessons (.5 or 1 semester hour)

Applied Lessons are weekly times for one-on-one development and mentoring in the student's primary discipline (guitar, voice, keyboard, bass, percussion, songwriting, worship leading). This course may be repeated for credit. Prerequisites include placement and assignment of course number by primary instructor.

Available Applied Lesson Numbers, to be assigned by instructor:

MUS 1210	Guitar level 1, .5 s.h.	MUS 1211	Guitar level 1, 1 s.h.
MUS 2210	Guitar level 2, .5 s.h.	MUS 2211	Guitar level 2, 1 s.h.
MUS 3210	Guitar level 3, .5 s.h.	MUS 3211	Guitar level 3, 1 s.h.
MUS 4210	Guitar level 4, .5 s.h.	MUS 4211	Guitar level 4, 1 s.h.
MUS 1220	Bass level 1, .5 s.h.	MUS 1221	Bass level 1, 1 s.h.
MUS 2220	Bass level 2, .5 s.h.	MUS 2221	Bass level 2, 1 s.h.
MUS 3220	Bass level 3, .5 s.h.	MUS 3221	Bass level 3, 1 s.h.
MUS 4220	Bass level 4, .5 s.h.	MUS 4221	Bass level 4, 1 s.h.
MUS 1230	Percussion level 1, .5 s.h.	MUS 1231	Percussion level 1, 1 s.h.
MUS 2230	Percussion level 2, .5 s.h.	MUS 2231	Percussion level 2, 1 s.h.
MUS 3230	Percussion level 3, .5 s.h.	MUS 3231	Percussion level 3, 1 s.h.
MUS 4230	Percussion level 4, .5 s.h.	MUS 4231	Percussion level 4, 1 s.h.
MUS 1240	Keyboard level 1, .5 s.h.	MUS 1241	Keyboard level 1, 1 s.h.
MUS 2240	Keyboard level 2, .5 s.h.	MUS 2241	Keyboard level 2, 1 s.h.
MUS 3240	Keyboard level 3, .5 s.h.	MUS 3241	Keyboard level 3, 1 s.h.
MUS 4240	Keyboard level 4, .5 s.h.	MUS 4241	Keyboard level 4, 1 s.h.
MUS 1250	Songwriting level 1, .5 s.h.	MUS 1251	Songwriting level 1, 1 s.h.
MUS 2250	Songwriting level 2, .5 s.h.	MUS 2251	Songwriting level 2, 1 s.h.
MUS 3250	Songwriting level 3, .5 s.h.	MUS 3251	Songwriting level 3, 1 s.h.
MUS 4250	Songwriting level 4, .5 s.h.	MUS 4251	Songwriting level 4, 1 s.h.
MUS 1260	Vocal level 1, .5 s.h.	MUS 1261	Vocal level 1, 1 s.h.
MUS 2260	Vocal level 2, .5 s.h.	MUS 2261	Vocal level 2, 1 s.h.
MUS 3260	Vocal level 3, .5 s.h.	MUS 3261	Vocal level 3, 1 s.h.
MUS 4260	Vocal level 4, .5 s.h.	MUS 4261	Vocal level 4, 1 s.h.
MUS 1270	Worship Disc. level 1, .5 s.h.	MUS 1271	Worship Disc. level 1, 1 s.h.
MUS 2270	Worship Disc. level 2, .5 s.h.	MUS 2271	Worship Disc. level 2, 1 s.h.
MUS 3270	Worship Disc. level 3, .5 s.h.	MUS 3271	Worship Disc. level 3, 1 s.h.
MUS 4270	Worship Disc. level 4, .5 s.h.	MUS 4271	Worship Disc. level 4, 1 s.h.

MUS0100 - Fundamentals of Theory (3 semester hours)

Concurrent enrollment in MUS 0110, Fundamentals of Aural Theory is required.

This remedial course is designed to introduce the student to the fundamentals of music theory and musicianship and prepare the student for college-level music studies. Topics will progress from basic music reading through the construction of the major scale and basics of harmony.

MUS0110 - Fundamentals of Aural Theory (2 semester hours)

Concurrent enrollment in MUS0100, Fundamentals of Theory is required.

Fundamentals of Aural Theory, taken concurrently with Fundamentals of Theory, is remedial introduction to hearing the essential elements of music. Students will begin to understand dictation technique, interval recognition, and rhythmic patterns.

MUS1100 - Music Theory 1 Common Practice Techniques (3 semester hours)

Prerequisite: Satisfactory completion of the Visible School entrance exam, or faculty placement.

Concurrent enrollment in MUS1110, Aural Theory 1 is required.

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.

MUS1110 - Applied Aural Theory 1 (2 semester hours)

Prerequisite: Satisfactory completion of the Visible School entrance exam, or faculty placement.

Concurrent enrollment in MUS 1100, Music Theory 1 is required.

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.

Ensembles (.5 semester hour)

Concurrent enrollment in an applied lesson is required. This course may be repeated for credit.

Ensembles is a performance-based course which enables students 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 ensembles will vary with the level of ability of the players, current trends in popular music, and instructor assignments. Offered each semester.

MUS 1400	Ensemble 1
MUS 2400	Ensemble 2
MUS 3400	Ensemble 3
MUS 4400	Ensemble 4

MUS2100 - Music Theory 2 Intermediate Harmony (3 semester hours)

Prerequisite: Satisfactory completion of MUS1100, Music Theory 1 and MUS1110, Aural Theory 1 or faculty placement.

Concurrent enrollment in MUS2100, Aural Theory 2 and MUS2115, Keyboard Harmony 2 is required.

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.

MUS2110 - Applied Aural Theory 2 (2 semester hours)

Prerequisite: Satisfactory completion of MUS1000, Music Theory 1 and MUS110, Aural Theory 1, or faculty placement.

Concurrent enrollment in MUS2100, Music Theory 2 and MUS2115, Keyboard Harmony is required.

Aural Theory 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.

MUS2115 - Keyboard Harmony (1 semester hour)

Must be taken concurrently with MUS2100, Music Theory 2 and MUS2110, Aural Theory 2.

This course utilizes practical harmony elements and accompaniment variations found in contemporary compositions and chord structures with application to the keyboard. The students will gain knowledge of the keyboard and various ways to accompany melodies and improvise within a chord outline. This course also applies the intermediate harmonic structures of Music and Aural Theory 2--scales, progressions, cadences--to the keyboard.

MUS3030 - Electronic Music and Technology (3 semester hours)

Electronic Music and Technology is a course designed to give students an understanding of electronic music production, music loops and sampling, and how such music is composed and created using digital music creation software.

MUS3100 - Music Theory 3 Form and Improvisation (3 semester hours)

Prerequisite: Satisfactory completion of MUS2100 Music Theory 2 and MUS2110 Aural Theory 2 or faculty placement.

Concurrent enrollment in Aural Theory 3 is required.

This course progresses from extended chromaticism in music and borrowed chords through other systems of harmonic organization. Students will be trained to hear music and dissect form by theoretical analysis. Students 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.

MUS3110 - Applied Aural Theory 3 (2 semester hours)

Prerequisite: Satisfactory completion of MUS2100 Music Theory 2 and MUS2110 Aural Theory 2 or faculty placement.

Concurrent enrollment in Music Theory 3 is required.

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.

MUS3233 - Repertoire and Improvisation (3 semester hours)

Prerequisite: Satisfactory completion of MUS2100 Music Theory 2 and MUS2110 Aural Theory 2 or faculty placement.

Applied Sectional 3 is a music reading and experiential course in which students from all Modern Music Ministry divisions come together to practice sight reading, creativity, and improvisation in the context of an instructor-guided ensemble.

MUS3510 - Music History Survey 3 semester hours

Prerequisite: Satisfactory completion of MUS2100, Elementary Harmony 2 and MUS2110, Applied Aural Theory 2.

Music History Survey is an overview of the elements of Western Music. Students 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.

MUS4100 - Music Theory 4 Composition and Arranging (3 semester hours)

Prerequisite: Satisfactory completion of MUS3100, Music Theory 3 and MUS3110, Aural Theory 3 or faculty placement.

Concurrent enrollment in Aural Theory 4 is required.

This course is designed to allow the student to develop mastery of music composition and arranging. Drawing on historical and contemporary contexts, students will expand their understanding and technique of composition and analysis allowing for immersion in the musical experience.

MUS4110 - Applied Aural Theory 4 Theme and Variation (2 semester hours)

Prerequisite: Satisfactory completion of MUS3100, Music Theory 3, and MUS3110, Aural Theory 3, or faculty placement.

Concurrent enrollment in MUS2100, Music Theory 4, is required.

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 students to work in a contemporary art music setting.

MUS4610 - Conducting and Ensemble Leadership (3 semester hours)

This practicum will provide students with an opportunity to increase their ensemble leadership skills. Study will focus on musical preparation for leadership and the technique of conducting. Students will learn how to confidently interpret the wishes of the original composer or artist as well as lead in spontaneous settings.

MUS4911 Professional Internship (3 semester hours)

Prerequisite: 80 semester hours of the MMM program completed.

Professional Internship is focused on the professional's role in the student's field, the contemporary work environment, culture and Christian community. Student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. Students 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.

MUS4980 Senior Recital (1 semester hour)

Prerequisites: 4000-level lesson enrollment.

Concurrent enrollment in the applied lesson is required.

Must be taken in the student's final semester at Visible School.

The Senior Recital allows Modern Music Ministry to demonstrate mastery of their musical field (guitar, voice, keyboard, bass, percussion, songwriting, or worship leading) through performance of senior-level musical repertoire. The Senior Recital process enables students 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.

MUSIC BUSINESS MINISTRY DEPARTMENT**Ensemble Management** (.5 semester hour)

Students will gain experience managing and marketing contemporary ensembles. Offered each semester as indicated below.

BUS1280: Applied Ensemble Management 1

BUS1281: Applied Ensemble Management 2

BUS2280: Applied Ensemble Management 3

BUS2281: Applied Ensemble Management 4

BUS3280: Applied Ensemble Management 5

BUS3281: Applied Ensemble Management 6

BUS1001 - Introduction to Music Business (3 semester hours)

This course is an introduction to the business of commercial music with special application to Contemporary Christian Music, or CCM. 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.

BUS1080 - Music Business Lab 1 (3 semester hours)

A career-oriented course of study in business communication skills, computer skills, and the music industry administration. Taken in conjunction with Introduction to Music Business, students will gain experiential knowledge while performing music business roles within the school environment.

BUS2080 - Music Business Lab 2 (3 semester hours)

Prerequisite: Satisfactory completion of BUS1080, Music Business Lab 1.

A career-oriented course of study in business communication skills, computer skills, and the music industry administration. Taken in conjunction with Event Promotion and Management, students will gain experiential knowledge while performing music business roles within the school environment.

BUS3080 - Music Business Lab 3 (3 semester hours)

Prerequisite: Satisfactory completion of BUS2080, Music Business Lab 2.

A career-oriented course of study in business communication skills, computer skills, and the music industry administration. Taken in conjunction with Record Label Operations and Music Publishing Administration, students will gain experiential knowledge while performing music business roles within the school environment.

BUS4080 - Music Business Lab 4 (3 semester hours)

Prerequisite: Satisfactory completion of BUS3080, Music Business Lab 3.

A career-oriented course study in business communication skills, computer skills, and music industry administration. Taken in conjunction with the Spring Semester music business courses, students will gain experiential knowledge while performing music business roles within the school environment.

BUS1210 - 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.

BUS2050 - Business Administration (3 semester hours)

This course is a presentation of basic business principles needed for administrating independent music or ministry, including accounting principles, business planning, human resources, and business ethics. Offered alternate Fall semesters.

BUS2110 - Music Marketing (3 semester hours)

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

BUS2310 - 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.

BUS3310 -Event, Tour, and Venue Management (3 semester hours)

This course is an advanced study of event promotion, touring, and venue management with an emphasis on the application of studied materials. As part of this course, students will be required to plan, book, promote, and manage actual events.

BUS3923 - Professional Internship 1 (3 semester hours)

Prerequisite: 38 semester hours of the MBM program completed.

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. Student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. Students 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.

BUS3951 - Publicity and Promotions Seminar (3 semester hours)

Students will become familiar with the work of publicity and promotion of artists and events within the music industry, specifically CCM. As an outworking of this class, students will be required to host events, plan, prepare, and work events and for artists in various capacities. Prerequisite: Introduction to Music Business.

BUS4210 - Funding, Distribution, and Merchandising Management (3 semester hours)

This course is an advanced study of the distribution channels and merchandising opportunities available to the modern music marketer with an emphasis on the application of studied materials. As part of this course, students will be required to assist in the distribution and merchandising of school-produced products. Offered Spring of alternate years.

BUS4410 - Music Publishing Administration (3 semester hours)

This course seeks to give the student an experience comparable to working for a music publishing company. Students will complete projects within the various departments of the company and work toward the acquisition and exploitation of music copyrights.

BUS4420 - Record Label Operations (3 semester hours)

This course seeks to give the student the experience of working for a record label. Students will complete projects within the various departments of the label and work toward the release of actual products.

BUS4911 - Professional Internship 2 (3 semester hours)

Prerequisite: 80 semester hours of the MBM program completed.

Professional Internship 2 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. Student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. Students 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.

BUS4933 - Legal Issues in the Music Business (3 semester hours)

A comprehensive overview and analysis of advanced legal issues in the music business industry, specifically those relating to contractual agreements and relationships.

BUS4980 - Senior Project: Music Business (1 to 3 semester hours)

The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of the music business. Students are required to complete a portfolio of their 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 Director of Academic Development.

MEDIA PRODUCTION MINISTRY DEPARTMENT**Media Production Lab** (1 semester hour)

In this course students will develop skills in creating various forms of media production. Projects will be completed in various areas of interest. May be repeated for credit.

MED 1380 Media Production Lab 1

MED 1381 Media Production Lab 2

MED 2380 Media Production Lab 3

MED 2381 Media Production Lab 4

MED 3380 Media Production Lab 5

MED 3381 Media Production Lab 6

AUD1010 - Recording Consoles (3 semester hours)

Recording Consoles will expose students to large format consoles in the modern recording studio. Students will gain a basic understanding of signal flow, channel strip, inputs and outputs, and various approaches to recording using analog consoles and patchbays.

AUD1210 - Recording Techniques 1 (3 semester hours)

Recording Techniques 1 will expose students to the equipment and techniques used to record music in the modern recording studio. Students will gain theoretical knowledge and practical experience through textbooks, equipment manuals, and by working on a large number of assigned audio projects in a recording studio. Critical listening of commercial productions will be utilized for reference and example and basics of editing software will be covered.

AUD1310 - Audio Production 1 (3 semester hours)

Music Production 1 will expose students to the language and skills necessary to effectively function as a music producer in a recording studio. Concentration is centered on the producer's role, the language of music, basic music theory, ear training, and extramusical skills such as business tools, communication, and interpersonal dynamics. Students will gain a foundational knowledge of current technology and production techniques for the record producer.

AUD1410 - Introduction to Live Sound (1 semester hour)

Introduction to Live Sound is an introduction to the elements of sound reinforcement systems, orientation to VISIBLE SCHOOL audio applications, directed readings in sound reinforcement texts, and service to audio projects at the school as directed.

AUD2010 - Digital Audio Workstations (3 semester hours)

Digital Audio Workstations will expose students to the tools and skills pertaining to digital mixers and software packages for recording music, with an emphasis on applying these principles to school and student projects. Prerequisite: AUD1010, Recording Consoles or permission of instructor.

BUS2050 - Business Administration (3 semester hours)

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

AUD2210 - Recording Techniques 2 (3 semester hours)

Recording Techniques 2 will advance students in the current tools and techniques used to record music in the modern recording studio. Students will gain theoretical knowledge and practical experience through textbooks, equipment manuals and by working on a large number of assigned audio projects in a recording studio. Critical listening of commercial productions will be utilized for reference and example and editing software will be utilized on all projects. Prerequisite: AUD1210, Recording Techniques 1 or permission of instructor.

AUD2310 - Audio Production 2 (3 semester hours)

Music Production 2 will further expose students 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.

AUD2410 - Equipment Maintenance and Repair 1.5 semester hours

Equipment Maintenance and Repair walks students through the basic care and troubleshooting of audio gear. Students will work together to troubleshoot problems in the sound system and also get hands-on experience in equipment repair.

AUD3321 - Music Production 3: Electronic Music and Technology (3 semester hours)

Prerequisite: AUD2310, Audio Production 2 or permission of instructor.

Electronic Music and Technology is a course designed to give students an understanding of electronic music production, music loops and sampling, and how such music is composed and created using digital music creation software.

AUD3322 - Audio Production 4: Multimedia Application (3 semester hours)

Prerequisite: AUD3321, Music Production 3 or permission of instructor.

Music Production 3 will further expose students to the tools of music production as applicable to the music producer in the recording studio. Concentration is centered on sound for film, mixing in surround/multi-channel recording, basic recording for television, radio jingles, and innovative production for current technology such as internet stream, podcasts and video games. Students will learn how to record sounds and instruments for use in projects and how to work in an AV post studio setting where they must link audio with video. Extensive listening assignments will be given and recordings will be made in this class.

AUD3510 - Mixing Techniques (3 semester hours)

Mixing Techniques will expose students to the craft and art of music mixing in the commercial studio. Consoles used will include a variety of analog and digital mixing consoles, in conjunction with Pro Tools and Logic. Students will be working on mixing and finishing projects/songs for VISIBLE SCHOOL that may be commercially released.

AUD4110 - Sound Reinforcement (3 semester hours)

Prerequisite: AUD2210, Recording Techniques 2.

Sound Reinforcement will expose students to the science, craft and art of audio signal mixing in a live concert setting. Basics 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 School and on location. Offered Spring of alternate years.

AUD4410 - Live Sound Seminar (3 semester hours)

Live Sound Seminar provides instruction in audio applications for the live performance venue covering topics ranging from equipment, set-up, and EQ.

AUD4510 - Mixing and Mastering (3 semester hours)

Prerequisite: AUD3510, Mixing Techniques or permission of instructor.

Mixing and Mastering will give students advanced skills in mixing while exploring the philosophy, purpose and processes of mastering techniques and the elements in finalizing a commercial recorded project. Mastering will be illuminated as the last creative step in the process of producing a record album, CD, DVD-A or SACD, and project management of the manufacturing process will be covered. Students will have the opportunity to put these techniques to use by working on projects for VISIBLE SCHOOL that may be commercially released. Offered Spring of alternate years.

AUD4951 - Commercial Release Seminar (3 semester hours)

Commercial Release Seminar will team students from the music production, music business, and music ministry divisions together to create and release a commercially viable product within the semester. Topics will be planning, project management, contracts, and team dynamics. Student will utilize their varied skills in both the creative and business side of productions. Offered Spring of alternate years.

MED3923 - Professional Internship 1 (3 semester hours)

Prerequisite: 40 semester hours of the MPM program completed.

Professional Internship 1 is the first of two internships focused on the professional's role in media, the contemporary work environment, culture and Christian community. Student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. Students 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.

MED4911 - Professional Internship 2 (3 semester hours)

Prerequisite: 80 semester hours of the MPM program completed.

Professional Internship 2 is the second and more advanced of two internships focused on the professional's role in media, the contemporary work environment, culture and Christian community. Student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. Students 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.

MED4410 - Studio Administration (3 semester hours)

Studio Administration will expose students to issues related to the management of a production and recording studio. Emphasis will be given to business planning, time management, resource allocation, personnel dynamics, and financial management. Student will learn the business side of production. Including professional client service, promotional methods, equipment selection and purchasing, and setting of rates. Students will be trained how to sell a short project to a studio or network. Students will also learn about emerging distribution channels.

MED4980 Senior Project: Media Production (1-3 semester hours)

The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of media production. Students are required to complete a portfolio of their 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 media production 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 Director of Academic Development.

Course Numbering System

The following course number system can be applied as shown in this example course number:

Prefix (A)	B	C	D	E
MUS	3	5	2	0

- A. Department Prefix: Tells the reader which discipline from which the course originates.

Prefix	Discipline	Prefix	Discipline
AUD	Audio Production	MTH	Math
BUS	Business	MUS	Music
ENG	English	PSY	Psychology
HST	History	SCI	Science
MBS	Ministry and Biblical Studies	SOC	Sociology
MED	Media Production	THG	Theology

- B. Level: This number tells the reader the level of learning on which the course is taught

Number	Level	Number	Level
1	Freshman	3	Junior
2	Sophomore	4	Senior

- C. Department Category: This number represents the department-specific category this course belongs to. For instance, in the Modern Music Ministry Department, music theories have a specific category number, while performance-based courses have a different number. The numbers 0 and 9 are reserved for “general” and “special” courses, respectively.
- D. Sequence: This number tells the reader the approximate order of coursework in the department. This number carries a special meaning, however, for applied musical studies (lessons, sectionals, etc) and “special” courses mentioned above.

Applied Musical Studies			
Number	Instrument	Number	Instrument
1	Guitar	5	Songwriting
2	Bass	6	Vocal
3	Percussion	7	Worship Leadership

Applied Musical Studies			
Number	Instrument	Number	Instrument
4	Keyboard		

Special Courses			
Number	Instrument	Number	Instrument
0	Independent Study	5	Seminar
1	Practicum	6	Reading
2	Internship	7	Special Programs/Topics
3	Directed Study, on campus	8	Non-Thesis Project
4	Directed Study, off campus	9	Research/Thesis

- E. Sequence or Credit Hours: Except for applied musical studies and internships, this number is used in conjunction with the third digit to designate sequence. For applied musical studies and internships, this digit designates credit hours.

Number	Level	Number	Level
0	.5 semester hour	2	2 semester hours
1	1 semester hour	3	3 semester hours

- F. Private Lessons and Sectionals: Private Lessons and Sectionals combine the above principles to create specific course numbers for these course indicating the level of study, division of study, and credit hour. For example:

MUS X 2 Y Z

- The “X” character represents a number indicating the level of study based on the academic status of the student. (1 = Freshman; 2 = Sophomore; 3 = Junior; and 4 = Senior)
- The number “2” indicates applied music study.
- The “Y” character represents a number indicating the division which the course falls under as located in “Section D: Sequence.”
- The “Z” character is a number representing the credit hour designation of the lesson or sectional as in “Section E: Sequence or Credit Hours.”

Graduation Requirements

In addition to the completion of all course requirements listed in “Degree Programs” section, a student must meet the following graduation requirements in order to be awarded a Bachelor of Ministry degree or a Certificate from VISIBLE SCHOOL.

Degrees and Certificates will not be granted until all requirements and obligations, both academic and financial, have been fulfilled.

To participate in commencement exercises and graduate with a certificate or degree from VISIBLE SCHOOL, each student must fulfill the following:

Graduation Requirements			
✓	Certificate	✓	Bachelor
	Complete all course requirements set forth for the certificate.		Complete all course requirements set forth for the degree.
	Minimum cumulative GPA of 2.0 or higher.		Minimum cumulative GPA of 2.0 or higher.
	No grade lower than a C-.		No grade lower than a C-.
	Complete all community service hours (15 per semester).		Complete all community service hours (15 per semester).
	Complete Exit Interview and check out process.		Complete Exit Interview and check out process.
	Complete a minimum of 24 hours at VISIBLE SCHOOL.		Complete at least last 40 hours of degree at VISIBLE SCHOOL.
	Fulfill all financial obligations to the college.		Fulfill all financial obligations to the college.
	Complete an “Intent to Graduate” form and submit to Registrar by due date.		Complete an “Intent to Graduate” form and submit to Registrar by due date.
	Participate in Commencement ceremonies.		Participate in Commencement ceremonies.

A senior who is within six (6) hours of meeting the graduation requirements may participate in commencement ceremonies with the following provisions:

1. Those six hours must be completed in the term at VISIBLE SCHOOL immediately following the commencement in which the senior is involved.
2. If the remaining six hours of coursework are not completed in the next immediate term at VISIBLE SCHOOL, regular withdrawal and re-admission procedures will apply.
3. Students who have coursework outstanding will not be awarded honors at the commencement ceremonies.
4. Such seniors must petition Director of Academic Development for approval in order to participate in commencement.

DEGREE TIME LIMITS

Students must complete the degree requirements as stated in the catalog for the year in which they enter the college. The time limit for completion of degrees is three years for the Certificate and seven years for the Bachelor degree. The Director of Academic Development must approve any extensions of time.

ADDITIONAL EMPHASIS AND/OR DEGREE POLICY

Completion of a degree or certificate program culminates in the issuance of a Diploma or Certificate. Each Diploma/Certificate issued encompasses at least one emphasis. Therefore, students desiring more than one emphasis with transcript documentation must apply, be accepted, enroll, complete requirements, state intention to graduate, and pay the normal graduation fee for each emphasis under a Departmental Program. Students desiring to pursue an additional degree outside of the initial Departmental Program to which they were admitted must apply, be accepted, enroll, complete requirements, state intention to graduate, pay the normal graduation fee for each emphasis, and be issued the stated Degree or Certificate.

HONOR RECOGNITION

Upon graduation, VISIBLE SCHOOL recognizes eligible graduates on the following bases:

- Valedictorian: Highest GPA in the Bachelor of Ministry graduates
- Salutatorian: Second-highest GPA in the Bachelor of Ministry graduates
- Summa Cum Laude: Graduation honor for a cumulative grade point average of 3.9 or higher.
- Magna Cum Laude: Graduation honor for a cumulative grade point average of 3.75 to 3.89.
- Cum Laude: Graduation honor for a cumulative grade point average of 3.50 to 3.74.

ACADEMIC REGULATIONS

Academic Overview

VISIBLE SCHOOL is a unique and creative learning environment which seeks to develop its students academically, vocationally, and spiritually, in order to glorify God through worship, the arts and arts industries, and through the expansion of his Kingdom in expressive and creative ways. To that end, the staff and faculty of VISIBLE SCHOOL are committed to teaching and mentoring students and helping each one grow into effective ministers, artists, and technicians. Throughout the entirety of training at VISIBLE SCHOOL there is an emphasis on knowing the Lord and developing further relationship with Him, on knowing our identity as adopted sons and daughters, co-heirs with Christ who share in His life and power, and on ministering, serving, and sharing that life and power both with the church and with the world. Simply put, we strive to see ourselves, to see God, and to be visible.

The academic community is designed for students who intend to study at the college level in order to fulfill their commitment to minister within Modern Music Ministry, Media Production Ministry, or Music Business Ministry. A successful student at VISIBLE SCHOOL usually feels a sense of calling or purpose toward living a completely Christ-like life, with their craft existing within the larger whole of that life. Students who succeed are not perfect, but are certainly willing to invest their intellect, time, intelligence, and spirit into the training put before them.

A student's grades will be only one of the instruments used to measure learning. VISIBLE SCHOOL is a Music and Worship Arts College that is one-third mentoring/discipleship program, one-third University Arts program, and one-third practical, vocational training. Therefore, In addition to grades, a student's achievement is assessed through a matrix of Spiritual, Artistic, and Professional Formation. Spiritual Formation assists students in growing in their relationship with Christ, and developing and integrating their faith into their life through their thoughts (head), being (heart), and behavior/action (hand). Artistic Formation assists students in developing skills in their area of expertise to equip them to be agents of cultural transformation. Professional Formation assists students in developing a lifestyle of service and leadership.

The certificate programs are structured to be completed in nine months and the Bachelor programs are accelerated, three-year formats of the baccalaureate degree. All programs are designed to be practical in nature so that theory is not divorced from the applied outworking of the training; programs are also designed to be ministry oriented, reinforcing the concept that for those who live in Christ, all of life is service to Him and our every action can have a ministerial outreach. We want to glorify God forever--starting right now.

We at VISIBLE SCHOOL accomplish these goals through intensity, immersion, and investment. Our students normally enroll in a class load of approximately twenty hours/semester. Those twenty hours are like a 40 hours work-week. Therefore, we ask our students to limit outside commitments such as work or ministry involvement to 20 hours per week.

VISIBLE SCHOOL is a college where students will experience, on a microcosmic level, what happens at a larger level in the chosen ministry and profession. Insight is provided to our students as they are exposed to local, national, and international leaders in the ministry and industry through guest speakers and lecture series. This networking of VISIBLE SCHOOL into the arts industries brings the student a breath of perspective that most artistic institutions are unable to offer. Investment into each other in the community is accomplished through shared learning, experiences, and life together. With a 1:6 staff to student ratio, the faculty and staff are readily available to provide the student with personal attention and pastoral care. The authentic community valued at VISIBLE SCHOOL reinforces the fact that our greatest resource is Christ, working through people, to accomplish the Kingdom of God.

EDUCATIONAL PHILOSOPHY AND ACADEMIC FREEDOM

Inasmuch as VISIBLE SCHOOL is an institution of higher learning, loyalty to and support of the institution and its programs is expected. In regard to academic freedom, the naturally sacred right of intellectual freedom (ideas and appropriate expression) is recognized as a requisite for effective and intelligent dissemination of ideas. Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any school. In addition to universally accepted social limitations such as truthfulness, decency, moral integrity and loyalty, there are appropriate limitations, which society and an administration have a right to expect of its institution, which is most distinctly devoted to Christian principles. These limitations do not extend to the suppression of any academic disciplines, freedom of inquiry, or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All faculty, staff, and students who speak or write publicly or in situations growing out of their official capacity on behalf of the school are expected to contribute to the objectives of the school by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Statement of Faith, the stated foundational purposes and values of the institution they serve, 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

In order to provide for a coherent program of general education and biblical study, there is a core of general educational and biblical study requirements for all degrees. The philosophy behind this approach is to encourage all students to develop a depth and breadth of knowledge that goes beyond their field of specialization. To ensure the fulfillment of this philosophy, VISIBLE SCHOOL provides students with a broad base of skills and knowledge in Bible and philosophy, humanities, ethics, social sciences/history, fine arts, natural sciences/mathematics, and composition. The core curriculum requirements are listed at the beginning of every degree and are consistent with VISIBLE SCHOOL's philosophy of providing a depth and breadth of knowledge to our students. VISIBLE SCHOOL believes that general education provides for a more mature student and provides for a unified approach to becoming a responsible citizen and a productive member of society. This core of knowledge along with training in critical thinking will also help the student in his/her profession and specialized area of study (each professor is to design his/her assignments and to lead class discussion in such a way as to encourage critical thinking and intellectual inquiry). To reinforce the importance of general education the college has integrated general education emphases throughout its curriculum. Each professor is expected to emphasize communication skills, computational skills, and the role of history and society in each area of specialization. The program is consistent with the college's mission statement. The faculty believes strongly that every student needs to know about the world in order to minister to the world.

Academic Policies And Procedures

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	Number	Level
0-29	Freshman	61-94	Junior
30-60	Sophomore	95+	Senior

ENROLLMENT STATUS & COURSE LOAD

The number of credit hours taken each semester by the student determines enrollment status.

Hours Enrolled	Enrollment Status
0-11 for credit	Part-Time
12+ for credit	Full-Time
Not enrolled for credit	Auditor

Full-time study is defined as enrollment in at least 12 semester hours during the fall and spring terms. The Bachelor’s degree can be completed in three academic years with an average load of 40 hours each year. The Certificate can be completed in one academic year with an average load of 40 hours in the academic year. It is recommended that the time for earning a degree be extended if the student is engaged in outside or extracurricular activities such as work or ministry that requires more than 20 hours per week. The maximum course load for any one semester is 21.5 hours. The Director of Academic Development must approve any exceptions via a “Request for Overload” form available from the Office of Academic Development.

RESIDENCE REQUIREMENTS

Students who anticipate receiving a degree from VISIBLE SCHOOL must complete a minimum of 41 semester hours at the college. Students must be in residence during the last year of study unless they have received permission for alternate arrangements from the Director of Academic Development.

TRANSFER CREDIT

The number of credits transferred for an incoming student cannot exceed a total of 80 semester hours toward the Bachelor’s degree and 15 hours toward the certificate. Courses with a letter grade of C or better are considered for credit and will not be calculated in a student’s grade point average at VISIBLE SCHOOL.

Students with similar undergraduate coursework required in a program may substitute advanced courses in the same field subject with the approval of the Director of Academic Development. When such a substitution is made, students must still complete the same number of hours in the corresponding field.

Students wishing to take a course at another institution after acceptance at VISIBLE SCHOOL for which transfer credit at VISIBLE SCHOOL will be sought must obtain prior permission from the Director of Academic Development. Permission will be granted if the course desired or one similar is not offered at the college.

TRADITIONAL CREDIT

A transfer student must have completed transferable credit at an accredited college, recognized as such by the Department of Education, in order to enter VISIBLE SCHOOL as a Transfer Student. The applicant must meet regular Admissions requirements. Transferable credit means credit with a grade of “C” or above that could be part of the student’s degree program. Credits will be received from institutions through a transcript assessment calculated by the Registrar, on the following basis:

1. Formal evaluation of transfer credit is made only from official transcripts after the student has been accepted for admission to VISIBLE SCHOOL. Formal evaluation determines if the content of the course(s) meets the requirements of the student’s certificate/degree program at VISIBLE SCHOOL.

2. Under normal conditions, courses from institutions that are regionally or nationally accredited, or candidates for such accreditation, will be accepted.
3. Only credits of "C" grade or above will be transferable.
4. Only credit hours are transferred from other institutions. Grade points earned are not transferred to VISIBLE SCHOOL (except in the application to qualification for graduation honors). Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3. Example: 5-quarter hours= 3.33 semester hours ($5 \times 2/3$ {or .66} = 3.33).
5. Transfer hours from another school may not be used to remove an "F" earned at VISIBLE SCHOOL. Transfer hours may, however, be used to satisfy a requirement for graduation.
6. No more than eighty (80) semester hours of credit from other institutions will be accepted by VISIBLE SCHOOL as credit toward a degree.
7. Military training, which is clearly presented in transcript form and has been evaluated by the American Council on Education (ACE), will be accepted by VISIBLE SCHOOL as accredited college credit if applicable to degree or certificate program.

NONTRADITIONAL CREDIT

VISIBLE SCHOOL recognizes the following types of Nontraditional Credit. A maximum aggregate of 30 semester hours of Continuing Education Units (CEUs), testing (such as CLEP, CEEB, AP, etc.), and/or non-accredited college credit may be applied toward a degree at VISIBLE SCHOOL.

1. CEU- Continuing Education Units - This is classroom-type corporate training and/or adult education that can be documented in regard to the number of clock hours spent in instruction and the successful completion of the course. CEU credit is subject to approval by VISIBLE SCHOOL and must meet the following criteria:
 - All petitions for CEU credit submitted to the Registrar must be verified by original documentation from the employer or other sponsoring organization qualified to certify the student's completion of the training. Company training transcripts, letters from employers, etc., documenting CEU hours must be direct, original correspondence from the source to the Registrar of VISIBLE SCHOOL. Faxes, photocopies, and other such indirect documentation cannot be accepted.
 - CEU credit at VISIBLE SCHOOL is defined as professional, formal, directed, conference-type, evaluative training that clearly is distinguishable from mere work experience, is successfully completed by the student, and is documented as such by an original statement to the Registrar of VISIBLE SCHOOL of the following information: name of student completing the course; intelligible name and/or clear description of the course of study; accurate statement of the number of clock hours spent by the student on the course; dates of the course of study; statement that the student successfully passed the course of study; authorizing signature(s) and dates.
 - CEU petitions should be submitted to VISIBLE SCHOOL on the form available in the Office of Academic Development.
2. Testing (AP, CLEP, etc.) - This is credit granted for the successful completion of a nationally recognized test that has been evaluation by the ACE (the American Council on Education) and been given a pass/fail by ACE. The student must score at least the minimum recommended score for granting credit as determined by the ACE.

CLEP

VISIBLE SCHOOL will accept CLEP credits with the following stipulations:

- Credit will be given to any student making the minimum score as determined by the American Council on Education (ACE). (Students taking the English Composition II test must take the test with the essay.)
- Credit will be given with the grade of P (pass) but no quality points will be awarded.
- Credit will be allowed under CLEP only when duly authorized representatives administer the test.
- VISIBLE SCHOOL will accept transfer credit from other schools, which have accepted CLEP examination scores and allowed credit in courses for which we allow credit.

3. Non-accredited College Credit - This is credit accepted by VISIBLE SCHOOL from colleges not regionally or nationally accredited. Transfer credits of up to 30 hours may be accepted from non-accredited colleges by a period of probationary study (and/or other means of validation such as examination if it is deemed necessary). The student must earn at least 24 consecutive semester hours with at least a 2.00 GPA before applicable credits can be transferred.

TRANSFERABILITY OF CREDIT

Credits earned at Visible School--Music and Worship Arts College may not transfer to another education institution. Credits earned at another educational institution may not be accepted by Visible School. You should obtain confirmation that Visible School will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Visible School to determine if such institutions will accept credits earned at Visible School prior to executing an enrollment contract or agreement. The ability to transfer credits from Visible School to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Visible School if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. Its is highly recommended an you are advised to make certain that you know the transfer of credit policy of Visible School and of any other educational institutions you may in the future want to transfer the credits earned at Visible School before you execute and enrollment contract or agreement.

Advising And Registration

Students may register for courses for the next semester during the Registration Period established by the Office of Academic Development and indicated in the Academic Calendar. Students must make an appointment with their advisor to register for classes. Registration will not be processed without the advisor's clearance. Students must finish all steps listed in the registration material in order to complete registration. The registration serves as a legal agreement between the student and VISIBLE SCHOOL. A student's tuition will be based upon registration. The accuracy of the student's registration is the sole responsibility of the student. In order to officially drop, add, or withdraw please see *Changing Course Registration* section below.

ACADEMIC ADVISORS

Faculty advisors are provided to aid students in course selection. The faculty advisor assists students in determining their class schedule each semester. Assistance from advisors, however, does not relieve students of the necessity of studying both the Academic Catalog and the Student Handbook and fulfilling all requirements therein for his/her particular certificate or degree program. Students are ultimately responsible for their registration and progress toward graduation. The Office of Academic Development assigns students an advisor when they first enroll at the college.

CHANGING COURSE REGISTRATION

Class schedules are changed by officially adding a class or by officially dropping a class. Merely attending a class does not constitute official registration. Merely failing to attend a class does not constitute an official dropping of or withdrawal from a class. Any class schedule change may have consequences for financial/institutional aid. It is the student's responsibility to check with the Office of Institutional Development before changing a schedule to determine if such a change will result in a change in Financial Aid status.

COURSE CANCELLATIONS

Any course may be cancelled if enrollment is insufficient. Enrollment is considered insufficient when the number of students enrolled in a class is less than six (6). A course may be cancelled up until the first day of class as indicated in the Academic Calendar.

Late Registration, Drop Or Withdraw Procedures

LATE REGISTRATION

A student may register for courses during the registration period as stated in the “Advising and Registration” section during the period designated by the Academic Calendar. A student may add a course or courses during the Late Registration period, which extends through the seventh (7th) calendar day following the start of the regular class session for the semester. Students who add a course or courses during the Late Registration period are subject to a fee of \$100 per course added.

The student who wished to use the Late Registration period should:

1. Check with the Financial Aid office at VISIBLE SCHOOL to see how the change will affect financial aid eligibility.
2. Secure a Late Registration form from the Registrar’s Office.
3. Meet with their advisor in order to register for the course.
4. Return the completed form to the Office of Academic Development.
5. A fee of \$100 will be assessed for each course added.

Late Registrations will not be accepted after the seventh (7th) calendar day of the regular class session as designated by the Academic Calendar.

Late Registrations for BLITZ classes are not accepted.

DROPPING A CLASS

Students may drop courses through the fourteenth (14th) day of the regular session as designated by the Academic Calendar, or in the case of BLITZ classes, by the third (3rd) day of class by 5:00pm. Courses dropped during this period will not be shown on the student’s permanent record. Courses dropped during this period are subject to the Refund and Fee Adjustment policy found in the “Tuition, Fees, and Expenses” section of the Academic Catalog.

After the fourteenth (14th) day of the regular session as designated by the Academic Calendar, no course may be dropped.

WITHDRAWAL PROCEDURE

Some emergencies of a personal/family nature require that a student must withdraw from school. Permission to withdraw is not automatic and may be denied or discouraged. The following process must be followed to avoid unwarranted failing grades and unwanted financial obligation:

1. Discuss the situation with your Department Head.
2. Check with the Office of Institutional Development to see how the change will affect financial aid eligibility and your financial obligations.
3. Secure a withdrawal form from the Registrar’s Office and fill in all appropriate spaces.
4. Secure all required signatures, including the Director of Academic Development.
5. Deliver the completed form to the Office of Academic Development. Failure to complete this step may result in failing grades and heavy financial obligations.
6. There is a \$75.00 fee for withdrawal from the college.

WITHDRAWAL GRADES

First 14 calendar days of Term
Week 3 - Week 13
Week 14 - remainder of semester

No grade recorded
W (Withdrew)
No student can withdraw from classes.

INDEPENDENT STUDIES

Independent Studies are courses which are regularly taught in-class, but which for some compelling reason the student is unable to take in a regular classroom setting or. Alternately, and Independent Study may be offered to a student for a course involving independent research conducted by the student and supervised by a professor. In order to take an independent study, the student must obtain approval from the faculty member teaching the class, as well as final approval from the Director of Academic Development by filling out the "Request for Independent Study" form available from the Office of Academic Development.

Independent studies are rarely granted. A student is not allowed to enroll in more than three independent studies in any given semester. Students in the certificate program can take no more than two independent studies and students in the Bachelor's program can take no more than ten independent studies in their degree program. No independent studies are granted the first year of study at VISIBLE SCHOOL.

Grading Procedures

GRADING SYSTEM

All academic work at VISIBLE SCHOOL 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 a minimal performance in the work undertaken and academic achievement that is below average.
- F The grade of "F" indicates failure and can be changed only in the event that the grade resulted from error by the instructor or VISIBLE SCHOOL. Students who register for and then do not attend (or quit attending) one or more classes, and do not withdraw from such classes on or before the published final date for withdrawal, will be assigned the grade of "F" for each such class. If an "F" is given as a final grade, the student must repeat the entire course and earn a passing grade in order to receive course credit. Students who receive a grade of "F" in any core course will not be eligible for a Certificate or degree of Graduation.
- P The grade of "P" (in courses graded on a "P/F" basis) indicates passing work and means that the student receives course credit or credit awarded for prior experiential learning; however, a "P" grade is not included in computing a student's grade point average.

- I The grade of “I” denotes “Incomplete” and must be given by an instructor only in cases warranting exceptional consideration of unavoidable circumstances that prevent a student’s timely completion of course requirements. Awarding “I” grades as an “extension of the semester” to afford students such extraordinary privileges as submitting late work, revising poor work, or completing extra credit work is not permitted; such practices are unfair to students timely completing all course requirements. In all cases, “I” grades are temporary records and are not included in computing a student’s Grade Point Average. The student is responsible for arranging with the instructor for course completion in sufficient time for the instructor to submit a grade change form to the Director of Academic Development within six (6) weeks from the final exam date of the semester in which the “I” is given. Failure to resolve an “I” grade by this deadline will result in an automatic, administrative grade change to an “F”. In exceptional circumstances the instructor may request an extension of that deadline.

- W The grade of “W” indicates that a student has withdrawn from VISIBLE SCHOOL on or before the published final date for withdrawal; it is not included in computing a student’s grade point average. Please note that courses from which a student has withdrawn counts as “attempted hours” in the computation of satisfactory progress for the purpose of determining academic good standing and financial aid eligibility.

- WAD The grade “WAD” signifies “ Administrative Withdrawal” (or withdrawal effected by the Registrar) and is reserved for exceptional circumstances in which the student fails (or is unable) to initiate the withdrawal process. This grade is not included in computing a student’s grade point average. Please note, however, that courses from which a student has withdrawn nevertheless counts as “attempted hours” in the computation of satisfactory progress for the purpose of determining academic good standing and financial aid eligibility.

- 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, nor is any substantive grade assigned.

GRADE SCALE

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

COURSE REPEATS

A student who earns a C- (1.67 grade points per credit hour) or higher in a course will not be permitted to repeat the course to raise the grade. However, any student receiving the grade of D+ (1.33 grade points per credit hour) or lower will be permitted to repeat the course to raise the grade. A course cannot be repeated after the third attempt.

GOOD STANDING

A student is in good standing as long as his/her GPA is equal to or greater than 2.00. The term “Good Standing” indicates only that the student is meeting the minimum standard for continuance in VISIBLE SCHOOL. Any time that a student’s GPA falls below 2.00 and/or maintains a grade lower than “C-” in any Core Curriculum or Emphases course, he/she should consult immediately with his/her academic advisor. The student’s standing in these classes may affect his/her graduation status (see “Graduation Requirements” section).

In the event that a student’s cumulative grade point average (GPA) falls below a 2.00, the student will be placed on Academic Probation.

In the next semester, a student who fails to achieve at least 2.00 GPA will be placed on Academic Suspension, unless mitigating circumstances exist. A student who achieves at least a 2.00 semester GPA but has not attained a cumulative 2.00 GPA will continue with the Academic Probation status. Failure to have attained a cumulative GPA of 2.00 and return to good standing by the end of that semester will result in the academic suspension of the student.

Academic Retention, Probation, And Suspension

RETENTION POLICY

Standards for acceptable academic progress at VISIBLE SCHOOL are established to assist students in assessing the quality of their performance. They also enable the faculty to assess student performance. Grades are available to students at all times throughout the semester and final grades are available at the end of each semester via the college’s information system, Populi. The need for academic probation and suspension are assessed at the end of each semester and utilized in order to alert students of potentially serious academic difficulty. Wherever possible, the college will work toward assistance of the student experiencing academic difficulty for the purpose of retention of the student and future academic success.

ACADEMIC PROBATION

A student will be placed on Academic probation at the completion of each semester when his/her cumulative GPA falls below a 2.00. Students on Academic Probation may be limited in the quantity of hours in which he/she will be allowed to enroll in during the following semester.

The Academic Probation will continue as long as the student reaches a semester GPA of 2.00 or greater but still has a cumulative GPA of less than 2.00. When this student’s cumulative GPA is greater than 2.00, he or she will be removed from Academic Probation and returned to good standing.

If a student who has been placed on Academic Probation fails to reach a semester GPA of 2.00 or greater in the first semester following their placement on probation, that student will be placed on Academic Suspension, unless mitigating circumstances exist.

ACADEMIC SUSPENSION

A student on Academic Probation, who, at the end of his/her next regular semester of enrollment, fails to raise his/her cumulative GPA to at least 2.00, will be suspended unless mitigating circumstances exist.

ABSENCES WHEN SUSPENDED

It is the student’s responsibility to meet with each instructor before leaving campus due to suspension for academic or other reasons. The purpose of meeting with each instructor is to make arrangements

for homework, exams, quizzes, and other assignments that the student might miss, and any class notes/work that the student will need to catch up on.

Any absences incurred during suspension will count as regular absences and could potentially affect the student's grades. However, it will be at the discretion of the Director of Academic Development, and/or Director of Student Development to excuse absences incurred during suspension. It is the student's responsibility to complete an Excused Absence Request Form prior to leaving campus.

ACADEMIC DISMISSAL

A student who has been under Academic Probation and/or Suspension for more than two semesters has proven that they are not equipped to succeed at the college due to lack of the necessary academic qualifications or other factors. In this situation, he or she may be dismissed from the college.

INVOLUNTARY WITHDRAWAL

A student's continued enrollment at VISIBLE SCHOOL is a privilege based not only on satisfactory scholastic status, but also on good emotional health. If, in the opinion of the administration, the student demonstrates evidence of an emotional nature, the student may be referred by the administration to a college-approved counseling professional for evaluation. Refusal to obtain a the evaluation when properly requested to do so, or determination by the counseling professional that withdrawal would be in the best interest of the student and the college, shall be the cause for involuntary withdrawal of the student from the college by the administration. Withdrawal in such cases shall normally incur no academic penalty for the term in which the student is enrolled and tuition refund, if any, shall be based on the schedule established for withdrawal procedures. The administration shall inform the student in writing of the effective date of the involuntary withdrawal, and shall explain, in writing, the procedure for readmission to VISIBLE SCHOOL. Application for readmission after involuntary withdrawal will require evaluation by a college-approved counseling professional at their own expense. In no case shall readmission be granted after involuntary withdrawal without the approval of a college-approved counseling professional.

Exiting The College

At the time of exit from the college, either due to graduation or other circumstances such as withdrawal, the student must complete the check-out process and exit interview. The check-out list may be obtained from the Office of Institutional Development and addresses such items as correct mailing address, financial arrangements, dorm check out (if applicable), etc. The exit interview will be conducted with the student and his or her advisor and/or the Director of Academic Development. Exit interview materials are available from the advisor.

The check-out and exit interview process will normally be completed at the end of the spring semester each year; however, the process must be completed even if the student leaves mid-academic year or mid-semester.

Check-out and exit interview forms will be due on the date assigned by the Director of Academic Development. Failure to complete the check-out and exit interview process within the specified time will result in additional fees. Please see the "Tuition, Fees, and Expenses" section of the Academic Catalog for further information.

Confidentiality Of Records/Release Of Information

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), requires that VISIBLE SCHOOL, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, VISIBLE SCHOOL may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College's procedures. The primary purpose of directory information is to allow VISIBLE SCHOOL to include this type of information from your education records in certain school publications.

Examples include:

- A poster or flyer showing your participation in an upcoming concert
- Newsletters
- Honor roll or other recognition lists
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations without prior written consent. VISIBLE SCHOOL has designated the following information as directory information:

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

In addition to the above, the following is required information for our state authorization and accrediting agency, therefore it will be made known to them:

- Address
- Phone Number

If you do not want VISIBLE SCHOOL to disclose directory information without your prior written consent, you must notify the Registrar's Office in writing.

STUDENT RIGHT TO ACCESS

Notification of Rights under FERPA for Postsecondary Institutions

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. Students should submit to the Registrar or Director of Academic Development, requests via email that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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. Additional information regarding the hearing procedures will be

- provided to the student when notified of the right to a hearing.
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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by VISIBLE SCHOOL to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The following constitutes the institution's policy concerning student rights of access to personal educational records in compliance with the Family Educational Rights and Privacy Act (FERPA).

A. Certain definitions and principles contained in the law and guidelines are as follows:

- A "student" is defined as one who has attended VISIBLE SCHOOL or is attending VISIBLE SCHOOL and whose records are in the files of the College.
- "Educational records" do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
- "Public Information" is limited to student's name, participation in officially recognized activities, address (local and home), telephone listing, email address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, enrollment status, expected date of graduation, the most recent educational agency or institution attended, weight, height, age, class roster listings (for the purpose of conducting class).
- "Record" means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, computer files, microfilm, or microfiche.

B. Public information may be released unless the student files the appropriate form in the Office of the Registrar requesting that public information not be released. Public information that cannot be restricted includes whether the individual was ever enrolled and degrees awarded.

C. All students have records in one or more of the following offices:

Office of Academic Development
Director of Academic Development
Academic Dean/Registrar
1015 S. Cooper Street
Memphis, TN 38104

Office of Institutional Development
Director of Institutional Development
1015 S. Cooper Street
Memphis, TN 38104

D. The procedure for a student wishing to review his/her record is as follows:

1. Email the Registrar or Director of Academic Development with request.

2. The College official will make arrangements for the student to access the file and notify the student when and where the review will take place.
3. Student will arrive promptly at the designated time and location to review the file.
4. Student will review file and complete the 'Student Record Access Verification' Form that is in the file. The file must remain in the College official's office at all times.
5. Student will return the file to the College official.

E. A student's record is open to the student, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions.

1. Confidential letters of recommendation.
2. Financial records of the student's parents or any information contained therein.
3. Employment records, except for those cases in which the employment is required as part of the student's program.
4. Medical and psychological records.
5. Letters of recommendation or other documents that carry a waiver of the student's right to access. (See F below.)
6. Records compiled by Law Enforcement solely for the purposes of law enforcement.

F. To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

1. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition, and candidacy for employment.
2. Waivers cannot be required.
3. The student shall be told, upon request, the names of those supplying references.
4. 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.

G. Student records are open to members of the faculty and staff who have a legitimate need to know their contents, except where access is prohibited by special policies such as those governing medical and psychological records.

1. The determination of "a legitimate need to know" will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. "A legitimate need to know" requires that the individual seeking access must have the requested information to perform a job function.
2. Academic documents inaccessible to students because they are segregated by waivers are to be used only for the purpose for which they were prepared.

H. Normally, records can be released, or access given, to third parties (i.e., anyone not a member of the faculty or staff), only with the written consent of the student.

Without the consent of the student, releases to third parties may be given only as follows:

1. To federal officers as prescribed by law.
2. As required by state law.
3. To Research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students.
4. To accrediting agencies carrying out their functions.
5. In response to a judicial order or lawfully issued subpoena.
6. To law enforcement agencies in the investigation of a specific criminal case.
7. To parents of students who are dependents as certified according to IRS standards.
8. 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).

9. In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

I. This policy requires the continued maintenance of student records. 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.

J. FERPA rights cease upon death. However, it is the policy of VISIBLE SCHOOL 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.

K. Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The procedures are as follows:

1. The student must ask the custodian of the record to amend the record. The student should identify the part of the record that the student wants changed and the reasons.
2. VISIBLE SCHOOL may comply or may decide not to comply. If not, the College will inform the student of the decision and advise the student of the right to a hearing. Requests for a hearing are to be sent to the Registrar.
3. Upon request, VISIBLE SCHOOL will arrange for a hearing and so notify the student.
4. 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.
5. VISIBLE SCHOOL 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.
6. If VISIBLE SCHOOL 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.
7. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If VISIBLE SCHOOL discloses the contested portion of the record, it must also disclose the statement.
8. If VISIBLE SCHOOL 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.

L. A person may file a written complaint with the Department of Education regarding an alleged violation of FERPA. The address of that Office is:

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

Transcripts

Students who need an official transcript of their educational record must file a written request with the Registrar. Transcripts are free of charge; however, a transcript will not be issued unless the student's financial account is cleared with all offices of the institution.

Transcripts will be released at the written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. The official academic record is the property of the institution. Therefore, the institution reserves the right to withhold the release of a transcript of that record if the student has an obligation to the school. Students who need a record of work completed at VISIBLE SCHOOL may request a transcript from the Registrar's Office by:

1. Contacting the Registrar's Office to receive a transcript request form.
2. Completing the transcript request form.
3. Mail completed and signed form to 1015 S. Cooper St., Memphis, TN 38104, ATTN: Registrar.

Rules And Regulations For Conduct

ATTENDANCE

The relational and mentoring nature of education at VISIBLE SCHOOL requires that students regularly attend class. The following policies govern class attendance at the college:

1. Class attendance is required. Absences may be excused in the the case of emergencies, illness with a doctor's note, or school-related business, as determined by Director of Academic Development.
2. Students must attend 93% of every class, and are granted the remaining 7% (approximately equivalent to one week of class meetings) for use as unexcused absences in the case of illness or other circumstance such as family business.
3. If a student's attendance is below 93% at the end of the semester due to unexcused absences, the final grade will be reduced by 1 point for every percent they fall below 93%.
4. Faculty will not give make-up exams or make-up quizzes for unexcused absences. It is the general policy of VISIBLE SCHOOL not to accept late assignments except in the case of an excused absence.
5. An absence may be excused at the discretion of the Director of Academic Development, usually in the case of emergency or with a doctor's note in the case of illness. Requests for planned absences such as school business must be completed in advance of the absence or they will not be approved. In the case of emergency, a request for excused absence must be made within one week of the student's return to school. No request for excused absence will be accepted after the last day of the affected class(es).
6. Excused absence request forms are available from the Office of Academic Development.
7. The responsibility for notifying the instructor of anticipated absences, reasons for emergency absences, and fulfilling all assignments rests entirely on the student.
8. Credit will not be awarded in any course where attendance falls below 70%, regardless of the reason(s) for absence. Faculty will report in writing to the Office of Academic Development all students whose class attendance falls below 70%. Once the student has fallen below 70% class attendance, he or she will automatically receive a failing grade. If at any time after the fifth week of the semester a student obtains automatic "F's" in all classes due to non-attendance, that student will be administratively withdrawn from VISIBLE SCHOOL and asked to leave VISIBLE SCHOOL campus and housing within 48 hours after notification.

ASSIGNMENTS

Assignments are to be turned in at the beginning of class on the date due, unless otherwise indicated by the instructor of the course. Assignments not turned in at the beginning of class of the date due will not be accepted without prior arrangement made only for extreme emergencies. Students must be in class to turn in assignments. Even if there is a verifiable technical difficulty, assignments will remain due at the discretion of the instructor.

ACADEMIC MISCONDUCT

Definition of Academic Dishonesty

Academic Dishonesty is defined as the intentional or unintentional misrepresentation of all or part of a work intended by a student for evaluation in connection with any course for the purpose of securing any advantage either for the student or another, or as intentionally or unintentionally assisting another to do the same. Any attempt, solicitation, or conspiracy to commit academic dishonesty also shall be regarded as an offense subject to the same sanctions as may be imposed for academic dishonesty.

Among other offenses, submitting work any part of which was developed in response to the assignment of another teacher, without the instructor's or school's prior, express permission, will be regarded as academic dishonesty. Any sort of plagiarism will also be regarded as academic dishonesty. *Plagiarism is defined as a piece of writing that has been copied from someone else and is presented as being your own work, or taking someone's words or ideas as if they were your own.*

Plagiarism in writing assigned papers is defined as 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 academic dishonesty. Furthermore, it is cheating to change a few words of someone else's work in order to avoid the need for quotation marks. For more information, please see the section on plagiarism in the current issue of the *Chicago Manual of Style* in the reference section of the library.

Cheating on an examination is defined as using notes or other materials not authorized by the professor when answering a question, copying from another student, soliciting answers, or intentionally or unintentionally providing answers to other students.

Cheating on an examination or in the writing of assigned papers is an act contrary to the values of VISIBLE SCHOOL, is in breach of the agreement the student enters when he/she enrolls in VISIBLE SCHOOL, and is incompatible with the nature of the Christian life.

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

Sanctions for Academic Dishonesty

The staff of VISIBLE SCHOOL regard academic dishonesty as an extremely serious academic offense and will deal with it accordingly. Any part of any work which is the product of academic dishonesty will receive the grade of zero (0), and, at the instructor's option in accordance with the class syllabus, may also result in a student's failure of the course or removal from the class without tuition refund, and/or referral to the Director of Academic Development 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 Director of Academic Development (if circumstances warrant and with the concurrence of the Academic Council) also may expel the student from VISIBLE SCHOOL, 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 Director of Academic Development, consideration by the Academic Council of the suspension or expulsion sanction shall be automatic and not subject to appeal.

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 Values and other behavior

policies will be regarded as grounds for probation or suspension. In cases of such behavior, the Director of Academic Development shall determine whether probation or suspension is warranted. If a student has been placed on probation due to disruptive behavior, such probation shall ordinarily be for one semester. If no further disruptive behavior is reported, the student shall be removed from probation the following semester. If the Director of Academic Development determines that a student's behavior warrants suspension, she shall convene the Academic Council, composed of the Department Chairs of the college, which will 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 Academic Council in writing. The Academic Council shall decide the matter.

SEXUAL MISCONDUCT/HARASSMENT POLICY

Sexual misconduct/harassment includes but is not limited to all crimes involving sexual conduct under state penal codes such as indecent exposure, indecency with a child, sexual assault, and also other inappropriate sexual conduct which may not violate a penal statute. Again these actions include but are not limited to the coercion of another person into a sexual relationship, or an attempt to create a sexually suggestive, intimidating, hostile, or offensive working or worship or educational environment. Sexual misconduct/harassment includes a wide range of behaviors, from active sexual coercion to the unwelcome emphasizing of sexual identity.

Sexual misconduct/harassment in any situation is absolutely unacceptable. Sexual misconduct/harassment is particularly reprehensible when it exploits religious, spiritual, or psychological dependence and trust between persons. All people in positions of authority should be sensitive to the possible misunderstanding that could result from personal relationships that also involve professional and pastoral relationships.

Individuals who believe that they have been sexually harassed or are victims of other misconduct should report the misconduct through the established formal procedures of the college. Only a written, signed complaint to the Director of Academic Development can initiate formal procedures against alleged sexual misconduct/harassment. Persons in authority who receive reports of misconduct or harassment must respond promptly and fairly, and comply to the laws of the state. The college will respect the right to confidentiality of all members of the college community in both informal and formal procedures, insofar as possible. An individual found to be guilty of sexual misconduct/harassment is subject to disciplinary action.

Any person who believes a sexual misconduct/harassment complaint did not receive prompt and fair response should appeal to the Board of Directors of VISIBLE SCHOOL.

DRUG-FREE POLICY

Illicit drugs and alcohol are dangerous because they are addictive both physically and psychologically. VISIBLE SCHOOL prohibits the possession, use, or distribution of alcohol and illegal drugs by students and employees on college owned or leased property or as any part of the college's official functions. Communion wine may be used in worship services with prior notification to the Director of Academic Development. Employees or students must notify the Director of Academic Development in writing of any observed violation within five days of the offense.

All employees and students are subject to applicable laws related to this matter. Any violation of this policy will result in disciplinary action up to and including termination of employment or student enrollement with the college and mandatory satisfactory participation in a drug abuse assistance or rehabilitation program.

The administration, faculty, and staff of VISIBLE SCHOOL stand ready to make referrals for persons who may need counseling and treatment for drugs and alcohol related problems.

Disciplinary action will be taken with any employee or student who is in violation of these regulations. This action may included the following:

- Verbal reprimand
- Written reprimand
- Suspension
- Termination or Expulsion

Disabled Access Policy

ADA ACCOMMODATION POLICY

It is the policy of VISIBLE SCHOOL 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 SCHOOL Music and Worship Arts College is committed to affording equal opportunity to persons with disabilities by providing access to its programs, activities, and services. Staff, faculty, and students are expected to adhere to the philosophy of equal access to opportunity in higher education.

THE LAW AND ITS IMPLICATIONS

Certain civil rights are guaranteed to students with disabilities by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

According to Section 504 of the Rehabilitation Act of 1973, "...no otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Since VISIBLE SCHOOL receives federal financial assistance, the Rehabilitation Act will apply.

The Americans with Disabilities Act (ADA) also applies to VISIBLE SCHOOL by prohibiting discrimination in the areas of employment, public services, public accommodations, and telecommunications relay services.

Both the Rehabilitation Act and the ADA require that VISIBLE SCHOOL make reasonable accommodations to allow otherwise qualified individuals to participate in a program or activity.

These laws do not mean that academic standards should or will be lowered. Nothing in the Rehabilitation Act or the ADA abridges the freedom of an institution to establish academic requirements and standards. Before VISIBLE SCHOOL is required to make an accommodation, the individual must make his/her disabilities known. She/he must also establish that they are "otherwise qualified" by meeting the academic and technical standards required for admission or participation in the program or activity.

Determining a "reasonable accommodation" in the classroom requires a case-by-case analysis. The key is accommodating the disability, not altering course content. Topics that generally need to be addressed with any student with a disability include test taking and note taking procedures, reproduction of written materials and visual aids, and lecture procedures. A student with a visual impairment or learning disability may have problems taking a written test. A reader may be appropriate for the visually impaired person. Extended time may be appropriate for the learning disabled person. A combination of these or other techniques may also be appropriate. A reasonable accommodation may also be necessary with respect to facilities. Classes enrolling students with mobility impairments may have to be rescheduled in accessible facilities.

PROCEDURE FOR COMPLIANCE WITH ADA

VISIBLE SCHOOL Music and Worship Arts College is committed to providing reasonable accommodation to all students who properly disclose and document disabilities in accordance with the Americans With Disabilities Act (ADA) of 1990. Students desiring accommodation under the ADA, or prospective students

who have completed applications for admission and see accommodation prior to matriculation, must demonstrate their eligibility by completing the following steps:

1. To initiate a request for accommodation students with disabilities must submit a request in writing to the Director of Academic Development (the college's designated accommodations officer under the ADA) that presents the following information:
 - a. detailed diagnosis and/or description of the disability(ies) for which accommodation is sought;
 - b. description of the origin of such disability(ies);
 - c. a detailed description of any specific accommodations requested;
 - d. the name, address, telephone number, and other contact information for any public or private healthcare or disability professional (or agency) responsible for any portion of a student's diagnosis and/or care related to the disability(ies) claimed; and
 - e. 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 that documents the disability(ies) claimed.
2. After the documentation submitted has been verified by the Office of Academic Development, the Director of Academic Development will schedule an office conference with the student claiming disability(ies) to discuss what accommodation the college will provide. This determination is made by the college in counsel with the student; 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, the Office of Academic Development 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 accommodation by the college, students claiming disability(ies) must schedule a review conference with the Director of Academic Development (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 accommodation offered by the college may seek redress by appeal to the Executive Council, chaired by the President of the College. Students seeking review by the Executive Council must submit a written request to the President of the college that details the student's grievance. The Office of the President will coordinate the submission of any documentation necessary for the Executive Council to review the grievance and render a just decision. The decision of the Executive Council is final and cannot be appealed.

In the event students or prospective students seeking accommodation for disability(ies) disclose this intent to any faculty, administrative staff, or other employees of VISIBLE SCHOOL, the person to whom such disclosure is made should provide such persons with a copy of this policy and refer the matter to the Director of Academic Development.

HIV/AIDS Policy

MEDICAL FACTS

Acquired Immunodeficiency Syndrome (AIDS) caused by Human Immunodeficiency Virus (HIV) is an infectious disease for which there is no known cure. Persons who develop the full spectrum of the disease will become tragically ill, and, to date, invariably die. A person may be infected with the virus

for up to ten years without symptoms. During this time, the person is contagious but may be totally unaware of the infection. It has become a significant problem in our country as well as the rest of the world. According to current medical knowledge, the Human Immunodeficiency Virus is not highly contagious by casual contact. It is not transmitted through a kiss, hug, or handshake, nor is it transmitted by mosquitoes or on toilet seats. It is highly transmittable in the following ways:

1. Sexual intercourse, both heterosexual and homosexual with an infected partner.
2. Use of contaminated needles or other instruments, especially as in intravenous drug use.
3. Blood transfusions of infected blood, blood products, and clotting factors, especially prior to 1983 when such products were not screened for the HIV virus.
4. Intrauterine transfer from an infected mother to an unborn infant.

SCRIPTURAL PRINCIPLES

1. Biblical Sexuality

- a. As Christians we believe the Bible to be authoritative for all faith and practice, belief and behavior. Therefore, we accept all Scripture and biblical principles to be authoritative in relation to human sexuality and proper care for our bodies. We hold as unacceptable behavior:
 - i. All homosexuality (Romans 1:24-27)
 - ii. Heterosexual relations (as relating to a man and a woman) outside of marriage (1 Corinthians 6:19)
 - iii. Drug Abuse (1 Corinthians 3:16-17)
- b. We affirm our belief in:
 - i. Heterosexual marriage (Genesis 2:24)
 - ii. Abstinence outside of marriage (1 Corinthians 6:19)
 - iii. Faithfulness to one's spouse (Hebrews 13:4)
 - iv. The body as the temple of the Holy Spirit (1 Corinthians 6:19)

2. Christian Ministry

- a. As Christians, we believe we are called to be God's ambassadors of the message of God as well as agents of helping and healing to our world (Matthew 25:34-40). We believe that we should love and minister to all people regardless of their behavior or circumstances.
- b. While we correctly judge heterosexual intercourse outside of marriage and homosexual intercourse as sin, we advocate that Christians refrain from cultivating a judgmental spirit. Whether an individual has contracted AIDS through a sinful lifestyle or by another means of transmission, we believe that ostracism, censoriousness, avoidance, or desertion are wholly unacceptable as Christian responses.
- c. Our response will be one of compassion and inclusion. We resolve to follow the example of our Lord who willingly crossed barriers, touched lepers, accepted risks, and identified with all people.
- d. We believe issues of life and death, and proclaiming life in the face of death, have always been primary for the Body of Christ. To help someone die in circumstances that surround him/her with loving support is definitely a challenge that is already part of the ministry of the Christian community. Our ministry with the dying is, without question, one that should be extended to the person with AID. In whatever ways we minister to persons with AIDS or other diseases, we need to remember that we are called upon to do more than help the infected person "die well." We are called upon to witness about Jesus Christ who proclaimed life even in the midst of death. Christ gave His life so that all who believe in him might be renewed into fellowship with God. We witness to this relationship through our actions to bind up wounds, to sit at bedsides and listen without fear or judgment, and to bring this message to those who are suffering.

REGULATIONS

HIV infection is a disabling condition under applicable federal, state and local laws (e.g., Americans and Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973.)

Instances of HIV infection will be reviewed by appropriate College officials on a case-by-case basis and reasonable accommodations will be made.

COLLEGE RESPONSIBILITIES

The College is committed to programs and policies that protect individuals confidentiality and right to further their personal goals and objectives regardless of disease status or disabling conditions. The College also recognizes the right of such persons to maintain student or employee status for as long as their medical condition allows and they can perform their tasks.

The College is committed to providing HIV/AIDS education in order to better assure the health and welfare of the students, faculty, and staff.

The College is committed to providing a safe working and educational environment for its members. As this commitment relates to communicable infectious diseases, the College will continue its adherence to safety guidelines promulgated by the U.S. Public Health Service. Infection control procedures promulgated by Centers for Disease Control and Prevention should be followed at all times.

The College is committed to applying the same statutes, policies, procedures and regulations to students, student applicants, employees and employee applicants with HIV/AIDS as are applied to persons with other disabling conditions.

Appeals And Greivances

ACADEMIC GRADE APPEALS

If a student is not satisfied with the final grade awarded for a course, he/she may seek redress by following the steps listed below.

1. The student must first attempt to appeal to the faculty member awarding the grade.
2. If the student is not satisfied with this informal appeal to the faculty member, he/she must write a letter to the Director of Academic Development explaining in detail why the grade is unsatisfactory and provide documentation (such as, but not limited to, copies of the student's work). A copy of the letter and supporting documentation will be provided to the faculty member concerned by the Director of Academic Development. The student must send these documents within thirty (30) days of the last day of the semester in which the grade was assigned.
3. If after receiving the student's letter, if the faculty member agrees that the grade should be changed, he/she will notify the Registrar in writing of the change.
4. If the faculty member maintains that the grade is correct, the Director of Academic Development (or her designee) will, within thirty (30) days of the receipt of the student's letter, form an *ad hoc* committee to hear the student's appeal.
 - a. The committee will be made up of one full-time faculty member selected by the student and one selected by the faculty member. A third faculty member selected by the Director of Academic Development (or someone she designates) will serve as the Chair of the committee.
 - b. The Chair of the *ad hoc* committee will offer the faculty member and the student additional opportunity to submit written documentation supporting their contentions and within thirty (30) days of the naming of the committee, convene to hear the appeal.
5. After reviewing all written documentation and hearing any verbal testimony, the committee will render its findings in writing to the Director of Academic Development who will notify the student and faculty member of the committee's decision. If a grade change is necessary, the Director of Academic Development will also notify the Registrar. The decision of the *ad hoc* committee is final.

ACADEMIC SANCTIONS APPEAL AND/OR PERSONAL GRIEVANCE POLICY

VISIBLE SCHOOL has an established process for resolving concerns and complaints with college personnel on an administrative and/or personal level, including concerns regarding sanctions against the student for academic dishonesty.

Any student personally aggrieved by an instructor or other college employee, or by an instructor's (or Director of Academic Development's) determination regarding sanctions for academic dishonesty, may appeal the decision to the Academic Council, comprised of all Department Chairs within the college.

To appeal to the Academic Council regarding academic sanctions and/or personal grievances:

1. The student must notify the Director of Academic Development in writing of his/her intent to appeal the sanction or to pursue the grievance. Such notice must be given within 30 days of notice to the student of a sanction or the event of personal grievance. If a student does not provide this written notice within 30 days of the event/sanction, he or she waives the right to pursue the grievance. If the Director of Academic Development is involved in the grievance, notice may be given to the President, who will replace the Director of Academic Development in the following procedures.
2. The Director of Academic Development will present the grievance as determined by the nature of the grievance:
 - a. If the student is appealing an academic sanction, the Director of Academic Development will notify the instructor involved and present the case to the Academic Council. The Academic Council will then hear the appeal from the student.
 - b. If the student is filing a personal grievance, the student may select a peer (student) advocate. The Director of Academic Development will notify the college employee involved, and then present the case to the Academic Council. The Academic Council will then hear the appeal from the student and from the peer advocate.
3. The Academic Council may choose to examine any further evidence or interview witnesses as necessary to fully investigate the appeal and/or grievance.
4. The Academic Council will render a decision and inform the student and any involved college personnel of its decision. The decision of the Academic Council is final and is not subject to further review.

Grievances should be directed to Shannon Kropf, M.Mus, Director of Academic Development, 1015 S. Cooper Street, Memphis, TN 38104, 901.381.3939. If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission (Nashville, TN 37243-0830, 615.741.5293).

ADMISSIONS

The entire Admissions Staff exists to serve all prospective students in the application process. If you have any questions regarding application to VISIBLE SCHOOL, please contact us at seeyourself@visibleschool.com.

Admissions Policies And Procedures

All prospective students must complete the Admissions Process to be considered for admission to VISIBLE SCHOOL. Once the Admissions Process is completed, the applicant's Admissions File is individually reviewed by the following offices: Director of Admissions Development, Director of Academic Development, and the Director of Student Development.

MINIMUM ADMISSIONS REQUIREMENTS

1. Students must have a personal relationship with Jesus Christ, having had a salvation experience.
2. Students must complete an Audition and Interview.
3. Students must have the ability to benefit from instruction at VISIBLE SCHOOL.
4. Students must be a High School graduate or recognized equivalent.
5. Students must have a minimum of a 2.0 GPA
6. Students under 24 must have an ACT score of 18 or higher, or old SAT combined score of 750 or higher, or 1500 or higher on the new SAT, unless student has previous College Credit.
7. Applicants to the MMM Program must pass Level A of the Theory Placement Test taken during the Audition or successfully complete a Remedial Correspondence Theory course prior to enrollment in Theory courses.

All students applying for admission to VISIBLE SCHOOL must submit the following:

- A completed Application Form including answers to all essay questions.
- Three references: one Personal, one Pastoral, and one Artistic.
- A non-refundable Application fee of \$40.00.
- Signed Visible Values and Statement of Faith.
- Complete an Audition and Interview.
- Complete a Skills Assessment Survey and a Theory Placement Test (for MMM Program only).
- Official high school and/or college transcripts from each college and/or vocational school attended. A high school equivalency diploma may be accepted in lieu of a high school diploma. Students may be conditionally accepted on a partial high school transcript, but a complete high school transcript validating graduation must be on file before Full Acceptance.
- An official copy of ACT or SAT score.

INTERNATIONAL STUDENTS:

Must submit the following in addition to the above requirements:

- International students must submit proof of equivalent high school graduation and/or college attendance through official transcripts. If the transcripts are not in English, the student is responsible for obtaining a translation through an approved evaluation service.
- International students from a non-English speaking country must pass the TOEFL exam.
- International students must submit proof of available funds for tuition payment.

RETURNING STUDENTS

Students who have previously attended VISIBLE SCHOOL and who wish to return to VISIBLE must complete a new Application if they have not been enrolled in any classes at VISIBLE SCHOOL for more than twelve months. Returning students will also need to submit a letter detailing their time since leaving VISIBLE SCHOOL. Returning students will not need to complete an audition unless they are applying to enter a different program.

Returning students will only be required to submit one reference for re-admittance unless they were on probation during their last semester, were expelled, or more than 3 years has passed since last enrolled at VISIBLE SCHOOL. Previously expelled students must follow regular the regular application process and will be required to complete an additional interview with the Admissions Committee.

NON-MATRICULATION STUDENT

Occasionally, students may be admitted on a non-matriculated basis. This status means that the student may be admitted to register in any course or courses which he/she is qualified to attempt, but the student is not admitted to a formal certificate or degree program nor is the person eligible to graduate from VISIBLE SCHOOL while under this status.

The purpose of this status is for students from other institutions and the undecided student to register for classes. The student will be bound by all general academic requirements imposed upon regular matriculation students as far as prerequisites and amount and quality of work are concerned, but will not be allowed to satisfy the entire core or emphasis portions of their field of study. The student will be assigned an academic advisor. All work completed will be fully documented in the Registrar's Office. The student will be given a letter at the time of admission defining the status of a non-matriculated student and the limitations of that status.

CONDITIONS FOR ACCEPTANCE AS A NON-MATRICULATION STUDENT

Applicants desiring non-matriculation status must follow the standard application process, excluding program application requirements (i.e. audition, interview, skills assessment, music theory inventory, portfolio, etc.)

CONDITIONS OF RETENTION AS A NON-MATRICULATION STUDENT

Students enrolled in a program must follow these conditions:

- Maintain a 2.0 grade point average through their course of study.
- Cannot accumulate more than 44 credit hours as a non-matriculation student.
- If a non-matriculation student desires to continue their college study at VISIBLE SCHOOL at the point of reaching the 44 credit hour ceiling or before, he or she must fulfill any additional program application requirements in order to be considered for acceptance into a program offered at VISIBLE SCHOOL.

Admission to a non-matriculated status does not guarantee a student's later admission to matriculated status. A personal conference with the Coordinator of Admissions Development is required before non-matriculation student is accepted for admission as a matriculation student.

AUDITING STATUS

Auditors are those students who choose to take a course without receiving academic credit or a grade for that course. Standard admissions procedures are to be followed. Applications are available from the Admissions Office.

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 as a matriculation or non-matriculation student 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.

RISING SENIOR PLAN

Exceptional high school students, after completing their junior year of high school, may earn college credit for advanced placement by attending one or more terms as VISIBLE SCHOOL. The Rising Senior Plan is designed for selected high school students who:

- Have completed the junior year with a 2.5 (B) average.
- Have demonstrated to the administration sufficient maturity to profit from college work.

A maximum of six credit hours of General Education or General Elective courses may be taken during each term as approved by the applicant's advisor. To be eligible to participate in the Rising Senior Plan, a student must be planning to return to high school for completion of the senior year. If the student desires to continue study at VISIBLE SCHOOL after graduating from high school, he or she must complete standard admissions requirements to become a freshman candidate.

Admissions Acceptance Categories

The Coordinator of Admissions Development and/or the Admissions Committee 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 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 may be required to comply with the Minimum Admissions Requirements by a certain date. Certain restrictions may be placed on student. The student may also be required to have a personal interview and/or to furnish additional recommendations from school, church, or community persons.

Special Acceptance:

Applicants who do not meet criteria for Full Acceptance or Conditional Acceptance may be considered for admission if they possess a special talent, attribute, or other situation that mitigates for the admission. The Academic Council will review the files of these students who are nominated by the Coordinator of Admissions Development or the President. The Admissions Committee will make a final decision on their acceptability as students.

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 SCHOOL. Applicants who are denied acceptance, may Re-Apply the following year, and will be required to complete the entire Application Process again.

Students will be notified of their acceptance status as soon as possible after completing the Admissions Process. Due to the limited number of students Accepted each year, an Applicants' Acceptance/Denial may be placed on hold for a period of time, no longer than 6 weeks after completing the Application Process.

Audition And Interview

The audition process is designed to evaluate Prospective Students and determine reasonable ability for success at VISIBLE SCHOOL. During this process their skills and talents are evaluated. They will also meet with the Director of Academic Development and the Director of Student Development for an interview. Prospective Students will also meet with the Coordinator of Admissions Development and the Financial Aid Coordinator. This process is both informative to the prospective student as to what will be expected of him/her, as well as qualifying the student.

All MMM and MPM-Audio applicants will be asked to complete a Skills Assessment Survey (prior to their Audition) and a Theory Placement Test. Applicants to the MMM Program must pass Level A of the Theory Placement Test taken during the Audition or successfully complete a Remedial Correspondence Theory course prior to enrollment in Theory courses.

Upon completion of the Audition, the Faculty member who administers the Audition will make a recommendation regarding the Applicants Acceptance.

TUITION, FEES, AND EXPENSES

Tuition And Fees

Tuition, fees, and expenses are provided for the 2009-2010 academic year.

The costs of tuition can be “locked in” for three years. This means that the tuition costs below are guaranteed not to increase if the student maintains continuous full-time enrollment. This rate is locked in for a period of three years beginning with the Fall 2009 semester.

Books are included in the Resource/Technology Fee, ensuring that the student is not responsible for a huge textbook bill in addition to course tuition. Most other course materials are also included in this fee.

The cost of tuition is \$375 per credit hour. The following cost chart demonstrates the average cost of the standard, full-time program coursework (20 hours/semester).

	Per Semester	Estimated Annual Cost
Tuition	\$ 7,500.00	\$ 15,000.00
Housing* (housing for single occupancy or married couples is \$2700/sem.)	\$ 1,700.00	\$ 3,400.00
Resource & Technology*	\$ 400.00	\$ 800.00
Tentative Total		\$ 19,200.00

Entering students: one-time MacBook Purchase (includes applicable program-specific software) \$2,00.00

*** Fees for Fall Semester are due August 8th 2009, and fees for Spring Semester are due January 4th 2010. These fees are due regardless of a student's Financial Aid status.**

ADDITIONAL FEES >>

Application Fee	\$ 40.00
Graduation Fee**	\$ 125.00
Late Registration Fee, per course	\$ 100.00
Withdrawal from College	\$ 75.00
Incomplete Check Out	\$ 50.00
Room Deposit	\$ 300.00

**** Graduation Fee must be paid at the beginning of the Spring semester when a student declares his/her intent to graduate at the end of that semester. This fee is paid per attempt to graduate and is non-refundable, regardless of whether the student graduates or not.**

NON-PROGRAM COURSEWORK >>

Tuition cost per credit hour	\$ 375.00	One half-hour weekly lesson	\$ 187.50/sem.
Resource/Technology Fee per credit hour***	\$ 35.00	Independent Study Add'l Fee	\$ 100.00/hour
One hour weekly lesson	\$ 375.00/sem.	Auditing a Course	\$ 100.00/hour

***** \$35 Resource/Technology Fee applies only to part-time students (those taking less than 12 hours).**

TUITION, FEES, AND EXPENSES

DEPOSITS

ALL students, returning and new, are responsible for the advance payment of required fees in cash, check, or credit card form at the beginning of the semester, regardless of the status (pending or otherwise) of Financial Aid of any kind. A total of \$2100 (\$400 Resource and Technology Fee for the semester, and \$1700 semester Housing expense) is due before any students check into dorms and before Orientation begins each semester. If purchasing a computer from VISIBLE SCHOOL, the \$2000 computer cost is due on move-in day August 8th 2009. VISIBLE SCHOOL scholarships are NOT APPLIED to this amount and any pending Financial Aid does not cover this requirement.

VISIBLE SCHOOL REFUND POLICY

A. Students are to assume full responsibility for specific course selections and the institution assumes no responsibility for refunding in situations whereby class conflicts or errors in scheduling occur. Situations which may warrant a refund are:

1. Change in a full-time student's schedule that results in reclassification to a part-time student.
2. Change in a part-time student's schedule that results in a class load of fewer hours.
3. Dropping a course or courses.
4. Withdrawing from the institution.
5. Canceling of a class by the institution.
6. Death of a student.

B. Application and Graduation fees are non-refundable.

C. Refund procedures for tuition and other fees are as follows:

1. Tuition and fees will be refunded for withdrawals on a pro-rated basis during the first 55 calendar days of the term based on 116 calendar days in a semester (please see chart below for detailed explanation). The term begins with and is inclusive of the first official day of classes.
2. After the 55th calendar day of the term is completed, there will be no tuition refunded and no Resource and Technology fees refunded to any student.
3. If receiving Veteran's Affairs benefits, a pro-rated refund will be offered for withdrawals occurring throughout the entire enrollment period.
4. One hundred percent of tuition will be refunded for classes cancelled by the institution.
5. One hundred percent of tuition and fees will be refunded for withdrawals prior to the first official day of the semester or prior to the first official day of the session for the summer term, whichever applies.
6. One hundred percent of tuition and one hundred percent of the Resource and Technology fee will be refunded in case of death. Special procedures are in place to allow military reserve and National Guard personnel who are ordered to active military service during a semester to receive a refund. A 100 percent refund of tuition and fees may be made when a student withdraws from college due to their being called to extended active duty. A copy of the official military orders must be provided with the student's withdrawal form.

Questions pertaining to these procedures may be directed to the Director of Institutional Development. Refunds will be processed as soon as possible at the conclusion of each respective refund period. Refund checks will normally be mailed within a period of two weeks at the close of the specified refund period.

****Pro-rated Refund Chart***

Calendar Day	Refund Percentage
5 days	95.7% refunded
10 days	91.4% refunded
15 days	87.1% refunded

TUITION, FEES, AND EXPENSES

20 days	82.8% refunded
25 days	78.4% refunded
30 days	74.1% refunded
35 days	69.8% refunded
40 days	65.5% refunded
45 days	61.2% refunded
50 days	56.9% refunded
55 days	52.6% refunded

Note: If a student withdraws on a calendar day not listed in the chart above, they will also be refunded on a pro-rated base. The refund percentage can be determined by taking the calendar day in which the student withdraws, dividing that number by 116 (or the number of calendar days in the semester) and subtracting that number from 100.

TUITION PAYMENT PLAN

Payment plans are available to students under certain circumstances through a website set up for VISIBLE SCHOOL through its partnership with FACTS. FACTS uses a payment program called eCashier. The eCashier website can be accessed through the VISIBLE SCHOOL website. Tuition and Fee payments may be made through eCashier, which deducts amounts from bank accounts or charges credit cards monthly with no hassle and guaranteed continued enrollment. Email financial@visibleschool.com to get instructions or more information about payment plans.

DELINQUENT ACCOUNTS

Attempts are made by VISIBLE SCHOOL to collect all moneys due to the institution. Students with delinquent accounts will receive notice of their delinquent account. Students are urged to contact the Director of Institutional Development immediately to settle their delinquent account or make the necessary arrangements. After three (3) notices have been sent with no arrangements made, 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 Office of Institutional Development for review.

Students who are no longer enrolled in VISIBLE SCHOOL will be handed over to an outside collections agency after three (3) notices, unless the Director of Institutional Development has been contacted and arrangements have been made.

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 Memphis area. 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 students' medical care while they are enrolled at VISIBLE SCHOOL. VISIBLE SCHOOL cannot be held liable for any student's health or health related conditions.

Health Services

At this time, VISIBLE SCHOOL does not offer any on-site health services.

Accident/Personal Injury

VISIBLE SCHOOL's insurance company will handle incidents of personal injury occurring in VISIBLE SCHOOL's building. Claims should be made through the Office of Institutional Development. Please be aware that there are certain conditions incumbent upon students for proper claim processing. These terms are available from the Office of Institutional Development.

FINANCIAL AID

The Financial Aid Office exists to assist students in applying for Financial Aid as well as assisting those who qualify in receiving their aid. Any questions or concerns regarding Financial Aid may be directed to the Financial Aid Coordinator, Elyse Murphy (financialaid@visibleschool.com). We look forward to serving you in this capacity.

Students are encouraged to complete their FAFSA (Free Application for Federal Student Aid) and other aid applications as early as possible, since funds may not be immediately available for a number of weeks following registration. Thus, students should be prepared to meet registration expenses.

Federal Financial Aid

VISIBLE SCHOOL is Title IV approved and offers Federal Assistance to qualifying students.

Currently, VISIBLE SCHOOL offers four distinct types of Federal Aid: Stafford Loans, Pell Grants, FSEOG, and Federal Work Study.

STAFFORD LOANS

These loans are taken out in the student's name. There are two types of Stafford loans - subsidized and unsubsidized. Subsidized loans are based on need and have the government paying the interest for the student while he/she is in school and during their grace/deferment period. Unsubsidized loans are not need-based, and accrue interest while the student is still in school. Both loans have maximum amounts that can be borrowed based on the student's grade level in school. Both loans are not required to be paid back until six months after the student graduates or drops below half time. Stafford loans carry a fixed interest rate throughout the life of the loan. However, the rate depends on what year the loan is disbursed. The interest rate on Subsidized Stafford Loans will be 5.6% on all loans disbursed between July 1, 2009-June 30, 2010. For all Unsubsidized Stafford Loans the interest rate is fixed at 6.8%.

PELL GRANT

Currently, VISIBLE SCHOOL offers Pell Grant assistance to students. This grant provides need-based grants to low-income undergraduates. Grant amounts are dependent on the expected family contribution (EFC), the cost of attendance, the student's enrollment status, and whether or not the student attends for a full academic year or less. Since these are grants, they do not need to be repaid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOGs are awarded to undergraduate students with exceptional financial need—those with the lowest Expected Family Contribution (EFC) numbers. Federal Pell Grant recipients receive priority for FSEOG awards. Unlike Pell Grants, the amount of FSEOG funds you receive depends not only on your financial need but also on the amount of other aid you get and the availability of funds at VISIBLE 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 SCHOOL. Commissions or fees must not be paid to Federal Work-Study students. VISIBLE SCHOOL 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 room and board. Students may not work more hours than their total award can pay.

Federal Parent PLUS Loan

(See Alternative Loans)

Applying For Financial Aid

All students who are seeking financial aid are required to complete the FAFSA. The FAFSA can either be filed online (www.fafsa.ed.gov) or by completing a paper copy. A number of documents are required in order to complete the FAFSA, including:

- Your Social Security Number (can be found on Social Security card)
- Your driver's license (if any)
- Your 2006 W-2 Forms and other records of money earned
- Your (and your spouse's, if you are married) 2006 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' 2006 Federal Income Tax Return (if you are a dependent student)
- Your 2006 untaxed income records - Social Security, Temporary Assistance to Needy Families, welfare, or veteran's benefits records
- Your most recent bank statements
- Your most recent business and investment mortgage information, business and farm records, stock, bond, and other investment records
- Your alien registration number or permanent residence card (if you are not a U.S. citizen)

The Department of Education has a *FAFSA On The Web* worksheet available for download that can be used to collect and organize all the information needed on the FAFSA. This resource is also available on the FAFSA website (www.fafsa.ed.gov).

The VISIBLE SCHOOL code needed on the FAFSA is 039823. This code can also be found on the VISIBLE SCHOOL website in the Financial Aid section.

VISIBLE SCHOOL uses a Virtual Financial Aid Office (VFAO) to process and award all Federal Aid. Once students have completed their FAFSAs, they will visit the VFAO (visibleschool.vfao.com) and complete their online interview. Entering information from their completed FAFSA, they will complete their profile and receive basic loan entrance counseling. Once the interview is done, the VFAO will process and assemble an award package that will then be disbursed to the student. More information is available on the VFAO website.

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 SCHOOL has alternative private loan options.

PRIVATE STUDENT LOANS

These are private, alternative loans with high aggregate 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, based on the Prime Rate. This is the most popular after-Stafford Loan for students.

Federal Parent PLUS Loan

This option is available for parents who may wish to borrow money for a dependent student. Parents of independent students are not eligible. Up to the full cost of their child's education, less other aid received, can be borrowed. A credit check is required. There are flexible repayment options available, and payment may be deferred for while the student is still in school.

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 SCHOOL as an eligible institution for their aid possibilities. Suggestions are available from the Financial Aid Coordinator.

Institutional Aid

VISIBLE SCHOOL offers a number of different institutional scholarships, awarded for financial need, talent, and academic performance. Scholarship applications are due at the end of spring semester, and recipients will be notified of their award by June. 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 SCHOOL Scholarship applications are available for download on the Virtual Financial Aid Office website (visibleschool.vfao.com) in the *Documents and Forms* section. VISIBLE SCHOOL also accepts selected scholarships from qualifying outside organizations (not including former colleges or universities).

Additionally, VISIBLE SCHOOL offers payment plans through FACTS (see Tuition Payment Plan), with proper application made through the Financial Office (financial@visibleschool.com) or forms acquired during the admissions process. All students must satisfy the down payment and deposit requirements for the school year, even if financial aid is forthcoming.

SATISFACTORY PROGRESS FOR RECEIVING INSTITUTIONAL AID

Students must maintain a 2.0 GPA in order to remain eligible to receive scholarship aid.

Students failing to meet Satisfactory Progress requirements 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.

Other Types Of Support/Aid

Students are encouraged to seek out financial aid options for education through their local community, denomination, and church. VISIBLE SCHOOL is an educational ministry with the mission of training theartistic 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 theartistic ministry.

VETERAN'S BENEFITS

VISIBLE SCHOOL is approved to receive Montgomery GI Bill benefits. If you are eligible, contact your local Veteran's office. More information is available at <http://www.va.gov/>.

Family Educational Rights And Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Return Policy For Title IV Funds

Withdrawal from VISIBLE SCHOOL requires official notification from the student to the Academic Office as well as the Financial Aid Office. The date of official notification will be used to calculate the refund amount. If the student does not give official notification, yet ceases to attend all classes, a date no later than 14 days after the last date of attendance 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 enrollment period is considered to have earned 100% of Title IV aid disbursed, and no Return of Title IV aid is required by either the school or the student. Title IV Financial Aid at VISIBLE SCHOOL 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. Using the Date of Determination, either when the student gave official notification or no later than 14 days after the last date of attendance, the Financial Aid Office will calculate the percentage of Title IV funds earned by the student. The Financial Aid Office will determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (excluding scheduled breaks of 5 days or more and days the student was on an approved leaves of absence).
2. The amount of Title IV aid earned by the student will be determined by taking the percentage of Title IV aid earned in dollar amount multiplied by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment.
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 period of enrollment 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. Amounts to be returned to grants are reduced by 50%.

STUDENT SERVICES

Office Of Student Development

The Office of Student Development exist to serve the student body and to oversee student life. We strive to integrate spiritual formation and community life with the students' academic pursuits and have a dedicated staff to assist and guide the student body. The Student Handbook details all of our Visible Values, policies and procedures, and services provided.

The Office of Student Development has the privilege of serving students through the following means:

Admission
Financial Aid
Housing
Pastoral Care
Ministry Placement
Student Government
Community Service
Ministry Placement

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

Computer Resources And Requirements

VISIBLE SCHOOL makes available computing resources that may be used by VISIBLE SCHOOL 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.

All full-time students are required to have a Macintosh laptop while in attendance at VISIBLE SCHOOL. Computers that meet these requirements are available for purchase from VISIBLE SCHOOL at the beginning of each semester. These laptops come equipped with all software required by the students major program. Students who choose not to purchase a computer from VISIBLE SCHOOL are responsible to also purchase all software required for their coursework.

Part-time students may choose whether or not to purchase a Macintosh laptop while enrolled in VISIBLE SCHOOL. If a student decides against purchasing a Macintosh laptop, the student must check with each course instructor to find out what computer requirements the course has. Some classes may be unavailable to students if they do not have the proper computer equipment and software.

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 software requirements.

All students will be provided a computer login and email while they are enrolled at VISIBLE SCHOOL. Computers labs will be available during office hours for school and internet use.

COMPUTER USAGE POLICY

All students are required to sign a Computer Usage Policy upon arrival to VISIBLE SCHOOL. This policy is available in the Student Handbook for review.

Library And Media Resource Center

The VISIBLE SCHOOL Library directly supports and strengthens teaching and learning by developing student-centered and learning-centered collections, services, and environments resulting in life-long educational development.

In pursuit of this mission, VISIBLE SCHOOL library services will:

- Strive to serve as the primary gateway for access to information for the VISIBLE SCHOOL college community by efficiently organizing, managing, and delivering information.
- Develop, implement, and evaluate innovative library services that support teaching and learning.
- Instruct and educate the college's diverse and non-traditional communities on the use of library resources.
- Collaborate with the VISIBLE SCHOOL faculty and staff to integrate print and electronic library resources that directly support the programs offered.
- Foster learning environments that are student-centered.
- Teach library and research skills that ensure students gain a competitive advantage as they enter the 21st century workforce.
- Facilitate resource sharing via interlibrary loan with a network of full-service libraries.
- Lead the artistic colleges in the United States in developing and assessing innovative library services.

The library accomplishes these objectives by providing carefully selected materials and flexible diverse services to aid all levels of students, faculty and staff in their pursuit of education, research, information and creative recreation. Stimulation of students to develop the skills needed to acquire and apply knowledge throughout their lives is a key component of our objectives. In order to serve the needs of a diverse college, as growth allows, the library provides access to area, regional, national, and international information resources.

NON-LENDING LIBRARY

VISIBLE SCHOOL's Library maintains a non-lending policy. Non-lending policy is consistent with most major research libraries, such as the Bodleian and the Library of Congress. All texts, reference books, media, periodicals and journals are maintained either in the central stacks, in the course reserve or in the student reading rooms. Sufficient study space is available for reading and writing.

Non-lending ensures that all VISIBLE SCHOOL's resources are constantly available. Books are not re-shelved by students. Instead books are placed in a central repository where they are immediately available to other students. Used library resources are counted and placed again in the stacks by library personnel. A database is maintained by library staff to record book usage.

Loss and damage to materials is greatly reduced through the non-lending policy. While normal wear and tear is inevitable, books within the library are not subject to damage from elements outside the library's control. Library staff will supervise student entry and exit, thus reducing loss or accidental removal of resources from library property.

INTELLECTUAL FREEDOM AND CENSORSHIP

The Library subscribes to the position of the American Library Association as stated in the Intellectual Freedom Manual, Fifth edition, Chicago, Illinois, 1996 with the following considerations:

“Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.” (American Library Association's *Intellectual Freedom and Censorship*, August 2002)

VISIBLE SCHOOL Library balances its stated values with the above statement in regard to intellectual freedom. Through its collection, the Library aims to document all points of view on controversial

issues. VISIBLE SCHOOL Library intends to assist in the development of students' critical thinking abilities. The Library considers the following in consideration of intellectual freedom:

- As Christians we can benefit from the intellectual pursuits of unbelievers.
- The Library services audiences with varying reading interests.
- It is not feasible for Library staff to critique the content of each item that it acquires.

Therefore the Library requests that its users:

- Adopt a critical mind-set when using library resources.
- Pursue the integration of faith and learning.
- Notify the Library staff if a highly objectionable item is found.
- Recognize that an offensive item may serve a useful purpose for another group of library users.

HISTORY OF THE COLLECTION

VISIBLE SCHOOL Library has supported the curricula of the College since its beginnings in 2000. The Library has grown from a beginning collection of 500 volumes to over 10,000 print books, over 2,000 non-print materials, and access to electronic books and periodicals from the following electronic databases:

- Religious and Theological Abstracts
- Proquest - 40,000 full-text periodicals
- Tennessee Electronic Library

The collection has grown to support the artistic, ministerial, technical, business, and general education programs of VISIBLE SCHOOL. In order to meet the growing information needs of students and faculty regardless of location, the Library has grown to support electronic delivery of information in digital format. Electronic access is available remotely and beyond traditional library hours.

COLLECTION LOCATION

VISIBLE SCHOOL Library is located on the main campus at 1015 S. Cooper Street in Memphis, TN. The library consists of the Stacks and the Resource Center, with a total dimension of 895 sq. ft. The library contains nearly 14,000 volumes of academic, biblical, and audio works. The resource center also contains three internet-ready listening stations, a conference table, and several study areas. VISIBLE SCHOOL Library considers itself a 'Library Without Walls' and supports its students electronically through password protected internet access. The Library is a non-lending research and information facility that houses a general collection of books, reference books, periodicals, audiovisuals, and electronic resources.

COURSE RESERVE

Each faculty selects salient texts for their courses. Course reserve texts provide students with the 'core' information and knowledge base for each course offered at VISIBLE SCHOOL. These selected texts are located in a separate section of the library, called the Course Reserve. Texts and materials are shelved within the Course Reserve using identical numbering to that used in the general stacks. VISIBLE SCHOOLS online cataloging system delineates books stored in the course reserve from those stored in the general stacks.

SINGLE SOURCE ACCESS FOR RESEARCH

Course Reserve ensures that students have all resources required to complete homework and research assignments in a single location. Permanent research stations are available to all students to access electronic resources. Each VISIBLE SCHOOL student is issued a portable computer configured for online and local research. Combined with online resources available to every student, the Course Reserve provides single source access to the essential elements for Course Research.

ACCESS/SECURITY

Physical access to the library is available during regular College hours from 8:00 a.m. to 9:00 p.m. Students are to sign in to Library Services as outlined in the Library Code of Contact.

ADMINISTRATIVE BUILDING ACCESS

The Administrative building will be restricted to all students during non-business or non-supervised hours. Students performing work-scholarship activities are exempted from this rule when under the supervision of a faculty or staff supervisor. Individual faculty and staff offices are strictly off limits to students at all times, unless faculty or staff is present, or the student is specifically authorized by that faculty or staff member for a specific purpose. Corridor access for passage to the Library will be allowed after office hours (after 5:30 p.m.) however, access to administrative offices and areas remains restricted.

COLLECTION DEVELOPMENT

VISIBLE SCHOOL Library has three goals:

- The primary goal of the Library is to collect material which will support the current curricular needs of VISIBLE SCHOOL.
- The secondary goal of the Library is to support the accreditation needs of specific programs.
- The tertiary goal of the Library is to collect, to a limited extent, material which will meet the intellectual and recreational needs of the students, staff and faculty of VISIBLE SCHOOL.

USAGE PLAN

Books and reference materials are not re-shelved by students. Used books are placed in a central repository when no longer needed by a student where they are immediately available to other students. Periodically, used library resources are counted and placed again in the stacks by library personnel. A database is maintained by library staff to record book usage.

STUDENT REQUESTED RESOURCES

Each senior student may name 3 texts they require for terminal work to be added to the library. Requested book titles will be submitted to the Administrative Librarian. Requested texts will be reviewed by the Administrative Librarian and passed to the Director of Academic Development for inclusion in the acquisition process. Requested texts must meet all criteria for general acquisition materials, and when possible, will be given priority by the Director for inclusion in the library reserves.

HOW TO USE THE LIBRARY CATALOG

VISIBLE SCHOOL Library cataloging uses the Library of Congress alpha-numeric numbering system. Alpha-numeric coding allows all materials to be topically organized. Topical organization greatly decreases the amount of time required to locate research data. Subjects are clustered so students need only work in a single section of the stacks to locate research materials for a specific topic. The Library of Congress uses a standardized record format known as a Machine Access Registry Card (MARC). MARC records are standardized within academic libraries making them interchangeable among compatible exchange library systems.

CATALOG HOLDINGS

A current listing of VISIBLE SCHOOL Library's holdings indicates Library of Congress classifications:

Catalog	Category	Volumes	Journals
A	General Words	140	0
B	Philosophy, Psychology, Religion	3683	84
C	Auxiliary Sciences of History	18	0
D	History (General)/History of Europe	121	0
E/F	History of America	104	0
G	Geography. Anthropology. Recreation	45	2
H	Social Sciences	883	2
J	Political Science	14	36
K	Law	33	0
L	Education	131	4
M	Music	1494	491
N	Fine Arts	160	0

Catalog	Category	Volumes	Journals
P	Language and Literature	729	0
Q	Science	175	0
R	Medicine	90	0
S	Agriculture	6	0
T	Technology	167	20
U	Military Science	3	0
V	Naval Science	1	0
Y	Bible. Bible Helps	306	0
Z	Bibliography	13	7
CD		1252	0
Tapes		1191	0
DVD		26	0
LP		1411	0
VHS		238	0
Slides		1	0

OUTSOURCED CATALOG

VISIBLE SCHOOL assets are maximized through catalog outsourcing to a professional library corporation. The Library Corporation (TLC) supplies professional library cataloging to many major colleges and universities. Their 24 hour per day, 7 day per week support staff assists VISIBLE SCHOOL library staff deliver the highest quality services available to students.

OPEN ACCESS TO LIBRARY RESOURCES

Internet catalog access allows users 24 hour per day, 7 day per week access to the VISIBLE SCHOOL Library catalog. Internet access is operating system independent. Students and authorized persons with passwords to the student section of the website can use the VISIBLE SCHOOL Library catalog from any computer, any location, any time. Virtually all internet browsers support HTML script that forms the foundation of the cataloging system.

Library Code Of Conduct

OFFICIAL CHARGES

Any administrative official, faculty member, staff member, or student may recommend charges with the Librarians against any student or student organization for violations of Library regulations as described in the values stated in the current Student Handbook or in the following Library Code of Conduct. Individual(s) making a charge must complete this form and return it to the Librarian.

- List the name of the student, students, or organization involved in the alleged violation.
- State the alleged violation of the specific element of the Visible Values.
- State the time, place, and date of the incident.
- List names of person(s) directly involved, or witnesses to the infractions.
- Describe any action taken that relates to the matter.

LIBRARY OPERATION PROCEDURE

- All students must sign in and out of the Library. This is accomplished either by scanning the student's ID or by sign in sheet.
- Library constituents are expected to maintain a level of behavior and conduct that befits scholarly research. Attitudes and actions should reflect a respectful attitude toward Library staff and fellow constituents.
- VISIBLE SCHOOL reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the well being of the community.

- Disorderly, lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material is prohibited.
- Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus, possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law is prohibited.
- Cell phones, beepers, and computers should be in “QUIET” position.
- Eating, drinking, or smoking and/or using other forms of tobacco products is prohibited.
- Students may not use VISIBLE SCHOOL Technology Resources to conduct commercial ventures, to gain personal profit, to solicit contributions for non-College sponsored activities, to send or receive chain letters, to harass or intimidate or libel others, to send unsolicited mass mailings.
- Destruction of or damage to equipment, software, or data belonging to VISIBLE SCHOOL or to others is considered unacceptable usage and may be subject to disciplinary action.

LIBRARY TECHNOLOGY POLICIES

- All users must sign-in, using correct information, before accessing any library computers.
- Non-students are limited to 2-hours.
- Users may be asked for a student ID or another form of identification
- Children (under 15) must be accompanied by an adult at all times.
- One student per computer. Groups must consult with library staff before use.

ABOUT VISIBLE SCHOOL

Our guiding principle at VISIBLE SCHOOL is to train and equip artists, technicians, ministers, and business professionals in skill and character for effective service in the arts industries and in the church, providing education and mentoring relevant to God's call on their lives. Through intense training, students gain knowledge that focuses on essential elements of artistic theory, practice, and Biblical training, in addition to providing ministry and vocational experience. VISIBLE SCHOOL is innovative in its dedication to student growth in multiple areas of life. The objective is to see students achieve a living and vibrant spiritual walk, artistic formation, discipline, and technical excellence. VISIBLE SCHOOL currently offers three bachelor degree programs and three certificate programs.

VISIBLE SCHOOL is a focused environment that places a high priority on worshipping God and building student character. Students are primarily young people ages 18-29 coming from all over the United States. The campus is an exciting place—an ever changing, moving, breathing community dedicated to seeing God's kingdom come in our world. VISIBLE SCHOOL is a distinctive multi-denominational experience of community, caring, and training, all coming together as a loving example of God's creative diversity.

History

VISIBLE SCHOOL was created in the Spring of 2000, after Ken Steorts and Rick Miller traveled to Coventry, England to observe a Christian music college that resembled what Ken had in mind for VISIBLE SCHOOL; Ken longed to see a place where excellent Christian musicians would be equipped both musically and spiritually, and where spiritually gifted young people could increase their musical talents. Seeing a great potential in the way Nexus Academy of Music Ministry embodied Ken's vision, they launched Visible Community School of Music and Worship Arts as a ministry of Grace Covenant Church. Ken drafted some promotional material for the 2000-2001 school year and began to advertise the ministry program. Twenty-one students arrived that first September, with four full-time faculty and the beginnings of the current program offerings.

During the 2001-2002 academic year, more than forty students arrived after another summer of Ken personally campaigning for the school at Christian music festivals and events. The school leased fifteen units at an apartment complex and began to seek official recognition of the school apart from Grace Covenant Church (which was changed its name to Lifelink Church). The faculty and Staff increased to eight and included many more speakers and professionals.

During the 2002-2003 school year, the school grew to sixty-nine first- and second-year students and established an articulation agreement with Crichton College in order to offer accredited coursework through SACS (Southern Association of Colleges and Schools). The school also formalized relations with Days Inn for dormitory housing, creating a campus feel for the institution in its suburban Lakeland location. The faculty and staff roster rose to twelve and programs increased in most areas.

In the Fall of 2003, with seventy-nine students of two distinct class levels, a thriving faculty/staff of nearly twenty members, an increasingly diverse and connected Board, national press coverage, and progress towards institutional accreditation through TRACS, the school began to accomplish many of its goals, including the enrollment of one hundred new students per year and developing programs in the arts to minister worldwide.

In the Spring of 2003, the faculty and staff of the school began to consider several arts and Christian accrediting bodies as an alternative to the complicated relationship with Crichton College, with the agreed result being the pursuit of TRACS recognition. After contacting TRACS in early Fall 2003 and attending the November 2003 Conference for initial interview, VISIBLE SCHOOL was accepted as an applicant for accreditation status with TRACS. VISIBLE SCHOOL's objective with regard to TRACS

recognition satisfied the Institutional Eligibility Requirements and the completion of the first Self-Study, which had already been started through pre-planning and evaluations more informally in the past. This process was initiated by Paul Criss, then Director of Academic Development, in consultation with Ken Steorts, Executive Director, and Peet Strydom, the consultant for institutional development, who was just joining the school in 2003.

Faculty meetings and evaluation days, which had already become a monthly part of the school structure, were now spent examining the exhaustive topics contained in the Self-Study documentation provided by TRACS for guidance. Having done similar processes for SACS through Crichton College and the formation of official Pre-Planning/Assessment documents in the Summer of 2003, the process was fairly manageable, highlighting a few deficiencies in our documentation and methodology. As a result, these issues were addressed, corrected, and enhanced in the establishment of procedures, systems for instruction, and accountability/assessment processes. These improvements were particularly encouraging in light of increasing complications with Crichton College.

VISIBLE SCHOOL received Candidacy status with TRACS in April 2005, after initially being deferred. This deferral allowed the school to respond to the recommendations and suggest which were offered, and these led to great improvements in the school. The staff and leadership of the college worked diligently to meet the recommendations and were pleased to receive Candidacy status.

In the Summer of 2005 the college ended its relationship with Crichton College, as the administrations of the two schools found themselves struggling to come together on vital student support issues and communication. The process had begun for VISIBLE SCHOOL, now able to receive DOE Authorization for Title IV federal aid, to stand alone as a college for which students could receive loans and financial aid without the cumbersome administrative burden of two colleges.

Though there were some difficulties in making the transition, in the winter of 2005-2006, a single donor stepped up to cover the costs of running the school for the remainder of the year as well as all of the accrued debts. VISIBLE SCHOOL was able to hire a full-time Librarian and continued to offer services to students in a manner consistent with the very positive changes that had been made as a result of the TRACS process. The staff continued to receive training and many assessment processes began in earnest, as the college matured to a place of planning and executing plans and assessing the results in a more concrete way. Summer 2006 saw an increase in enrollment and a positive financial audit, which brought about a successful enough year to receive DOE authorization for the Spring term, granting aid to students who persevered with the school through the hardest financial times.

With a fresh beginning in the Spring of 2007, recruitment picked up again and the school focused on the international programs and recording projects that had kept going throughout the leanest fiscal period. The Executive Council was able to expand to include all the Directors, including the new Director of Institutional Development, and the college environment improved with consolidated offices, technological updates, and a new spiritual breakthrough and reduced staff load of work. The focus of TRACS requirements, coupled with the ongoing assessment and response that had begun years before, combined to give VISIBLE SCHOOL a great start to the Fall of 2007.

The success of the college grew in academic year 2008-2009. Enrollment grew to a record ninety students and has undertaken the "INTO THE CITY" Capital Campaign. "INTO THE CITY" is a two-year, six million dollar campaign which will establish VISIBLE SCHOOL's goal of building a residential campus for its students and staff in the the Memphis arts district, where the college can have an even greater impact on the music industry as well as take advantage of even greater opportunities for community service.

The 2009-2010 year shows even more growth. The year will begin with ninety-seven enrolled students, and the prospect of another 10-15 joining us in the Spring semester, in a new temporary campus in the heart of the vibrant arts district of Memphis. With strategic fundraising and spending plans in place, the financial success of the school is materializing. A healthy student body and staff relationship is the hallmark of VISIBLE SCHOOL, and that connection has returned and grown through the initiatives of the school over the years. The faculty and administration of VISIBLE SCHOOL is looking forward to

2009-2010 with renewed vigor as a result of our vision, evaluation, the Self-Study process, a successful TRACS Self-Study Team visit, and a TRACS Commission decision to grant Accredited Status to the college in 2009.

Governance And Support

VISIBLE SCHOOL is governed by and accountable to a self-sustaining Board of Directors. 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 SCHOOL 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.

Financial support for college programs and operations comes directly from student tuition/fees and the sales of college media products and services. We are also supported in great measure by generous shared resources and private gifts made to the institution from individuals, churches, and groups interested in ministerial and artistic education.

VISIBLE SCHOOL'S administration continually seeks Visible Partners for regular giving, endowment funds for long-term stability, in-kind donations, endowed chairs for the college for program enhancement, developmental capital for campus improvements, and scholarship funds. Gifts may be made to the college through the Office of Institutional Development via phone at 901.381.3939 or email sent to julie@visibleschool.com. Gifts to VISIBLE SCHOOL are tax deductible.

Mission Statement

VISIBLE SCHOOL will train and equip artists, technicians, ministers, and business professionals in skill and character for effective service in the arts industries and in the church.

Vision Statement

VISIBLE SCHOOL is an educational and spiritual community of artists, technicians, ministers, and business people serving the church and society with the collective energy and talents to foster an environment of creativity, worship, and innovation in all artistic endeavors for the glory of God and for the benefit of all people.

Institutional Philosophy

GLOBAL PERSPECTIVE

VISIBLE SCHOOL maintains a global frame of reference and service to the Church through ministries, schools, and local churches, for the advancement of the kingdom purposes of God throughout the Earth, optimizing the valuable resources of like-minded institutions.

EDUCATIONAL SYNTHESIS

VISIBLE SCHOOL pioneers an educational synthesis of academic, vocational, and spiritual growth modeled in the context of artistic apprenticeship. VISIBLE SCHOOL draws its unique strength from a blended faculty of traditionally and experientially trained educators, practitioners, and ministers, with adjunct professional artists and ministers.

CHURCH AND INDUSTRY

VISIBLE SCHOOL provides Christian discipleship training for students to, in turn, serve local churches and ministries, vocational training for students to influence the CCM/Christian arts industries, and professional training for effective ministry within the mainstream music/arts industries.

COMMUNITY

With a central value of Christian community, VISIBLE SCHOOL requires and provides on-campus housing for entering students, have sufficient common areas and community activities, and provide for both physical and spiritual health of students and staff. VISIBLE SCHOOL will treat all people fairly in communication and conflict resolution. The college has a stated Open Door Policy.

SPIRITUAL DEVELOPMENT/PASTORAL CARE

VISIBLE SCHOOL emphasizes personal and community spiritual growth and provides an environment of spiritual direction and nurture in the corporate identity of believers in Christ and in the mission of the Church, overseeing the spiritual development of students and promoting that of the staff.

INTEGRITY

VISIBLE SCHOOL maintains a positive relationship within the Church, with local churches, ministries, and media as a positive force in the integration of society and religion, and a creative entity for church harmony. Our marketing/recruitment presentations, efficient business practices, and creative artistic output will be above reproach.

VALUE

VISIBLE SCHOOL operates with maximum value to the student and family, providing a quality, compact, private Christian education for successful entry into career and ministry.

Institutional Philosophy Of Education

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

The integration of principles and 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 texts and aesthetic sources.

Clear, honest, and non-threatening communication is essential to the processing of knowledge and wisdom gained for assimilation into a student's life.

The leadership of the school concerns itself with the general spiritual health and environment of the school, creating a safety that is essential to a complete and lasting educational experience. A

committed and qualified Student Development Office oversees the spiritual development of our students.

The educational program is organized to be one-third mentoring/discipleship, one-third post-secondary arts studies, and one-third vocational practicum. All vocations are Christian, and have a ministerial outreach. Programs are offered in accelerated formats for pursuit of career and ministry. Each of these aspects of the college are parallel to an aspect of curricular formation:

- Spiritual Formation assists students in developing character, integrating their faith into every aspect of life - thoughts (head), being (heart), and action (hand).
- Artistic Formation assists students in developing skill in their area of expertise to equip them to be cultural transformation agents.
- Professional Formation assists students in developing a lifestyle of service and leadership.

The certificate programs are structured to be completed in nine months and the Bachelor of Ministry programs are accelerated formats of the baccalaureate degree that can be completed in as little as 3 years. All programs are designed to be practical in nature so that theory is not divorced from praxis, as well as ministry oriented, in order to reinforce the concept that, for one in Christ, all vocations are Christian, and have a ministerial outreach.

Institutional Educational Objectives

As an institution of higher education with a focus of training for the arts industries 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.

Values/Standards

THE BIBLE

Scriptural truth is the foundation of VISIBLE SCHOOL and the standard upon which all principles, standards, and values are based. 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 VISIBLE COMMUNITY

The truth of Scripture is worked out in life in the context of the Church - the visible community of believers. Passion for the body of Christ permeates successful Christian communities and insists on unity in Christ at its core. VISIBLE SCHOOL supports the mission and context of the local church as the biblical expression of the larger invisible community, equipping servant leaders to proclaim the kingdom of God.

COMMUNITY

Community is essential to the health of VISIBLE SCHOOL students, faculty, and staff. Christian community creates opportunity for practical application of the Word, worship of the Creator in all of life, discourse that promotes greater understanding, and challenging interactions that promotes growth of the individual believer. Interdependence, mutual respect, and honest, non-threatening communication permeates successful communities, creating a catalyst for the advancement of the kingdom of God.

LOVE

VISIBLE SCHOOL promotes a personal and corporate walk in the highest commands of Scripture, to love God and one another with His love, reflected in kindness, care, and appreciation of diversity of personality and purpose. Participants in a Christian community must be aware of the effect one's actions have upon the group, and aim to propel others on in growth in God through exemplification of the fruit of the Spirit.

INTEGRITY

Christian believers, in proper relationship to God, will act 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 inspired life of Jesus Christ. Members of VISIBLE SCHOOL community are mutually accountable for adhering to local, state, and national laws, including published academic standards, criminal codes, and VISIBLE SCHOOL directives, published and announced. Willful disobedience to laws and rules of the community is detrimental to the college. Respect for people and property is assumed.

EDUCATIONAL EXCELLENCE

VISIBLE SCHOOL is both educational and spiritual in its focus. Theoartistic guidance involves artistic, spiritual and professional elements engaging the head (intellect), heart (soul), and hands (action). This requires recognition of both natural talent and spiritual gifting, accountability toward excellence in development of both, and a commitment to following Christ as a prime motivation.

SERVICE

The Christian community, as a steward of the world, is mandated to think outside of itself on behalf of others without regard for position. The fruition of this ideal is obedient service to the Church and compassionate service to the world by empowered lifestyles of substantiating grace balanced with truth, Spirit poised with Scripture, justice tempered with mercy, and authority permeated with humility.

Statement Of Faith

THE BIBLE

We believe the Scriptures, both Old and New Testaments, to be 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.

GOD

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

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 is now our High Priest and Advocate, ruling over all heaven and earth.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict persons, 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 and Earth and made humankind in His image.

THE INDIVIDUAL

We believe man was created in the image of God but fell into sin and is therefore lost. We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds for salvation and justification.

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.

We believe individuals should respond to the commission to reach, teach and disciple the whole world.

THE CHURCH

We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united in the body of Christ of which He is the head.

We believe that only those who are members of the true Church should be eligible for membership in the local congregations of the Church.

We believe that Jesus Christ is the Lord and Head of the Church, and every local church has the duty to govern its own affairs, working with those ministries that Jesus Christ has put in place.

THE ADVERSARY

We believe that we have an adversary, satan, a fallen angel, the evil accuser who slanders God to humankind and humankind to God. He is the tempter of humanity who continually solicits people to sin. As a conquered enemy, he is to be resisted by submitting to God.

THE FUTURE

We believe in the personal and imminent return of our Lord Jesus Christ, who will return for His glorious bride, the unified church worldwide, and rule and reign with them forever.

We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment.

Authorization

VISIBLE SCHOOL is authorized by the Tennessee Higher Education Commission to award Bachelor of Ministry degrees and certificates. 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.

Accreditation

VISIBLE SCHOOL is a candidate for accreditation by the Transnational Association of Christian Colleges and Schools (TRACS), an institutional accrediting body, to award certificates and Bachelor degrees.

TRACS is recognized by both the United States Department of Education, and the Council for Higher Education Accreditation, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is also a member of the International Network for Quality Assurance Agencies in Higher Education. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian post-secondary institutions offering certificates, diplomas, and/or degrees. The geographic territory of TRACS currently consists of the United States and its territories.

TRACS was established in 1979 to promote the welfare, interests, and development of post-secondary institutions, whose mission is characterized by a distinctly Christian purpose, as defined in our Foundational Standards. TRACS encourages each affiliated institution to develop its own distinctives, while providing quality post-secondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values.

Candidacy (pre-accreditation) indicates that the institution is in basic compliance with the Standards and Criteria, has been evaluated by an on-site peer team, and in the professional judgment of the evaluation team and the Accreditation Commission, the institution provides sound instruction and student services. While candidacy indicates that an institution appears to have the potential to achieve accreditation within the prescribed five-year period, this level of recognition does not guarantee the institution will become accredited.

TRACS is a voluntary, non-profit, self-governing organization of Christian postsecondary institutions, and is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as a national accrediting agency authorized for the accreditation and pre-accreditation of postsecondary institutions that offer associate, baccalaureate, and graduate degrees. The USDE recognition was reaffirmed for five (5) years in December of 2004. CHEA recognition was granted May 1, 2001, for a period of ten (10) years.

TRACS is governed by an eighteen-member Accreditation Commission and one legal advisor that conduct all business concerning accreditation. The headquarters in Forest, Virginia, currently services member institutions throughout the United States, including Hawaii and Guam.

TRACS, through its quality Standards/Criteria, is dedicated to developing quality Christian institutions of higher education in cooperation with recognized regional, national, and professional accrediting agencies. In the accrediting process, TRACS invites cooperation with the appropriate state higher education entities where TRACS institutions are located. TRACS accredited/candidate (preaccredited) institutions are eligible to participate in federal financial aid programs.

TRACS member institutions are listed in:

- Accredited Institutions of Postsecondary Education (AIPE) Directory - (2005-06 Edition)
- Higher Education Directory
- Peterson's Guide
- National Center for Educational Statistics Directory

TRACS is recognized in:

- Accredited Institutions of Postsecondary Education (AIPE) Directory - (2005-06) Edition
- USDE listing of Nationally Recognized Accrediting Agencies

Higher Education Directory
Peterson's Guide
National Center for Educational Statistics Directory

Transnational Association of Christian Colleges and Schools
Shipping Address: 15935 Forest Road, Forest, VA 24551
Mailing Address: P.O. Box 328, Forest, Virginia 24551
Phone (434) 525-9539 • Fax (434) 525-9538
E-mail: info@tracs.org

FACULTY, STAFF AND BOARD OF DIRECTORS

Executive Council

Ken Steorts, M.Mus
President/Executive Director
mobile: 901.210.5363
email: ken@visibleschool.com

Shannon Kropf, M.Mus.
Director of Academic Development
mobile: 901.628.1433
email: shannon@visibleschool.com

Julie Stapelman, M.Mus
Director of Institutional Development
email: julie@visibleschool.com

Peet Strydom
Director of Student Development
email: peet@visibleschool.com

Board Of Directors

Stephen Dunavant, CPA (Chair)
Thompson Dunavant PLC
5100 Poplar Ave., Suite 1400
Memphis, TN 38137
901.685.5575

John Hirt
Morgan-Keegan
50 North Front St.
Memphis, TN 38103
901.524.4100

Lisa Snider
Third Coast Artist Agency
2021 21st Avenue, #220
Nashville, TN 37212
615.297.2021

John Fry (Vice-chair)
Ardent Studios
2000 Madison Avenue
Memphis, TN
38104
901.725.0855

Rev. Rick Miller (Secretary)
Lifelink Memphis
1015 South Cooper Street
Memphis, TN 38104

Ralph Sutton
Studio D at HOB
898 Rayner Street
Memphis, TN 38114
901.240.4689
Geordy Wells
Signature Advertising
27 Lynnfield
Memphis, TN 38120
901.230.0624

Mike Arnold
Pastor/Urban Youth Initiative
1548 Poplar Avenue
Memphis, TN 38104
901.461.0973

Redbeard
Barbarosa Ltd. Productions
7385 County Road 108
Kaufman, TX 75142-9049
972.932.2779

Dr. Nicole Robinson
University of Memphis
School of Music Education
Memphis, TN 38152
901.484.8117

James G. (Pete) Williams
Premier Storage Solutions
5658 S. Rex Road, Suite 2
Memphis, TN 38119
901.755.5320

Margaret Becker
Artist/World Vision
237 Boxwood Drive
Franklin, TN 37069
615.866.1968

Alan Scotland
International Speaker
The King's Centre
30 Regent Place
Rugby
CV21 2PN
United Kingdom
+44.1788.553800

Leon Griffin
Fox 13 WHBQ - TV
485 South Highland
Memphis, TN 38111
901.320.1313

Advisory Board

Barry Blair
Producer, Blair Musicworks
1312 Mallard Dr.
Spring Hill TN 37174
615.812.4244

Dave Bunker
Professor, Wheaton College
7306 South Harpeth Road
Franklin TN 37064
615.799.5852

Eddie Degarmo
EMI-CMG Publishing
101 Winners Circle
Brentwood, TN 37027
615.371.6813

Barry Greco
Ministry Emmaus, Inc.
Spiritual Director
2710 Tree Lodge Parkway
Atlanta, GA 30350
770.828.0405

Jon Hornyak
The Recording Academy
493 South Main St, Suite 101
Memphis, TN 38103
901.525.1340

Tony Jacobs
First Horizon Home Loans
16412 NE 72 Circle
Vancouver WA 98682
360.896.6323

Glenn Kaiser
JPUSA
920 W Wilson Ave.
Chicago, IL 60640
773.561.2450

Dana Key
The Love of Christ Community
Church (TLC)
10000 Woodland Hills Drive
Cordova, TN 38018
901.737.8802

W.E. "Knick" Knickerbocker
Emeritus Professor of Church
History, MTS
3276 Musket Drive
Lakeland, TN 38002
901.373.9951

Charlie Lawing
Strings and Things
1555 Madison Avenue
Memphis, TN 38104
901.278.0500

Tony Martin
Pastor, Artist
44 Hill Head Close
Glastonbury BA6 8AL
United Kingdom
011.44.1458.834102

Shane O'Connor
Federal Express, Senior Comm.
Specialist
484 Swan Ridge Circle East
Memphis TN 38122
901.604.9022

Mike Overlin
YAMAHA Corporation
6600 Orangethorpe Avenue
Buena Park CA 90620
714.522.9248

Mike and Paula Parker
Freelance Journalists
912 E. Lincoln Street
Tullahoma, TN 37388
615.534.0169

Mike Rimmer
UCB Radio/Independent
19 Fulwood Ave
Halesowen B63 4BX
United Kingdom
011.44.7887.546.737

C. Patrick Scholes
Morgan-Keegan
50 N. Front St.
Memphis, TN 38103
901.579.2613

Rick Tarrant
Radio Producer/Voice
8720 Carrollwood Cove
Cordova, TN 38016
901.826.5358

Doug Van Pelt
HM Magazine
PO Box 367
Hutto, TX 78634
512.989.7309 x301

**VISIBLE Community
Advisory Council**

Malcolm Magee
Professor, Michigan State
University
Lansing, MI

Ian Rawley
New Life Church
Cambridge, UK

Chris Williams
London Community Church
London, England

FACULTY, STAFF, AND BOARD OF DIRECTORS

Visible School Administration

Ken Steorts	President D.Phil, Religion and Society (in progress), Oxford Graduate School M.Mus. Music Composition, University of Memphis B.F.A. Commercial Music (Recording/Engineering), Memphis State University
Shannon Kropf	Director of Academic Development Assistant Professor of Modern Music Ed.D., Higher and Adult Education/Leadership (in progress), University of Memphis M.Mus. Musicology, University of Memphis B.Mus. Music History, University of Memphis
Julie Stapelman	Director of Institutional Development M.Mus., Piano Performance, North Texas University B.A., Music Performance, Northwestern University
Peet Strydom	Director of Student Development M.A.R., Pastoral Care (in progress), Liberty University B.A. Biblical Studies, Trinity College of Florida
Hillary Anderson	Community Communications Coordinator B.A., English, University of Minnesota Morris Certificates in Music Ministry-Worship Leadership, Songwriting Visible School - Music and Worship Arts College
Crystal Bergman	Executive Assistant to the President Professional Development Coordinator B.Min., Music Business, Visible School - Music and Worship Arts College A.A., General Studies, Cuesta College
Colin Byers	Resident Life Coordinator B.Min., Modern Music, Visible School - Music and Worship Arts College
Shane Flynn	Information Technology Administrator Certificate, Modern Music Ministry - Percussion Visible School - Music and Worship Arts College Apple Certified Help Desk Specialist
Mary Ann Gardner	Registrar Business Management and Human Resources, Corning, Inc. Management Training Program
Brittney Goodrich	Admissions Counselor B.Min., Modern Music, Visible School - Music and Worship Arts College
Tracy Knox	"Into the City" Campaign Manager M.S., Health, Physical Education, Recreation, and Dance M.S., Health and Wellness, Temple University

FACULTY, STAFF, AND BOARD OF DIRECTORS

Elyse Murphy

Financial Aid Coordinator

B.A., Global Studies, Azusa Pacific University
Certificate, Modern Music Ministry - Guitar
Visible School - Music and Worship Arts College

Robert Murphy

**Office of Academic Development Administrative Assistant
Assistant Professor of Core Curriculum**

D.Phil. (in progress), Oxford Graduate School
M.R.S. (Master of Religious Studies),
Southern California Seminary
B.S., Biblical Studies, Crichton College
B.Min. Ministry Praxis,
Visible School - Music and Worship Arts College

Jenn Riegel

Bursar

Certificate, Modern Music Ministry - Worship Leadership
Visible School - Music and Worship Arts College

Visible School Faculty

Ken Steorts

President

Professor of Core Curriculum

D.Phil, Religion and Society (ABD),
Oxford Graduate School
M.Mus. Music Composition, University of Memphis
B.F.A. Commercial Music (Recording/Engineering),
Memphis State University

Shannon Kropf

Director of Academic Development

Assistant Professor of Modern Music

Ed.D., Higher and Adult Education/Leadership (in progress),
University of Memphis
M.Mus. Musicology, University of Memphis
B.Mus. Music History, University of Memphis

Bill Snodgrass

Core Curriculum Department Chair

Institutional Effectiveness and Assessment Coordinator

Assistant Professor of Core Curriculum

M.Div. (in progress), Memphis Theological Seminary
Ed.S. Education, University of Memphis
M.S. Heath, Physical Education, and Recreation,
Memphis State University
B.S. Education, Memphis State University
Counseling Memberships: ACA, TCA, TMHCA, WTCA

Dave Kropf

Modern Music Ministry Department Chair

Assistant Professor of Modern Music, Percussion

M.Mus., Jazz/Studio Performance, University of Memphis
B.Mus. Music History, University of Memphis

FACULTY, STAFF, AND BOARD OF DIRECTORS

George Baldwin	Music Business Ministry Department Chair Assistant Professor of Music Business M.C.Mus., Conducting and Music Education, Palm Beach Atlantic College B.A., Sacred Music and Music Theory, Southwestern Theological Seminary
Tommy Loser	Media Production Ministry Department Chair Instructor of Media Production B.S. Mass Communications Broadcasting, West Texas A and M University Certificate, Media Production Ministry Visible School - Music and Worship Arts College
Mike Austin	Assistant Professor of Modern Music, Guitar M.Mus. Music Education, Columbus State University B.Mus. Music Education, Columbus State University
Ben Banti	Instructor of Modern Music, Voice and Keys B.M., Vocal Performance, University of Memphis
Heather Isaac	Instructor of Modern Music, Worship Leadership M.A.R., Worship Studies (in progress), Liberty University B.Min. Modern Music - Worship Leadership Visible School - Music and Worship Arts College
Robert Murphy	Assistant Professor of Core Curriculum Office of Academic Development Administrative Assistant D.Phil. (ABD), Oxford Graduate School M.R.S. (Master of Religious Studies), Southern California Seminary B.S., Biblical Studies, Crichton College B.Min. Ministry Praxis, Visible School - Music and Worship Arts College
Andy Newton	Instructor of Modern Music, Songwriting M.Mus., Musicology (in progress), University of Memphis B.Min. Modern Music, Songwriting Visible School - Music and Worship Arts College
Kirk Smith	Instructor of Media Production M.A.L.S., Music Production, University of Memphis (in progress) B.A., Religion and Society, University of Memphis B.Min., Media Production Visible School - Music and Worship Arts College
Peet Strydom	Director of Student Development Instructor of Core Curriculum M.A.R., Pastoral Care (in progress), Liberty University B.A. Biblical Studies, Trinity College of Florida

FACULTY, STAFF, AND BOARD OF DIRECTORS

Part-Time And Adjunct Faculty

Stephen Adkisson

Adjunct Instructor of Modern Music, Bass Guitar
B.M., Jazz Studies, University of Memphis
B.Min., Modern Music - Bass
Visible School - Music and Worship Arts College

Brittany Betts

Instructor of Modern Music, Voice
B.A. Visual and Performing Arts, West Virginia University
Certificate Modern Music Ministry - Vocal Studies
Visible School - Music and Worship Arts College

Ben Cumming

Adjunct Professor of Core Curriculum
M.A., Social and Political Sciences, University of Cambridge, UK
B.A., Social and Political Sciences, University of Cambridge, UK
Certificate, Modern Music Ministry, Visible School - Music and
Worship Arts College

Ashley Davis

Associate Professor of Modern Music, Voice
D.M.A., Vocal Performance, University of Memphis

Bill Ellis

Adjunct Professor of Modern Music, Guitar
Ph.D., Musicology (ABD), University of Memphis
M.M., University of Cincinnati-College Conservatory of Music
B.M., Kentucky Wesleyan College