



VISIBLE MUSIC COLLEGE



ACADEMIC CATALOG

2014-2015

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PREFACE

Authorization

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

This Academic Catalog sets forth the curricula, requirements, and policies in effect at the time of its publication. The program checklists are valid for students who maintain continuous enrollment (students who miss no more than one semester at a time) beginning in the 2014–2015 academic year. Students who do not maintain continuous enrollment will lose the right to use their initial program checklists and must use the catalog in force at the time of re-enrollment. All students are bound to the policies published in the latest academic catalog; thus, it is important that each student understand current policies.

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

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

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

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

This catalog was last updated May 20, 2014.

2014-2015 ACADEMIC CALENDAR

This Academic Calendar is subject to change at any time.

Event	Date
Fall 2014	
Application Deadline	Sa, June 21
New Student Check-in/Move-in Day	Sa, August 9
New Student Orientation	Mo, August 11-Fr, August 15
Returning Student Move-in Day	Sa, August 16
Student Body Orientation, Ensemble Auditions	Mo, August 18 & Tu, August 19
Regular Session Begins	We, August 20
Last Day to Add a Course	Mo, August 25, 3:00pm
Last Day to Drop a Course	Fr, August 29, 3:00pm
Labor Day Holiday (College Closed)	Mo, September 1
Last Day to Withdraw from a Course	Fr, October 3, 3:00pm
Fall Break (ALL; College Closed)	We, October 8-Fr, October 10
<i>Fall Lecture Series</i>	Th, October 16 & Fr, October 17
Spring 2015 Advising/Registration Opens	Mo, November 10
Thanksgiving Break	Mo, November 24-Fr, November 28
Last Day of Class	Th, December 4
Rock 'n' Roll Christmas Show (No Classes)	Fr, December 5
Spring 2015 "Open Registration" Closes	Fr, December 5, 3:00pm
Final Exams	Tu, December 9- Fr, December 12
Christmas Break Begins (College Closed)	Fr, December 19-Mo, January 5

Event	Date
Spring 2015	
New and Returning Student Check-in Day	Sa, January 10
New Student Orientation & Ensemble Auditions	Mo, January 12 & Tu, January 13
Regular Session Begins	We, January 14
Martin Luther King Jr. Day	Mo, January 19
Last Day to Add a Course	Tu, January 20, 3:00pm
Last Day to Drop a Course	Fr, January 23, 3:00pm
Winter Retreat (ALL)	Mo, February 9- We, February 11
Last Day to Withdraw from a Course	Fr, February 27, 3:00pm
Spring Break	Mo, March 9-Fr, March 13
Easter Break (ALL; College Closed)	Th, April 2-Fr, April 3
<i>Spring Lecture Series</i>	<i>Th, April 9-Fr, April 10</i>
Fall 2015 Advising/Registration Opens	Mo, April 13
Year-End Interviews	Mo, April 13
Last Day of Class	Tu, May 5
Final Exams	Th, May 7-Tu, May 12
Commencement Festivities	We, May 13- Sa, May 16
Commencement	Sa, May 16, 10:00am
Student Housing Closes	Mo, May 18
Fall 2015 "Open Registration" Closes	Fr, May 29, 3:00pm

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INTRODUCTION FROM THE PRESIDENT

Office of the President
200 Madison Avenue
Memphis, TN 38103
901.381.3939

Dear Students,

Welcome to the Visible Music College Academic Catalog and the 2014-2015 academic year. We trust that this year will be marked with growth - growth as individuals and growth as a community.

Visible has always sought to unify true community with education through relational ministry. We accomplish this unity by focusing on the three pillars Visible Music college is founded on -- Spiritual, Professional, Academic.

Spiritual : Visible

We are a spiritual community of believers who have been called to be salt and light to the world. There is a focus on spiritual formation in all that we do, from the classroom to student housing to pastoral care. The staff at Visible are dedicated to the spiritual growth and wellbeing of each and every student.

Professional : Music

We seek to train professional musicians, technicians, and business professionals for service in the church and the industry. Hands-on training in the classroom and recreating the industry within the college experience provides opportunities for students to gain practical experience in both the Church and industry.

Academic : College

As a fully accredited educational institution, our faculty and staff are committed to seeing our students achieve academic excellence in their field of study. Our small class sizes and individual lessons give students ample one-on-one time with their professors. Extra help, tutoring, and many other resources are readily available to ensure every student has the opportunity to succeed.

Visible Music College >> Spiritual Professional Academic

Visible is focused on personal, relational outworking of discipleship through the Christian disciplines. We will emphasize continuous spiritual formation through clear biblical understanding, vibrant life in the Holy Spirit, and relational discipleship within a community of support that can last a lifetime.

I am again asking students and staff alike to risk giving of yourself this year: in patience, determination, attitude, accommodation for new experiences and a love for the body of Christ. We are asking you to lead your fellow students and peers, with passion for Christ and a live open to growth.

See yourself. See God. Be Visible.

For His kingdom,



Ken Steorts
President

ABOUT VISIBLE MUSIC COLLEGE

Our mission at Visible Music College is to train and equip musicians, technicians, and business professionals in skill and character for effective service in the music industry 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 Music College 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 Music College currently offers three bachelor degree programs.

Visible Music College is a focused environment that places a high priority on worshipping God and building student character. Most students are between 18 and 22 years old from all over the United States and abroad. The Visible campus is an exciting place--an ever changing, moving, breathing community dedicated to seeing God's kingdom come in our world. Visible Music College is a distinctive pan-denominational experience of community, caring, and training, all coming together as a loving example of God's creative diversity.

History

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

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

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

The college moved into to the downtown campus in late Summer 2011. The campus includes four floors of performance, practice, classroom and administrative space. Future plans include renovation of the basement into recording and production studios and the top floor as a Library and event space.

Visible Music College is committed to a philosophy of education that prioritizes community through teaching, accountability, and discipleship. Therefore, enrollment growth will be achieved through partners and teaching sites around the United States and world. Schallwerkstadt, a partner campus in Holden, Germany, opened in Fall 2011. A teaching site, authorized for blended and traditional learning modalities, in Lansing, Illinois will open for the 2014-2015 academic year.

Vision

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

Mission

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

Statement Of Faith

THE BIBLE

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

GOD

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

JESUS CHRIST

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

THE HOLY SPIRIT

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

THE CREATION

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

SALVATION

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

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

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

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

THE CHURCH

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

THE FUTURE

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

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

Values

WORD AND SPIRIT

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

THE VISIBLE COMMUNITY

The visible community, defined as "salt and light" by Dietrich Bonhoeffer in *The Cost of Discipleship*, is the Church globally. The truth of Scripture and the empowering presence of God are expressed daily in the context of the Church – the visible community of believers.

Unity in the body of Christ permeates successful Christian communities, and Visible Music College supports the mission and context of the local church as the biblical expression of the larger visible community, equipping servant leaders to proclaim the universal kingdom of God.

BIBLICAL COMMUNITY

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

HOLISTIC EDUCATION

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

LIFE INTEGRITY

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

DEDICATED SERVICE

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

A summation of our Values would be "See yourself, see God, be visible." We believe that believers first begin to see themselves as they are, they next see God who transforms them through his Word and Spirit, then go out into the world positively and effectively.

Institutional Philosophy

Here are the four areas in which we work daily as a uniquely designed Christian community with a global, spiritual, professional, and academic philosophy.

GLOBAL

With a high value placed upon the Word and the Spirit, Visible Music College maintains a global frame of reference in regards to the Church through our relationships to 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. Our perspective is one of unity with these organizations and service to and through the body of Christ globally.

SPIRITUAL

Visible Music College 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 through relational ministry. With a central value of biblical community, Visible Music College provides on-campus housing for students and endeavors to communicate clearly and fairly through our Open Communication Policy.

PROFESSIONAL

Visible Music College provides students with a high value, intense, private Christian higher education for successful entry into music industry careers and music ministry. We provide Christian discipleship training for students to serve local churches in addition to professional training for effective life ministry within the music industry. Visible Music College maintains a positive, accountable relationship with ministries, business, authorities, and media, and our efficient business systems within the college allow us to adjust quickly to challenging environments.

ACADEMIC

Visible Music College values a holistic approach to education, with an educational synthesis of academic, professional, and spiritual growth modeled in the context of artistic apprenticeship. Visible Music College draws its unique strength from a blended Faculty of traditionally and experientially trained educators, practitioners, and ministers, with adjunct professional artists and ministers.

Institutional Philosophy Of Education

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

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

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

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

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

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

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

Institutional Educational Objectives

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

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

FACILITIES

Description Of Facilities

MEMPHIS

Visible Music College is situated in the heart of downtown Memphis. The campus consists of 3 buildings along the Madison Trolley line, all within walking distance of each other. The primary building, located at 200 Madison Ave houses our administration and primary education spaces. Since being renovated in 2011, 200 Madison Ave. features a state-of-the-art auditorium, sound-isolated rehearsal spaces, and great views from all floors of Auto Zone park. Play music all day, and still catch a baseball game in the evenings! The facility also houses faculty offices, admissions, financial aid, the office of the President, the Bursar, and most other administrative services.

On Campus Housing in Memphis is located at Fielder Square apartments, just two blocks away from the main campus. Students are housed in two bedroom apartments with two students to a room (four students to an apartment). Each apartment is furnished with bunk beds, a full sized refrigerator, dishwasher, stove/oven unit, and a microwave oven. Laundry facilities are conveniently located throughout the complex. Though it is not necessary to bring a vehicle, secure parking is available in the complex's gated parking garage. A weight room/fitness center and swimming pool is also available for all residents. Like everything at Visible Music College, the student housing experience will be unlike anything you can find at other colleges.

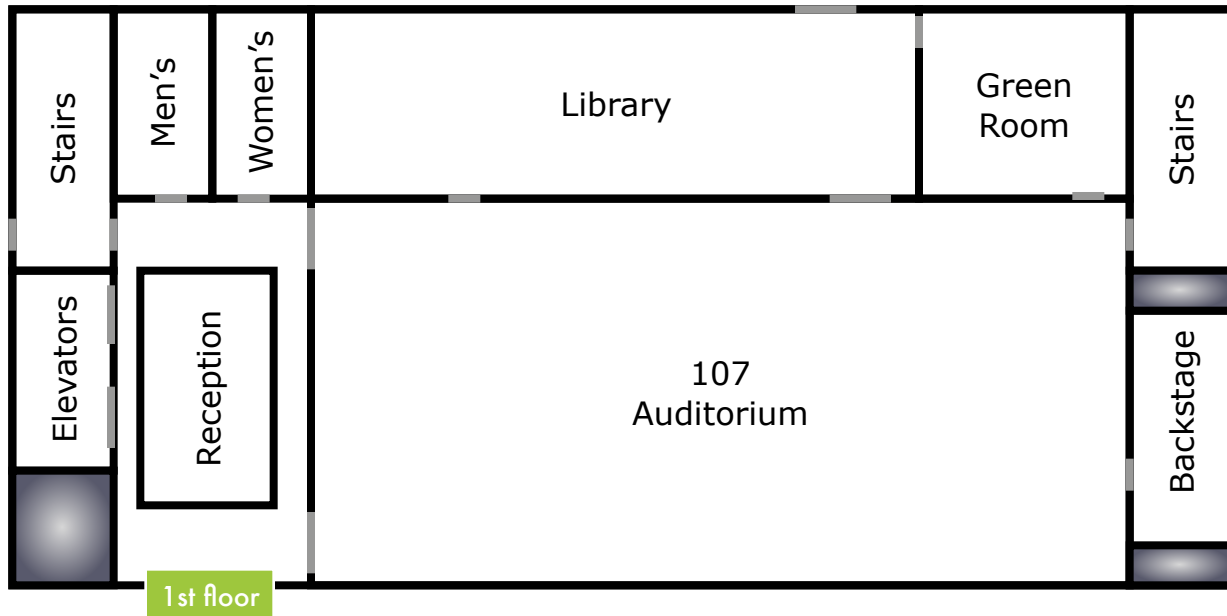
CHICAGO

Visible Music College Teaching Site in Lansing, Illinois is housed in an historic Village Hall building at 3404 Lake Street. Lansing is a southern suburb of Chicago, IL and Lake Street is one block north of the main east-west street, Ridge Road. The two-story building, with its first floor renovated in 2014, has approximately 7,000 sq. ft of classrooms, labs, auditorium, rehearsal rooms, recording studio, staff offices, and private practice space for up to 100 students to utilize daily for college coursework, with plans for expansion into second floor and surrounding properties, as needed. The campus is designed for public music events, has a recent parking lot update, and overlooks the village center green space of Lansing at the edge of a quiet neighborhood.

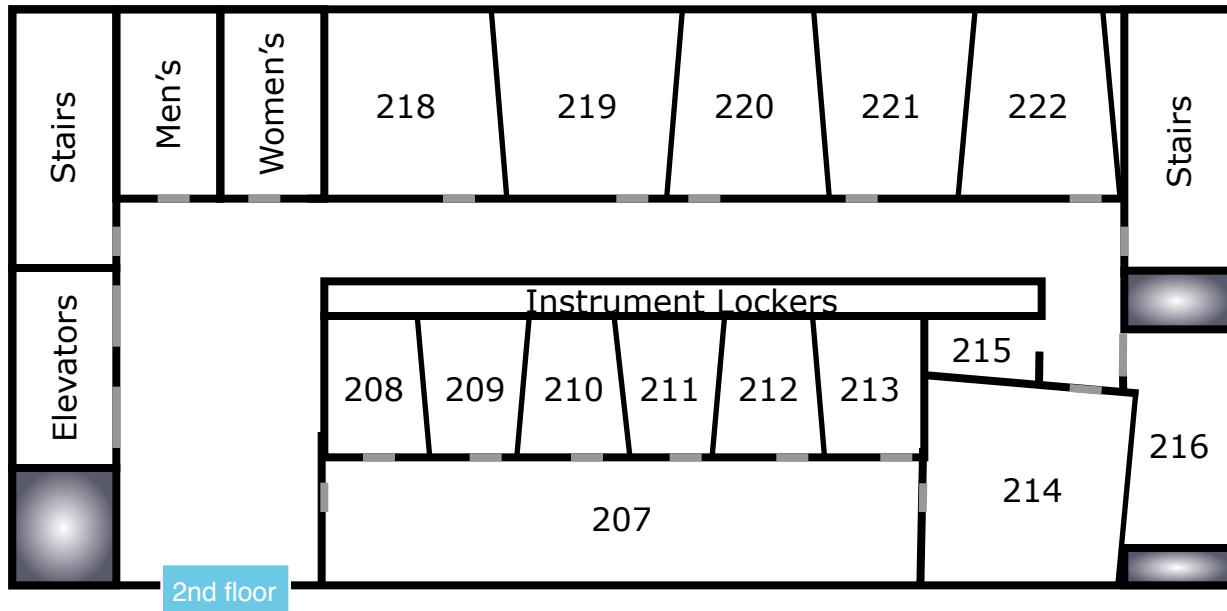
The Lansing Teaching Site campus is owned by the city of Lansing, IL and Visible Music College has a long-term lease.

Memphis Campus Map

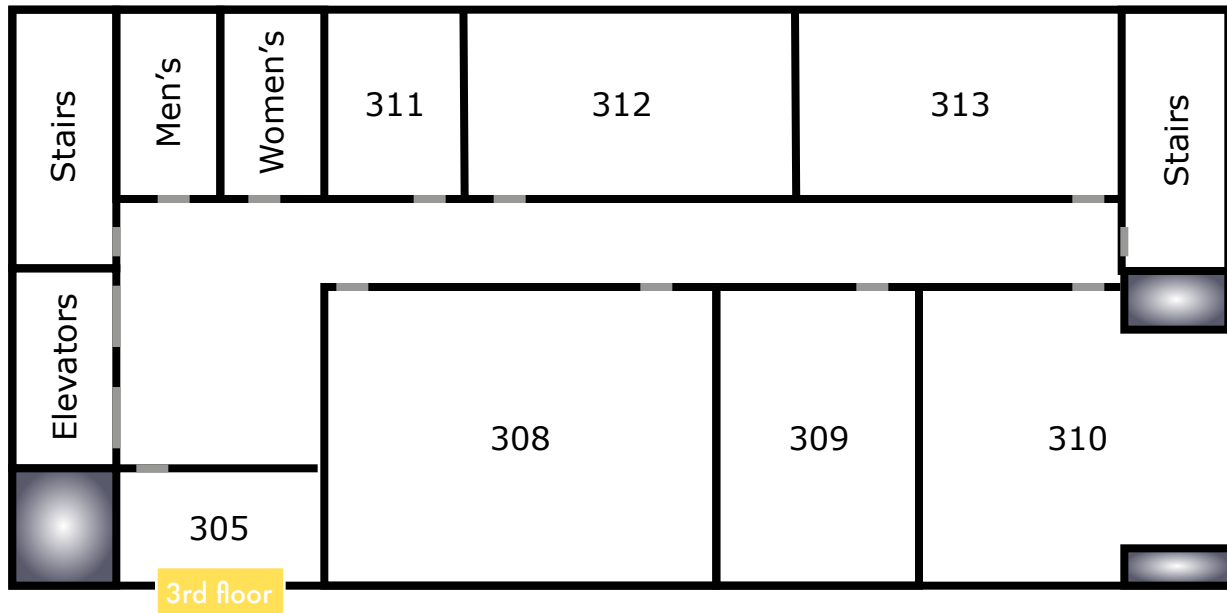
FIRST FLOOR



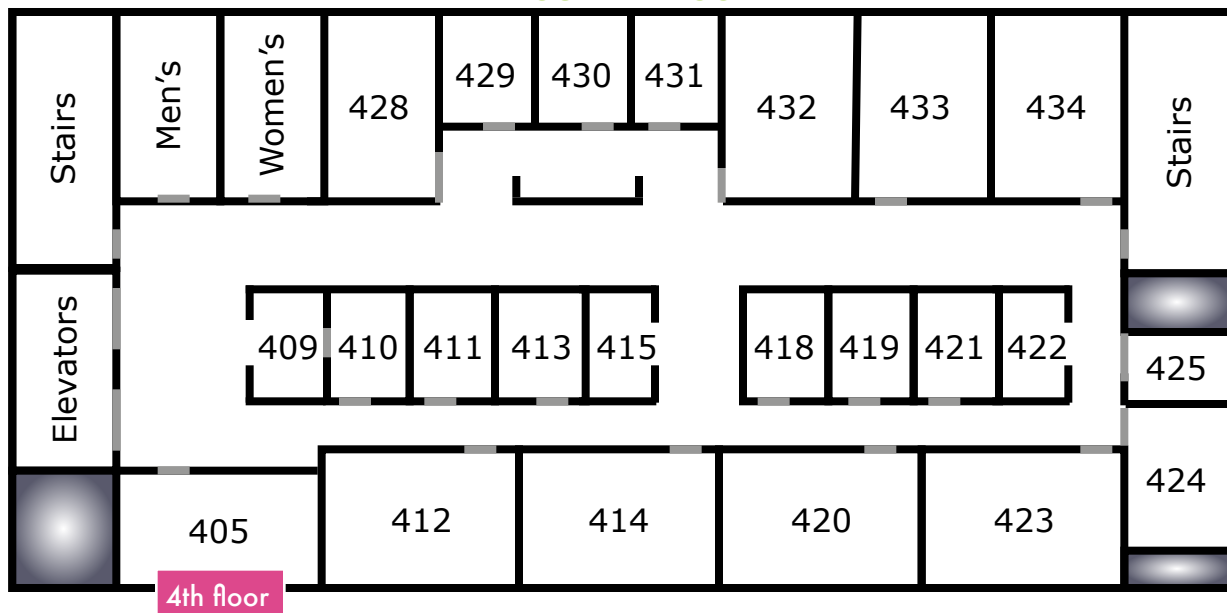
SECOND FLOOR



THIRD FLOOR



FOURTH FLOOR



ADMISSIONS

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

Admissions Policies And Procedures

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

MINIMUM ADMISSIONS REQUIREMENTS

1. Students must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Students must complete an Audition and Interview.
3. Students must have the ability to benefit from instruction at Visible Music College.
4. Students must be a High School graduate or recognized equivalent.
5. Students must have a minimum of a 2.5 GPA.
6. Students under 24 must have an ACT score of 20 or higher, or old SAT combined score of 940 or higher, or 1410 or higher on the new SAT, unless student has previous college credit (6 credit hours minimum).
7. Applicants to the Bachelor of Ministry in Modern Music (MMM) program must place into Theory 1 after completing 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 Music College complete the following steps:

- Complete and submit an application form, answering all essay questions.
- Submit a YouTube application video following the program specific requirements.
- Submit a non-refundable application fee of \$40.00.
- Submit three reference forms: one Pastoral, one Artistic and one Academic.
- Read, sign, and return the Visible Code of Conduct and Statement of Faith.
- Complete an Audition and Interview.
- Complete a Music Theory Placement Test (for MMM Program only).
- Submit an official high school transcript 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 an official high school transcript validating graduation must be on file before Full Acceptance.
- Submit an official copy of ACT or SAT score.

INTERNATIONAL STUDENTS

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

- 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.
- Proof of available funds for tuition payment for the first year of study.
- Students from non-English speaking countries must pass the TOEFL exam.

RETURNING STUDENTS

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

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

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

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

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

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

1. An application (along with the application fee),
2. A letter detailing their time since leaving,
3. One new Reference Form,
4. Any updated transcripts. The student must then follow the procedures for a Category 1 Returning student.

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

If a former student has not been enrolled in Visible Music College classes for a period of more than three years or the returning student was expelled, a new application process will need to be completed.

AUDITING STATUS

Auditors are those students who choose to take a course without receiving academic credit or a grade for that course. In order to audit a class, the student must complete and submit the Application Form including answers to all essay questions and submit one reference form.

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

requirements. Courses taken under the auditor status are not transferable and must be retaken for credit if required by the program.

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

RISING SENIOR PLAN

Visible Music College offers local high school seniors an opportunity to earn up to 6 credit hours each term by enrolling in the Rising Senior Plan. The Rising Senior Plan is designed for students who have:

- completed their junior year with a 3.0 (B) average.
- demonstrated sufficient maturity to profit from college work.
- planned to return to high school for the completion of their senior year.

To enroll in the Rising Senior Plan, the senior must:

- contact Visible Music College's Admissions Office.
- submit an unopened official high school transcript.
- complete an interview with the Vice President of Academics and the Director of Admissions.

An advisor will be assigned to the student based on his or her program of interest for the duration of the program. The advisor must approve the student's course selections each semester. The student may select 1000 and 2000-level courses that do not have prerequisites or concurrent enrollment stipulations. If the student desires to continue study at Visible Music College after graduating from high school, he or she must complete standard admissions requirements to become a freshman candidate.

ADMISSIONS ACCEPTANCE CATEGORIES

The Director of Admissions 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 the Minimum Admissions Requirements as listed above.

Conditional Acceptance

An incoming student may be admitted on Conditional Acceptance if the student does not meet the criteria for Full Acceptance, but shows the potential to do so. The student must demonstrate improvement in the conditional area within the student's first year as determined by the Director of Admissions, Vice President of Students, and the Vice President of Academics. 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 initially meet the criteria for Full Acceptance or Conditional Acceptance may be considered for admission if they possess a special talent, character attribute, or experienced a life-situation that hindered their potential for collegiate success. The Director of Admissions will review the files of these students and submit a recommendation to the Vice-Presidents and President. The Director of Admissions, VP of

Students, and VP of Academics will together make the final decision regarding such an applicant's ability to succeed as a Visible Music College student.

Denial of Acceptance

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

Further Notes

Students will be notified of their acceptance status after completing the Admissions Process. Due to the limited number of students accepted each year, an applicant may be accepted but placed on a waiting-list for their specific program. If a open spot becomes available in their specific program, they will be able to enroll. If a spot does not become available before regular schedule commences, they must reapply the following year.

APPLICATION VIDEO

All applicants will be required to submit an application video through YouTube along with the Application, Application Essays, and Application Fee. The purpose of this video is to determine eligibility early in the application process. The video will be reviewed by a program-specific faculty member as well as the Director of Admissions. Once reviewed, the applicant will be notified if they have been invited to audition. If they have, the applicant will then be required to complete step two of the application process.

AUDITION AND INTERVIEW

The audition process is designed to evaluate prospective students and determine their reasonable ability for success at Visible Music College. During this process, applicant skills and talents are evaluated. Students also meet with the Vice President of Academics and the Vice President of Students for an interview. Prospective students will also meet with the Director of Admissions and the Director of Financial Aid. The entire interview process is intended to help qualify prospective students for possible entrance into the college as well as to inform them concerning all that will be expected of him or her as a Visible Music College student.

All MMM applicants will be asked to complete a Theory Placement Test. Applicants to the MMM Program will either place into Theory 1 or successfully complete a remedial theory course prior to enrollment in Theory courses.

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

FINANCIAL AID

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

Federal Financial Aid

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

PELL GRANT

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

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 Music College.

DIRECT STAFFORD LOANS

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

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

Direct Subsidized

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

Direct Unsubsidized

The Direct Unsubsidized loans are available to undergraduate and graduate students. The unsubsidized loans do not demonstrate financial need. The school also assisted with determining the amount students can borrow based on the cost of attendance and other financial aid being received. Students are responsible for paying interest on Direct Unsubsidized Loans during all periods.

DIRECT PLUS LOANS

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

FEDERAL WORK STUDY

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

Alternative Loans

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

PRIVATE STUDENT LOANS

These are private, alternative loans with 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.

Students interested in private education loans should research what loan company works best for them and follow the procedures for application outlined by each organization. Normally, this process includes selecting Visible Music College as an eligible institution for their aid possibilities. Suggestions are available from the Director of Financial Aid (financialaid@visible.edu).

Institutional Aid

SCHOLARSHIPS

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

PAYMENT PLAN

Additionally, Visible Music College offers payment plans through FACTS (see Tuition Payment Plan), with proper application made through the Business Office (financial@visible.edu) 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 ACADEMIC PROGRESS FOR RECEIVING FINANCIAL AID

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

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

Other Types Of Support/Aid

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

VETERAN'S BENEFITS

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

Applying For Financial Aid

Applying for Financial Aid is a 2-step process:

- 1) Complete the Free Application for Federal Student Aid (FAFSA).
- 2) Complete the Virtual Financial Aid Office (VFAO).

STEP 1: FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

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

- Your W-2 Forms and other records of money earned during the 2013 tax year.
- Your (and your spouse's, if you are married) 2013 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' 2013 Federal Income Tax Return (if you are a dependent student).
- Your 2013 untaxed income records - Social Security, Temporary Aid to Needy Families, welfare, or veteran's benefits records.
- Your alien registration number or permanent residence card (if you are not a U.S. citizen).

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

STEP 2: VIRTUAL FINANCIAL AID OFFICE (VFAO)

Visible Music College 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 (www.visible.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.

Return Policy For Title Iv Funds

Students must initiate and complete the Withdrawal process with the Office of Academics. The initiation date will be used to calculate the refund amount. If the student does not withdraw, 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 semester is considered to have earned 100% of Title IV aid disbursed, and no Return of Title IV aid is required. Title IV Financial Aid at Visible Music College includes Unsubsidized/Subsidized FFEL Stafford Loans, FFEL PLUS loan, Pell Grant, FSEOG and Academic Competitive Grant. Federal Work Study is not included in funds that need to be returned.

RETURN OF TITLE IV FUNDS PROCESS

1. The Financial Aid Office calculates the percentage of Title IV funds earned by the student using either the date when the student gave official notification. The calendar days completed in the payment period or period of enrollment will be 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 leave 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 whole dollar amounts multiplied by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period 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%.

BUSINESS OFFICE

Tuition, Housing, And Fees

Tuition, fees, and expenses listed are for the 2014-2015 academic year.

Tuition:	\$600/credit hour
Housing:	\$2,000/semester
One-Time Refundable Deposit:	\$300

Tuition includes a new Apple laptop with all required software that is provided by Visible Music College. It also includes the cost of all required textbooks, ensuring that the student does not have any additional textbook or technology fees. Students changing majors may not attend major-specific courses without obtaining the required software. Students who audit a course are provided textbooks, but are responsible for meeting the computer and software requirements on their own.

On Campus Housing is required for all first year students, and available for all students. Housing is provided at Fielder Square Apartments.

The refundable deposit will ensure a space in Campus Housing, and will be used to repair any damages that the student is responsible for.

The following demonstrates the average cost of the standard, full-time program coursework taking 20 credit hours/semester:

ESTIMATED COSTS

	Per Semester	Per Year
Tuition (\$600/credit hour)	\$12,000	\$24,000
Housing	\$2,000	\$4,000
Estimated Annual Cost		\$28,000

FEES

Fee Type	Amount
Application Fee	\$40
Change of Major: Modern Music, Software	\$250
Change of Major: Music Business, Software	\$50
Change of Major: Music Production, Software	\$400
Insufficient Funds	\$35
Collection Fee	Collection Expenses Incurred

Visible Music College Refund Policy

1. Students are solely responsible for the accuracy of their registration; the college is not responsible for errors in the student's registration.
2. The official course drop or withdraw date is based on the date the Office of Academics receives the student's completed paperwork.
3. The following circumstances warrant a 100% refund of tuition and housing:
 - A student drops a course or courses during the Drop/Add period, while remaining a student at Visible Music College.
 - The institution cancels a course.
 - A student who serves in the military is activated for service. In such cases, a copy of the official military orders must be provided with the student's withdrawal form.
 - The death of a student.
4. Students who receive Veteran's Affairs benefits will receive a pro-rated refund of those benefits regardless of the withdrawal date.
5. A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college before the 55th calendar day will receive a pro-rated refund. No refund will be granted for any withdrawals after the 55th calendar day. Please see the chart below.
6. The prorated refund is calculated by dividing the number of days attended by the number of days in the semester.
7. Any financial credits will first be applied to the student's account balance. A refund check will only be issued if a credit balance exists.
8. Refund checks will be processed within two weeks of the eligible registration change.

Housing Refund

If a student moves out of student housing before the course drop/add date at the beginning of a semester, he/she will be refunded the cost of their housing for that semester. The student's housing deposit will be returned less any damages that are assessed by the Housing Coordinator upon checkout.

If a student moves out of student housing after the course drop/add date, he/she will not be refunded the cost of their housing for that semester. The student's housing deposit will be returned less any damages that are assessed by the Housing Coordinator upon checkout.

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

Any student that moves out of student housing without properly following the checkout procedure will not be refunded any portion of their housing deposit.

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

DELINQUENT ACCOUNTS & PAYMENTS

Attempts are made by Visible Music College to collect all moneys due to the institution. Students with delinquent accounts will receive notice of their delinquent account. Students are urged to contact the Business Office Manager immediately to settle their delinquent account or make the necessary arrangements. After three (3) notices have been sent with no arrangements made or a payment deadline missed, enrolled students will be removed from all classes until the delinquent account has been settled.

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

Students who are no longer enrolled in Visible Music College will be handed over to an outside collections agency after three (3) notices, unless the Vice President of Business has been contacted and payment arrangements have been made. Collection expenses will be billed at cost.

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 Music College. Visible Music College cannot be held liable for any student's health or health related conditions.

Accident/Personal Injury

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

STUDENT SERVICES

Office Of Students

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

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

Housing
Pastoral Care
Student Government Association
Community Outreach

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

Computer Resources And Requirements

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

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

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

COMPUTER USAGE POLICY

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

BUILDING ACCESS

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

During holidays, both buildings will be closed and unavailable to students.

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

Health Services

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

DEGREE PROGRAMS

Overview

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

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

Visible Music College
Spiritual Professional Academic

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

INTENSITY

Each of Visible's three (3) baccalaureate degree programs are rigorous and seek to equip the student through spiritual, professional, and academic development. Thus, the student must navigate more than an academic course load and must consider the demanding implications of Visible's spiritual commitment and professional demands. The typical course load is approximately 15-20 hours per semester. Students are advised to limit outside commitments to 20 hours per week.

IMMERSION

Each of Visible's three (3) baccalaureate degree programs integrate theory and practice to support student's professional and academic development. Generally, morning classes in each program present theoretical concepts. Midmorning classes reinforce those concepts more tangibly, while afternoon classes allow students to apply their learning in a microcosm of the music industry. Each afternoon, music students either rehearse with their bands or perform before their peers in Performance Seminar. Their bands rotate through the studio, where the Music Business students create and explain contracts to Music and Music production students. All this happens before the Music Production students record and produce commercially viable recordings of music student bands.

INVESTMENT

The student must wisely invest time and energy in the curriculum and community to get the most out of what Visible Music College has to offer. Investment in the curriculum is accomplished through hard work and careful time management. Investment in the community happens in sharing life together in the classroom, in worship, in lessons, at Winter Retreat, and in homes. With an estimated 1:6 staff to student ratio, the staff are readily available to disciple, coach, and teach students. The staff is committed to helping each student grow into effective musicians, technicians, and business professionals.

Educational Philosophy And Intellectual Freedom

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

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

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

Philosophy Of Core Curriculum

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

Degree Programs

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

CORE CURRICULUM REQUIREMENTS

Students seeking must complete 42 hours of general education credits and 27 hours of Bible, Theology, and Ministry credits to complete the degree.

GENERAL EDUCATION		BIBLE, THEOLOGY, MINISTRY	
Communication: 12 Hours Required		First Year, 15 hours	
English Composition 1	3	Introduction to Worship	3
English Composition 2	3	Philosophy for Christian Thought	3
Public Communication	3	Spiritual Formation	3
Introduction to Christian Literature	3	Old Testament Survey	3
History: 3 Hours Required		New Testament Survey	3
American History	3	Second Year, 12 hours	
Humanities: 12 Hours Required		Introduction to Christian Theology	3
History of Popular Music in American Society	3	Christian Worldview	3
Christian Worldview	3	Pastoral Care	3
Missiology	3	Missiology	3
Introduction to Worship	3	Total Bible, Theology, Ministry 27	
Physical Science/Math: 6 Hours Required		* These credits are counted in the General Education category to fulfill accreditation standards.	
Acoustical Physics	3		
College Algebra	3		
Social Science: 6 Hours Required			
Introduction to Psychology	3		
Pastoral Care	3		
Total General Education	42		

Modern Music

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

Upon graduation, the student will be

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

INSTRUMENTAL PERFORMANCE

Guitar and Bass

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

Percussion

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

Keyboard

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

VOCAL PERFORMANCE

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

WORSHIP LEADERSHIP

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

SONGWRITING

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

MODERN MUSIC PROGRAM LAYOUT

The following courses are required for completion of the Bachelor of Ministry in Modern Music. The course layout below is suggested as the most effective sequence for completion of the degree. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Bachelor of Ministry in Modern Music: Year 1 of 4						
Fall Semester				Spring Semester		
✓	<i>Core Curriculum</i>			✓	<i>Core Curriculum</i>	
	ENG1113	English Composition 1	3		ENG2113	English Composition 2 3
	BTM1043	Introduction to Worship	3		BTM1563	Spiritual Formation 3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability 0
✓	<i>Emphasis</i>			✓	<i>Emphasis</i>	
	MUS1843	Music Theory 1: Basic Foundations	3		MUS2843	Music Theory 2: Intermediate Concepts 3
	MUS1411	Music Theory 1 Lab: Aural	1		MUS2411	Music Theory 2 Lab: Aural 1
	MUS1811	Music Theory 1 Lab: Piano	1		MUS2811	Music Theory 2 Lab: Piano 1
	MUS1____	Specialization 1 (WL, SW, B, G, K, P, V)	3		MUS2____	Specialization 2 (WL, SW, B, G, K, P, V) 3
	MUS1011 MUS1611	Ensemble (1) or Applied Lab: Art. Dev. for Songwriters 1	1		MUS1011 MUS2611	Ensemble (2) or Applied Lab: Art. Dev. for Songwriters 2 1
	MUS____	Lesson	1		MUS____	Lesson 1
	Semester Hour Total		16		Semester Hour Total	
	Graduation Requirement: 10 hrs. Community Outreach Performance Seminar Attendance				Graduation Requirement: 10 hrs. Community Outreach Performance Seminar Attendance	

Bachelor of Ministry in Modern Music: Year 2 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	BTM1143	Old Testament Survey	3		BTM1243	New Testament Survey	3
	BTM2363	Introduction to Christian Theology	3		COM1063	Public Communication	3
	MTH2113	College Algebra	3				
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	MUS3843	Music Theory 3: Advanced/Jazz	3		MUS4843	Music Theory 4: Composition & Arranging	3
	MUS3422	Music Theory 3 Lab: Aural	1		MUS4422	Music Theory 4 Lab: Film Music Analysis	1
	MUS3___	Specialization 3 (WL, SW, B, G, K, P, V)	3		MUS4___	Specialization 4 (WL, SW, B, G, K, P, V)	3
	MUS___	Lesson	1		MUS___	Lesson	1
	MUS1011 MUS3611	Ensemble (3) or Applied Lab: Art. Dev. for Songwriters 3	1		MUS1011 MUS4611	Ensemble (4) or Applied Lab: Art. Dev. for Songwriters 4	1
	Semester Hour Total		18		Semester Hour Total		15
	Graduation Requirement: 10 hrs. Community Outreach Performance Seminar Attendance				Graduation Requirement: 10 hrs. Community Outreach Performance Seminar Attendance		

Bachelor of Ministry in Modern Music: Year 3 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	BTM2763	Christian Worldview	3		BTM4763	Missiology	3
	PHI2243	Philosophy for Christian Thought	3		ENG3363	Introduction to Christian Literature	3
	BUS1053	Introduction to the Music Industry	3		BTM4663	Christian Ethics	3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	AUD1363	Audio and Stage Production	3		MUS3063	Electronic Music & Technology	3
	MUS1011 MUS5611	Ensemble (5) or Applied Lab: Art. Dev. for Songwriters 5	1		MUS1011 MUS6611	Ensemble (6) or Applied Lab: Art. Dev. for Songwriters 6	1
	MUS___	Lesson	1		MUS___	Lesson	1
	Semester Hour Total		14		Semester Hour Total		14
	Graduation Requirement: 10 hrs. Community Outreach Performance Seminar Attendance				Graduation Requirement: 10 hrs. Community Outreach Performance Seminar Attendance File Intent to Graduate Form Begin Senior Recital Prospectus		

Bachelor of Ministry in Modern Music: Year 4 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	HST2143	American History	3		BTM3563	Pastoral Care	3
	HUM3053	History of Popular Music in American Society	3		SCI2143	Acoustical Physics	3
					PSY2143	Introduction to Psychology	3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	MUS4043	Conducting and Ensemble Leadership	3		MUS3043	Survey of Western Music History	3
	MUS4083	Professional Internship	3		MUS____	Lesson	1
	MUS____	Lesson	1		MUS4093	Senior Recital	1
	Semester Hour Total		13		Semester Hour Total		14
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach		
Total Semester hours required for Bachelor of Ministry in Modern Music: 120							
Additional Graduation Requirements:							
Total of 80 City Eyes Community Outreach hours and 6 semesters of Performance Seminar							

Minor in Modern Music							
Fall Semester				Spring Semester			
✓	Emphasis			✓	Emphasis		
	MUS1843	*Music Theory 1: Basic Foundations	3		MUS2843	*Music Theory 2: Intermediate Concepts	3
	MUS1411	*Music Theory Lab 1: Piano	1		MUS2022	*Music Theory 2 Lab: Piano	1
	MUS1811	*Music Theory Lab 1: Aural	1		MUS2022	*Music Theory 2 Lab: Aural	1
	MUS1____	Specialization 1 (WL, SW, B, G, K, P, V)	3		MUS2____	Specialization 2 (WL, SW, B, G, K, P, V)	3
	MUS____	Lesson**	1		MUS____	Lesson**	1
	MUS1011	Applied Lab: Ensembles (1)	1		MUS1011	Applied Lab: Ensembles (2)	1
	OR				OR		
	MUS1611	Applied Lab: Art. Dev. for Songwriters 1 (SW only)			MUS2611	Applied Lab: Art. Dev. for Songwriters 2 (SW only)	
	Semester Hour Total		10		Semester Hour Total		10
Total semester hours required for Minor in Modern Music							
20							
*MMM Majors do not have to repeat these courses. All other, minor-specific courses must be repeated (Sectionals, Lessons, and Bands)							
**Students must achieve the 2000-level benchmarks for the 1 hour instrumental/vocal lesson OR the 2000-level benchmarks for both the half-hour songwriting or worship							

Music Business

The Music Business program is designed to prepare 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 (communication, marketing, finance, management), overview and detail of the music industry and vocational opportunities, contractual/legal matters, management of artists, and event/tour planning. Specific attention is paid to integrity in business, operational excellence, spiritual mentoring of artists, presentation skills, planning and visioning.

Upon graduation, the student will

- be able to find gainful employment in the music industry in Artist Management, Venue Management, Publishing, Concert Booking, Concert Promotion, Publicity or Promotion.
- demonstrate an ability to communicate, discern, execute and lead at a professional level.
- be able to create and execute a business plan for a start up music business.

MUSIC BUSINESS PROGRAM LAYOUT

The following courses are required for completion of the Bachelor of Ministry in Music Business. The course layout below is suggested as the most effective sequence for completion of the degree. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Bachelor of Ministry in Music Business: Year 1 of 4						
Fall Semester				Spring Semester		
✓	<i>Core Curriculum</i>			✓	<i>Core Curriculum</i>	
	ENG1113	English Composition 1	3		ENG2113	English Composition 2 3
	BTM1043	Introduction to Worship	3		BTM1563	Spiritual Formation 3
	MTH2113	College Algebra	3			
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability 0
✓	<i>Emphasis</i>			✓	<i>Emphasis</i>	
	BUS1013	Applied Lab: Leadership & Management 1	3		BUS1023	Applied Lab: Leadership & Management 2 3
	BUS1043	Introduction to Music Business	3		BUS1343	Artist Management and Representation 3
	AUD1363	Audio and Stage Production	3		BUS1353	Project Management 3
	Semester Hour Total		18		Semester Hour Total	
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach	

Bachelor of Ministry in Music Business: Year 2 of 4						
Fall Semester				Spring Semester		
✓	Core Curriculum			✓	Core Curriculum	
	BTM1143	Old Testament Survey	3		COM1063	Public Communication 3
	BTM2363	Introduction to Christian Theology	3		BTM1243	New Testament Survey 3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability 0
✓	Emphasis			✓	Emphasis	
	BUS2013	Applied Lab: Leadership & Management 3	3		BUS2023	Applied Lab: Leadership & Management 4 3
	BUS3343	Booking and Venue Management	3		BUS3273	Publicity and Promotions Seminar 3
					BUS2343	Music Marketing, Distribution, and Merchandising 3
	Semester Hour Total		12		Semester Hour Total 15	
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach	

Bachelor of Ministry in Music Business: Year 3 of 4						
Fall Semester				Spring Semester		
✓	Core Curriculum			✓	Core Curriculum	
	PHI2243	Philosophy for Christian Thought	3		BTM3563	Pastoral Care 3
	BTM2768	Christian Worldview	3		BTM4763	Missiology 3
					ENG3363	Introduction to Christian Literature 3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability 0
✓	Emphasis			✓	Emphasis	
	BUS3013	Applied Lab: Leadership & Management 5	3		BUS3023	Applied Lab: Leadership & Management 6 3
	BUS3043	Business Administration	3		BUS3323	Event, Tour, and Venue Management 3
	BUS3091	Junior Project: Music Business	1			
	BUS3081	Professional Internship 1	1			
	Semester Hour Total		14		Semester Hour Total 15	
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach File Intent to Graduate Form Begin Senior Project Prospectus	

Bachelor of Ministry in Music Business: Year 4 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	HST2143	American History	3		PSY2143	Introduction to Psychology	3
	HUM3053	History of Popular Music in American Society	3		BTM4663	Christian Ethics	3
					SCI2143	Acoustical Physics	3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	BUS4443	Music Publishing Administration	3		BUS4423	Record Label Operations	3
	BUS3263	Concert Booking and Promotion	3		BUS4043	Strategy and Entrepreneurship	3
	BUS4082	Professional Internship 2	2		BUS4093	Senior Project: Music Business	2
	Semester Hour Total		14		Semester Hour Total		17
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach		
Total Semester hours required for Bachelor of Ministry in Music Business: 120							
Additional Graduation Requirements:							
Total of 80 City Eyes Community Outreach hours and 4 semesters of Performance Seminar							

Minor in Music Business							
Fall Semester				Spring Semester			
✓	Emphasis			✓	Emphasis		
	BUS1013	Applied Lab: Leadership & Management 1	3		BUS1023	Applied Lab: Leadership & Management 2	3
	BUS1043	Introduction to Music Business	3		BUS1353	Project Management	3
	BUS3043	Business Administration	3				
	AUD1363	Audio & Stage Production	3		BUS2343	Music Marketing, Distribution, and Merchandizing	3
	Semester Hour Total		12		Semester Hour Total		9
Total semester hours required for Minor in Music Business						21	

Music Production

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

Upon graduation, the student will

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

MUSIC PRODUCTION PROGRAM LAYOUT

The following courses are required for completion of the Bachelor of Ministry in Music Production. The course layout below is suggested as the most effective sequence for completion of the degree. Please see individual course descriptions for prerequisites, concurrent enrollment, and/or minimum hour requirements.

Bachelor of Ministry Music Production: Year 1 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	ENG1113	English Composition 1	3		ENG2113	English Composition 2 3	
	BTM1043	Introduction to Worship	3		BTM1563	Spiritual Formation 3	
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability 0	
✓	Emphasis			✓	Emphasis		
	AUD1011	Applied Lab: Audio Production 1	1		AUD1021	Applied Lab: Audio Production 2 1	
	AUD1243	Recording Techniques 1	3		AUD2243	Recording Techniques 2 3	
	AUD1373	Introduction to Live Sound	3		AUD2363	Equipment Maintenance and Repair 3	
	AUD1263	Recording Consoles	3		AUD2263	Digital Audio Workstations 3	
	Semester Hour Total		16		Semester Hour Total		16
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach		

Bachelor of Ministry Music Production: Year 2 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	BTM2363	Introduction to Christian Theology	3		COM1063	Public Communication	3
	BTM1143	Old Testament Survey	3		BTM1243	New Testament Survey	3
	MTH2113	College Algebra	3		SCI2143	Acoustical Physics	3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	AUD1143	Audio Production 1: Producer Basics	3		AUD2021	Applied Lab: Audio Production 4	1
	AUD3243	Mixing Techniques	3		AUD2143	Audio Production 2: Studio Arranging	3
	AUD2011	Applied Lab: Audio Production 3	1		AUD3081	Professional Internship 1	1
	Semester Hour Total		16		Semester Hour Total		14
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach		

Bachelor of Ministry Music Production Ministry: Year 3 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	PHI2243	Philosophy for Christian Thought	3		BTM4763	Missiology	3
	BTM2763	Christian Worldview	3		ENG3363	Introduction to Christian Literature	3
	HUM3043	History of Popular Music in American Society	3		BTM4663	Christian Ethics	3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	AUD4243	Studio Administration	3		MUS3063	Electronic Music and Technology	3
	AUD4263	Mixing and Mastering	3		AUD3021	Applied Lab: Audio Production 6	1
	AUD3011	Applied Lab: Audio Production 5	1		AUD4343	Sound Reinforcement	3
	Semester Hour Total		16		Semester Hour Total		16
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach File <i>Intent to Graduate</i> Form Begin <i>Senior Project Prospectus</i>		

Bachelor of Ministry Music Production Ministry: Year 4 of 4							
Fall Semester				Spring Semester			
✓	Core Curriculum			✓	Core Curriculum		
	HST2143	American History	3		PSY2143	Introduction to Psychology	3
	BUS1043	Introduction to the Music Industry	3		BTM3563	Pastoral Care	3
	BTM1000	Worship and Accountability	0		BTM1000	Worship and Accountability	0
✓	Emphasis			✓	Emphasis		
	AUD4043	Audio History and Aesthetics	3		AUD4091	Audio for Multimedia	3
	AUD3263	Advanced Digital Audio Workstations	3		AUD4163	Commercial Release Seminar	3
	AUD4082	Professional Internship 2	1		AUD4091	Senior Project: Music Production	1
	Semester Hour Total		13		Semester Hour Total		13
	Graduation Requirement: 10 hrs. Community Outreach				Graduation Requirement: 10 hrs. Community Outreach		
Total Semester hours required for Bachelor of Ministry in Music Production: 120							

Minor in Music Production							
Fall Semester				Spring Semester			
✓	Emphasis			✓	Emphasis		
	AUD1373	Introduction to Live Sound	3		AUD2363	Equipment Maintenance and Repair	3
	OR				OR		
	AUD1143	Audio Production 1: Producer Basics			AUD2143	Audio Production 2: Studio Arranging	
	AUD1263	Recording Consoles	3		AUD2263	Digital Audio Workstations	3
	AUD1243	Recording Techniques 1	3		AUD2243	Recording Techniques 2	3
	AUD1011	Applied Lab: Audio Production 1	1		AUD1021	Applied Lab: Audio Production 2	1
	Semester Hour Total		10		Semester Hour Total		10
Total semester hours required for Minor in Music Production				20			

Professional Development

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

While working to acquire a bachelor's degree at Visible Music College, you are expected to demonstrate a successful completion of the following areas:

Development of a Personal Mission Statement
 Design and creation of Business Cards
 Composition of a professional-quality Resume
 Creation of a Personal career/ministry website
 Requesting and gathering Letters of Reference Initiating an Online Job search
 Graduate school search/enrollment
 EPK/video presentation of your band, self, managed band, or recorded band

Attendance at 5 Events where music serves an underserved population or is donated
 Attendance at 5 Lecture Series, with at least 4 being VMC scheduled events.
 Attendance at 4 "non-VMC" Professional Music organization rehearsals.
 Attendance at 4 Other musical organization rehearsals (other college, large church, etc.)
 Attendance at 4 Grammy U events
 Attendance at 4 External-to-Visible music events
 Attendance at Professional Development Classes (at least 75%)

Evidence of 1-2 internships
 Evidence of 4 job interviews in music or ministry field
 Evidence of community outreach (CityEyes) and service performed

Minimum of 4 Recordings in which you personally perform, handle contracts, or produce
 Minimum of 12 occasions of performance, support, or audio work at an original concert

Completed financial obligations to college and others

ACADEMIC OFFICE

Advising And Registration

ADVISING

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

REGISTRATION

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

SEMESTER LOAD & ENROLLMENT STATUS

The Bachelor's degree, while a four year degree, can be completed in three academic years with an average load of 21 hours each semester. The maximum course load for any one semester is 22 hours. The Vice President of Academics must approve any exceptions by way of a "Request for Overload" form available from the Office of Academics.

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

COURSE REPEATS

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

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

COURSE CANCELLATIONS

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

INDEPENDENT STUDY

Independent Study is an alternate delivery format granted in rare cases when a student is unable to complete coursework in residence. The student must present a compelling case to the Vice President of Academics, who will determine whether the requested independent study is valid and feasible. Instructional methodology will be adapted to ensure that the stated course objectives of the requested course can be achieved.

CHANGE OF STUDY

Students may audition to change their major or add a minor through the Change of Study form. Students must compose an essay detailing their desire to change their major or add a minor, obtain a recommendation letter from their current department/division chair, complete an audition and be accepted by the desired program, and pay the published Change of Study fee associated with the new program of study.

INTERRUPTION OF STUDY

The Interruption of Study form is used to preserve a student's place in the degree program for up to 6 months from the last day the student attended classes. If the student does not register during the first week of registration for the designated return semester, the student will be administratively withdrawn from the college.

PLACEMENT AID

Placement aid is provided through the following:

1. Internships and career placements often emerge naturally from the required weekly church attendance.
2. Churches looking for interns, musicians, and sound technicians contact the Church Placement coordinator, which attempts to match students with the church's need.
3. Visible's Internship requirement often leads to career placement, in the student's field.
4. Students performing in Senior Seminar are exposed to placement opportunities with various Visible affiliates.

Course Credits**CLASS STANDING**

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

Hours	Standing
0-29.5	Freshman
30-60.5	Sophomore
61-94.5	Junior
95+	Senior

CREDIT HOUR DEFINITION

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

Type of Course	Credit Hour	Weekly Average Time on Task
Music Production Labs	1 credit hour	10 hours
Internships Independent Study Senior Recital/Project	1 - 3 credit hours	10 hours
Lessons	0.5 - 1 credit hours	15 hours

TRANSFER CREDITS

Visible Music College will accept up to 80 semester hours of transfer credits. Of those 80 hours, up to 30 hours may be Non-Traditional Credits. Non-Traditional Credits are credits earned at a post-secondary institution that is neither accredited nor a candidate for accreditation. Traditional Credits are credits earned at an accredited post-secondary institution. The last 40 hours must be taken at Visible Music College. Transfer credits do not affect the student's grade point average at Visible Music College. The Registrar oversees all incoming transfer credits. Students seeking to earn credits at another post-secondary institution and transfer those credits back into their degree at Visible Music College should consult the Registrar to ensure acceptance.

Credit for Coursework

1. Only credits that fulfill the student's degree requirements at Visible Music College will be accepted. The Registrar may request additional information for verification.
2. Only official transcripts will be evaluated for transfer credits.
3. Only credits with a grade of "C-" or higher will be accepted.

4. Transfer hours from another school may not be used to remove an F earned at Visible Music College. Transfer hours may, however, be used to satisfy a requirement for graduation.
5. Approved Non-Traditional Credits will be applied after the student achieves and maintains Satisfactory Academic Progress for two consecutive full-time semesters.
6. Previous training and experience will only be considered for credit if presented on a transcript from the American Council of Education (ACE).
7. Instances of International Baccalaureate transfers will adhere to the same guidelines as domestic academic policy, previously outlined here.

Credit for Testing

1. Nationally-Recognized Tests - Visible Music College will award credit for the successful completion of an Advanced Placement (AP) exam or a College-Level Examination Program (CLEP) test, provided that the student's score meets the ACE's minimum recommended score for awarding credit, the test fulfills a General Education requirement, and the test score comes directly to the college from the testing organization or are included on an official transcript.
2. In-House Tests - Visible Music College may award credit based on the student's performance on established in-house tests designed for this purpose, provided that the test is authorized by the Vice President of Academics, Department Chair, and instructor.

TRANSFERABILITY OF CREDIT DISCLOSURE

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

Add, Drop, and Withdraw Procedures

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

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

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

DROP/ADD

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

- No courses can be dropped or added after the semester's designated time period.
- Courses dropped during the Drop/Add period will not appear on the student's transcript and are eligible for a 100% refund.
- All course-specific materials (MIDI Keyboards, provided textbooks, etc.) must be returned by the end of the Drop/Add period or the student will be billed for the unreturned materials at cost.

WITHDRAWAL

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

Students wishing to withdraw from the college should:

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

DROP/WITHDRAWAL GRADES

Week	Notes
1-2	No grade recorded
3-8	W (Withdrew from course and/or the college)
9+	WP or WF (Withdrew from the college; reflects exit status)

Disabilities**DISABILITY ACCOMMODATIONS**

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

1. The documentation must include:
 - a detailed diagnosis and/or description of the disability for which accommodation is sought;
 - a description of the origin of such disability;
 - a detailed description of any specific accommodations requested;
 - contact information for any healthcare or disability professional (or agency) responsible for any portion of the student's diagnosis and/or care related to the disability claimed;
 - formal documentation related to the disability claimed - a letter, psycho-educational assessment, or other evaluation issued and signed by a qualified professional within three years prior to the date accommodation is sought.
2. After the submitted documentation has been verified by the Office of Academics, the Vice President of Academics will meet with the student claiming disability to discuss what accommodation the college will provide. The key is accommodating the disability, not altering learning outcomes. Students may request that parents, educational advocates, or other professionals attend this conference or otherwise provide information relevant to the determination of specific accommodations.
3. Once accommodations have been determined, the Office of Academics 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 must schedule a review conference with the Vice President of Academics (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 appeal to the Academic Development Team, chaired by the Vice President of Academics. Students seeking review by the Academic Development Team must submit a written request to the Vice President of Academics that details the student's grievance. The Vice President of Academics will coordinate the submission of any documentation necessary for the Academic Development Team to review the grievance and render a just decision. The decision of the Academic Development Team is final and cannot be appealed.

VOCAL REST

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

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

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

Grading Procedures

GRADING SYSTEM

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

- A** The grade of "A" denotes superlative performance in the work undertaken and distinction in academic achievement.
- B** The grade of "B" denotes consistently good performance in the work undertaken and academic achievement that is above average.
- C** The grade of "C" denotes satisfactory performance in the work undertaken and average academic achievement.
- D** The grade of "D" denotes minimal performance in the work undertaken and academic achievement that is below average. If a "D" is given as a final grade, the student must repeat the entire course and earn a passing grade to receive course credit.

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

GRADE SCALE

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

GPA CALCULATION

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

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

Course	Attempted Hours	Grade Points	Quality Points
Music Theory 1	3 credits	x 3.67 (A-)	= 11.01
Aural Theory 1	2 credits	x 2.33 (C+)	= 4.66
Guitar Lesson	0.5 credits	x 3.33 (B+)	= 1.67
Spiritual Formation	3 credits	x 1.33 (D+)	= 3.99
Semester Total	8.5 credits		= 21.33 points

Divide Quality Points (21.33) by Attempted Hours (8.5) to yield a semester GPA of 2.51.

ATTENDANCE

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

The following policies govern class attendance:

1. Students will not be awarded credit in any course where their attendance percentage falls below 75%, regardless of the reason(s) for absence. If the student's final attendance percentage is below 75%, he or she will automatically receive a failing grade.
2. If at any time after the fifth week of the semester a student obtains automatic "F's" in 50% of his or her classes due to non-attendance, that student will be placed on Academic Suspension and may be asked to leave Visible Music College campus and housing within 48 hours after notification.
3. Students may track their attendance percentages on each course's Populi page.
4. In the case of absences due to (1) unforeseen emergencies, (2) illness with a doctor's note, (3) significant family events (weddings, funerals, etc.), or (4) planned school related trips, the student may request an excused absence via the "Request for Excused Absence" for. For emergencies and illnesses, the request must be filed within 5 days of the student's return. For planned absences, the request must be filed at least one business day in advance.
5. Instructors determine what constitutes an absence or tardy; however, they cannot excuse absences. The Registrar approves requests for excused absences and will notify the student and the student's instructors by e-mail.

6. Students who are granted an excused absence are responsible for notifying instructors of their absence and obtaining any missed work or class materials, which must be coordinated with the instructor within one week of the student's return to school.
7. Instructors will determine whether to excuse missed coursework or to grant extensions or alternative coursework only in the case of excused absences.

Attendance-based Course: Worship & Accountability

Worship & Accountability is a graduation requirement students must enroll, attend, and pass. Worship & Accountability is required for all full-time students.

Awards And Honors

SEMESTER HONORS

Dean's List

The Dean's List is published at the end of each semester to honor full-time students who achieve a 3.5+ semester GPA and have no semester grades lower than a "C-".

GRADUATION AWARDS AND HONORS

Graduation Honors

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

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

Department Excellence Awards

Excellence in Music Business Award

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

Excellence in Music Production Award

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

Excellence in Modern Music Award

The Excellence in Modern Music award is bestowed to a student that has demonstrated superior skill and artistry in their discipline as well as exemplified character and integrity in all aspects in the Modern Music program.

Cost of Discipleship Award

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

Satisfactory Academic Progress, Probation, And Suspension

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Qualitative (Minimum Cumulative GPA: 2.0)

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

Quantitative (Minimum Earned Hours: 67%)

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

Degree	Hours in Degree	Maximum Attempted Hours
Modern Music	120	180
Music Business	120	180
Music Production	120	180

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

Attempted Hours	Earned Hours	Attempted Hours	Earned Hours	Attempted Hours	Earned Hours
21.5	14.5	16	11	10	7
21	14	15	10.5	9	6.5
20	13.5	14	9.5	8	5.5
19	13	13	9	7	5
18	12.5	12	8.5	6	4.5
17	12	11	7.5	5	5

Evaluation of Academic Progress

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

ACADEMIC REHABILITATIVE MEASURES

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

Academic Warning

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

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

Academic Warning may include, but is not limited to:

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

Academic Probation

A student will be placed on Academic Probation at the completion of the first semester in which his or her cumulative GPA falls below a 2.00 and/or the student fails to complete at least 67% of the Attempted Hours for that semester. A student on Academic Probation is still eligible to receive financial aid. Academic Probation is not an appealable status since the

student is still eligible to enroll in school and to receive financial aid. The Academic Probation will be in effect for the following semester, and will be communicated through a letter to the student and an email to the student's Visible Music College e-mail address.

Academic Probation may include, but is not limited to:

1. One or more meetings with the Vice President of Academics.
2. Mandatory reduction of Attempted Hours for the probationary semester. The student will reduce his or her academic load to 12-14 attempted hours.
3. Voluntary periodic meetings with the student's advisor/academic progress tutor.
4. Mandatory participation in the creation and implementation of an academic and/or pastoral care plan.

Academic Suspension

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

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

Academic Expulsion

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

Reinstatement of Satisfactory Academic Progress

The student who has failed to achieve Satisfactory Academic Progress, has been placed on Academic Suspension, and who has re-enrolled following his or her suspension must then regain Satisfactory Academic Progress without the benefit of financial aid. The student must take and complete courses at his or her own expense in order to raise the cumulative GPA to a 2.00 or higher. The student will be evaluated at the end of each semester for compliance with the Satisfactory Academic Progress standards. Upon achieving Satisfactory Academic Progress, the student may apply for financial aid for the following semester.

COMPULSORY WITHDRAWALS

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

Academic Misconduct

ACADEMIC DISHONESTY

Definition of Academic Dishonesty

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

Plagiarism

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

Double-dipping / Self-plagiarism

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

Cheating

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

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

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

Sanctions for Academic Dishonesty

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

PERSONAL MISCONDUCT

Students are expected to participate in academic life and study in a constructive manner. Behavior which is disruptive to the college community life and contrary to the Visible Code of Conduct and other behavior policies will be regarded as grounds for probation or suspension. In cases of such behavior, the Vice President of Academics 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 Vice President of Academics determines that a student's behavior warrants suspension, the VP may convene the Academic Development Team to decide if suspension is warranted. If a student who has been suspended wishes to remain in good standing, he or she must request this from the Vice President of Academics.

Graduation Requirements

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

- Complete all course requirements set forth for the degree.*
- Have a minimum cumulative GPA of 2.0 or higher.
- Have no grades lower than a "C-" for courses required for the degree.
- Complete at least the last 40 hours of the degree at Visible Music College.
- Complete and submit an "Intent to Graduate" form in the last semester prior to their final year.
- Complete all community outreach hours.
- Complete the checkout process.
- Fulfill all financial obligations to the college.

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

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

- The remaining 6 hours must be completed at Visible Music College in the Fall semester immediately following the commencement in which the senior participated.
- Seniors who have not completed the coursework requirements will not be awarded academic honors at commencement.
- If the remaining 6 hours of coursework are not completed at Visible Music College in the Fall Semester immediately following the commencement in which the senior participated, the student will be administratively withdrawn.
- In special circumstances, the student may be approved to transfer their final coursework from another institution, in order to complete their degree.

Exiting The College

All exiting students must complete the check-out process, regardless of reason for their exit (graduation, withdraw, suspension, end of Academic Year, etc.). Each Spring semester, the normal check-out process typically involves exit interviews with the student's advisor, Financial Aid Office, Business Office, and Housing. However, that same process must be completed whenever a student chooses to exit the college.

Transcripts

The student's official academic record is the property of the institution. Official Transcripts will only be released at the student's request, if the student's account is cleared with all offices of the institution. Unofficial Transcripts may be accessed anytime on Populi. There is no charge for Official Transcripts. To request an Official Transcript, the student must

- Obtain an Official Transcript Request form (www.visible.edu).
- Complete and sign the transcript request form.
- Submit the form to the Registrar.

Appeals And Grievances

ACADEMIC APPEALS AND PERSONAL GRIEVANCE POLICY

Visible Music College has an established process for resolving concerns and complaints within the college. Any student personally aggrieved by a staff member's words, actions, or decisions may submit an appeal or grievance to the Vice President of Academics, 200 Madison Avenue Memphis, TN 38103, 901.381.3939 x222. The Academic Development Team (comprised of the Vice President of Academics and the Department Chairs of the college) will convene to consider the appeal or grievance.

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

4. If a complaint is not settled at the institutional level, the student may contact the following:

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road • Forest, VA 24551

Phone: (434) 525-9539 • Fax: (434) 525-9538 • info@tracs.org

<http://www.tracs.org>

Tennessee Higher Education Commission

404 James Robertson Parkway, Suite 1900 • Nashville, TN 37243

Phone: (615) 741-3605

<http://www.state.tn.us/thec/index.html>

Library**MISSION & PURPOSE**

Visible Music College Library directly supports and strengthens teaching and learning by providing resources and services that supplement the academic, vocational, and spiritual pillars of the College.

ACADEMIC, VOCATIONAL, SPIRITUAL SUPPORT

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

HOURS & LOCATION

Students are advised to consult the Library portal in Populi for the current semester's Library hours. The Library is located in Room 111 on the first floor of 200 Madison Avenue, Memphis, TN 38103.

THE COLLECTION

Visible Music College Library currently holds over 3,000 books, 30 periodical titles, 14 electronic database subscriptions, 1200 CDs, 20 DVDs, and 1400 LPs/EPs.

BORROWING & CIRCULATION**Library Account**

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

Library Card

The student's Visible Music College ID serves as a library card and is needed to check out materials.

Loan Period

Circulating library materials can be checked out for 14 days.

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

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

Late Fees

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

Late fees for regular circulating materials:

1 day late: No fine

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

Lost Materials

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

Damaged Materials

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

INSTRUCTIONAL SERVICES

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

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

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

OPEN PUBLIC ACCESS CATALOG

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

COURSE RESERVES

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

ELECTRONIC DATABASES

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

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

ARCHIVES & SPECIAL COLLECTIONS

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

Archives

Archives are materials of historical significance to Visible Music College.

Special Collections

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

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

Requested Resources

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

Family Educational Rights And Privacy Act (Ferpa)

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

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

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

LIMITATIONS

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

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

EXTERNAL USES OF INFORMATION

Directory Information

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

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

Directory information is typically used in the following:

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

Legal/Professional Compliance

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

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

INTERNAL USES OF INFORMATION

Legitimate Educational Interest

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

Student Right to Access

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Schools are not required to provide copies of records unless extenuating circumstances prohibit an in-person review the records. Schools may charge a fee for copies.
 - a. The student should e-mail the designated record keeper a request that identifies the desired record(s). The record keeper will schedule a time for the student to access and inspect the record(s), or advise the student to contact the appropriate record keeper. The student will review the file and complete the "Student Record Access Verification" Form that is in the file. The file must remain in the designated record keeper's office at all times.
2. The right to request the amendment of the student's records that the student believes is inaccurate, misleading, or in violation of the student's right to privacy,
 - a. The student should e-mail the designated record keeper a request that identifies the perceived inaccuracy of the record(s) and recommends an amendment. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the

- b. student of his/her right to a hearing regarding the request for amendment.
 - a. 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.
 - b. Visible Music College will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
 - c. If Visible Music College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or setting forth reasons for disagreeing with the decision.
 - d. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If Visible Music College discloses the contested portion of the record, it must also disclose the statement.
 - e. If Visible Music College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g. Directory Information, Legal/Professional Compliance, and Legitimate Educational Interest). The student should contact the Registrar to review or update consents on his/her FERPA Contract.
4. The right to disclose-without written consent or knowledge of the student or parent-personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file.
5. The right to disclose-without the written consent or knowledge of the student or parent-information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts. (Grand Jury Subpoenas, Law Enforcement Subpoenas, and all other Subpoenas.)
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Visible Music College to comply with the requirements of FERPA. The student may write to the following office, which oversees FERPA rights:

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

Course Numbering System

A (Prefix)	B (Level)	C (Category)	D (Kind)	E (Credit)
BTM	1	1	5	3

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

- | | | |
|---------------------------------|-------------------------|------------------|
| AUD - Audio Production | GEN - General Education | MUS - Music |
| BTM - Bible, Theology, Ministry | HST - History | PHI - Philosophy |
| BUS - Business | HUM - Humanities | PSY - Psychology |
| COM - Communication | MTH - Mathematics | SCI - Science |
| ENG - English | | |

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

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

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

#	Gen. Ed.	BTM	MUS	BUS	AUD
0	General	General	General, Performance, History	General	General
1	Introduction (sequence)	Old Testament	Guitar	Publicity	Production
2	Introduction (sequence)	New Testament	Bass	Concerts, Venues, and Tours	Studio
3	Literature	Theology	Percussion	Management	Reinforcement
4		History	Keyboard	Publishing	
5		Pastoral Care	Vocals		
6		Ethics	Songwriting		
7		Missiology	Worship Leadership		
8			Theory		

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

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

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

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

Course Number	Course Name
AUD1011	Applied Lab: Audio Production 1
AUD1021	Applied Lab: Audio Production 2
AUD1143	Audio Production 1: Producer Basics
AUD1243	Recording Techniques 1
AUD1263	Recording Consoles
AUD1363	Audio and Stage Production
AUD1373	Introduction to Live Sound
AUD2011	Applied Lab: Audio Production 3
AUD2021	Applied Lab: Audio Production 4
AUD2143	Audio Production 2: Studio Arranging
AUD2243	Recording Techniques 2
AUD2263	Digital Audio Workstations
AUD2363	Equipment Maintenance & Repair
AUD3011	Applied Lab: Audio Production 5
AUD3021	Applied Lab: Audio Production 6
AUD3081	Professional Internship 1
AUD3243	Mixing Techniques
AUD3263	Advanced Digital Audio Workstations
AUD4082	Professional Internship 2
AUD4091	Senior Project: Music Production
AUD4143	Audio for Multimedia
AUD4163	Commercial Release Seminar
AUD4243	Studio Administration
AUD4263	Mixing and Mastering
AUD4343	Sound Reinforcement
BTM1000	Worship and Accountability
BTM1043	Introduction to Worship
BTM1143	Old Testament Survey
BTM1243	New Testament Survey
BTM1343	Theology of Worship*
BTM1443	History of Worship*
BTM1563	Spiritual Formation
BTM2363	Introduction to Christian Theology
BTM2763	Christian Worldview
BTM3563	Pastoral Care
BTM4663	Christian Ethics
BTM4763	Missiology
BUS1013	Applied Lab: Leadership and Management 1

Course Number	Course Name
BUS1023	Applied Lab: Leadership and Management 2
BUS1043	Introduction to Music Business
BUS1053	Introduction to Music Industry
BUS1343	Artist Management & Representation
BUS1353	Project Management
BUS2013	Applied Lab: Leadership and Management 3
BUS2023	Applied Lab: Leadership and Management 4
BUS2343	Music Marketing, Distribution, and Merchandizing
BUS3013	Applied Lab: Leadership and Management 5
BUS3023	Applied Lab: Leadership and Management 6
BUS3043	Business Administration
BUS3081	Professional Internship 1
BUS3091	Junior Project: Music Business
BUS3263	Concert Booking & Promotion
BUS3273	Publicity & Promotions Seminar
BUS3323	Event, Tour, and Venue Management
BUS3343	Booking and Venue Management
BUS4043	Strategy and Entrepreneurship
BUS4082	Professional Internship 2
BUS4093	Senior Project: Music Business
BUS4423	Record Label Operations
BUS4443	Music Publishing Administration
COM1063	Public Communication
ENG1113	English Composition 1
ENG2113	English Composition 2
ENG3363	Introduction to Christian Literature
GEN0000	Visible Music College Orientation
GEN4061	Senior Seminar*
HST2143	American History
HUM3053	History of Popular Music in American Society
MTH2113	College Algebra
MUS0000	Remedial Theory
MUS1011	Applied Lab: Ensembles
MUS1113	Applied Lab: Guitar Specialization 1
MUS1213	Applied Lab: Bass Specialization 1
MUS1313	Applied Lab: Percussion Specialization 1
MUS1411	Music Theory 1 Lab: Piano
MUS1411	Keyboard Harmony*

Course Number	Course Name
MUS1413	Applied Lab: Keyboard Specialization 1
MUS1513	Applied Lab: Vocal Specialization 1
MUS1611	Applied Lab: Artist Development for Songwriters 1
MUS1613	Applied Lab: Songwriting Specialization 1
MUS1713	Applied Lab: Worship Leadership Specialization 1
MUS1811	Music Theory 1 Lab: Aural
MUS1843	Music Theory 1: Common Practice Techniques
MUS2113	Applied Lab: Guitar Specialization 2
MUS2213	Applied Lab: Bass Specialization 2
MUS2313	Applied Lab: Percussion Specialization 2
MUS2411	Music Theory Lab 2: Piano
MUS2413	Applied Lab: Keyboard Specialization 2
MUS2513	Applied Lab: Vocal Specialization 2
MUS2611	Applied Lab: Artist Development for Songwriters 2
MUS2613	Applied Lab: Songwriting Specialization 2
MUS2713	Applied Lab: Worship Leadership Specialization 2
MUS2811	Music Theory Lab 2: Aural
MUS2843	Music Theory 2: Intermediate Harmony
MUS3043	Survey of Western Music History
MUS3063	Electronic Music and Technology
MUS3073	World Cultures and Music*
MUS3611	Applied Lab: Artist Development for Songwriters 3
MUS3812	Music Theory 3 Lab: Aural
MUS3843	Music Theory 3: Advanced/Jazz
MUS4043	Conducting & Ensemble Leadership
MUS4083	Professional Internship
MUS4093	Senior Recital
MUS4611	Applied Lab: Artist Development for Songwriters 4
MUS4812	Music Theory 4 Lab: Film Music Analysis
MUS4843	Music Theory 4: Composition and Arranging
MUSX13X	Applied Lesson: Guitar Lessons
MUSX23X	Applied Lesson: Bass Lessons
MUSX33X	Applied Lesson: Percussion Lessons
MUSX43X	Applied Lesson: Keyboard Lessons
MUSX53X	Applied Lesson: Vocal Lessons
MUSX63X	Applied Lesson: Songwriting Lessons
MUSX73X	Applied Lesson: Worship Leadership Lessons
PHI2243	Philosophy for Christian Thought

Course Number	Course Name
PSY2143	Introduction to Psychology
SCI2143	Acoustical Physics

**Course not required for students entering in the 2014-2015 year.*

Course Descriptions

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

CORE CURRICULUM

BTM1000 - Worship And Accountability (0 semester hours)

Worship and Accountability is a bi-weekly time for students to come together for the corporate expression of praise and worship to God as well as to receive insightful biblical teaching from select Visible staff, faculty, and local ministry leaders. Corporate worship and teaching is followed by discussion, prayer, discipleship, and accountability with the student's specific division. This is a requirement each semester the student is enrolled full time.

BTM1043 - Introduction to Worship (3 semester hours)

This course examines the relationship of biblical theology to the practice of Christian worship. Students will survey Old and New Testament texts, contexts, key personalities, and practices that have historically informed Christian worship. This interaction of theology, history, and praxis will help students assess their contemporary understandings of worship in light of what they discover during class lectures, readings, and group discussions. At the conclusion of this study, students will be able to construct and articulate a biblically faithful Christian theology/philosophy of worship and identify how such a theology applies to contemporary worship. This course also introduces students to the historical contexts of which our practice has emerged. The student will learn about the historical development of music and arts in worship, the progression of ordinances, and the services of the Christian year.

BTM1143 - Old Testament Survey (3 semester hours)

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

BTM1243 - New Testament Survey (3 semester hours)

This course will provide an overview of the literary, historical, geographical, and religious dimensions of the New Testament. Special attention is given to the following subjects: the historical setting (political, social, and religious) of the first century Palestine; the Gospels,

focusing upon the life and ministry of Jesus Christ, His death and resurrection; the growth of the new church as found in Acts; the ministry of Paul through his missionary journeys and epistles; the challenges of opposition from the Roman Empire, pagan culture, and the Jews; the continued delay of the return of Jesus Christ; and the rise of the second generation of leaders within the church. All study will be completed with a view towards application of principles discovered to each person's life in the world today.

***BTM1343 - Theology of Worship** (3 semester hours)

**Course not required for students entering in the 2014-2015 year.*

This course examines the relationship of biblical theology to the practice of Christian worship. Students will survey Old and New Testament texts, contexts, key personalities, and practices that have historically informed Christian worship. This interaction of theology, history, and praxis will help students assess their contemporary understandings of worship in light of what they discover during class lectures, readings, and group discussions. At the conclusion of this study, students will be able to construct and articulate a biblically faithful Christian theology/philosophy of worship and identify how such a theology applies to contemporary worship.

***BTM1443 - History of Worship** (3 semester hours)

Prerequisite: BTM1343 Theology of Worship.

**Course not required for students entering in the 2014-2015 year.*

This course introduces students to the historical contexts out of which our practice has emerged. The student will learn about the historical development of music and arts in worship, the progression of ordinances, and the services of the Christian year.

BTM1563 - Spiritual Formation (3 semester hours)

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

BTM2363 - Introduction to Christian Theology (3 semester hours)

Prerequisites: BTM1143 Old Testament Survey and BTM1243 New Testament Survey.

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

BTM2763 - Christian Worldview (3 semester hours)

Prerequisites: BTM1143 Old Testament Survey and BTM1243 New Testament Survey.

This course introduces students to the hidden worldviews embedded within their cultural context. Emphasis will be given to helping students think critically and reflectively on both the concept and content of worldview, with particular attention to select cultural worldviews with power to distort the Christian story. In response, students will develop a personal Christian worldview, one informed by Scripture and formed in the worship of Christian community.

BTM3563 - Pastoral Care (3 semester hours)

Prerequisites: BTM1563 *Spiritual Formation*, BTM2363 *Introduction to Christian Theology*, and BTM2763 *Christian Worldview*.

Pastoral Care consists of guided instruction in topics relating to the multi-faceted functions of pastoral ministry. The student will be exposed to a broad overview of biblically-informed pastoral care and its contribution to healthy individual and community life. This course will give special attention to the practical application of the information learned in class. Emphasis will be on opportunities to demonstrate pastoral care in various ministry roles, including institutional settings.

BTM4663 - Christian Ethics (3 semester hours)

An in-depth study of Christian ethics with particular attention to its application in the music industry and local church music ministry. Using contemporary case studies and individual research, students will survey and evaluate classical and contemporary processes for informed ethical decision-making. This course is designed for the Christian leader and/or musician/artist serving the church, engaged in the arts community, or employed in the entertainment industry.

BTM4763 - Missiology (3 semester hours)

Prerequisites: BTM2363 *Introduction to Christian Theology* and BTM2763 *Christian Worldview*.

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

BUS1053 - Introduction to the Music Industry (3 semester hours)

**Required for all Modern Music and Music Production majors*

An introductory survey into the institutions, practices, and principles found in the music industry and how they effect the student's artistic endeavor.

COM1063 - Publication Communication (3 semester hours)

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

ENG1113 - English Composition 1 (3 semester hours)

This course introduces the student to basic grammatical writing skills (outlining, drafting, proofreading, and revising), genres (informal, business formal, and academic), and Turabian formatting. The student will improve his or her skills through multiple writing assignments.

ENG2113 - English Composition 2 (3 semester hours)

Prerequisite: ENG1113 *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.

ENG3363 - Introduction to Christian Literature (3 semester hours)

Prerequisite: ENG2113 English Composition 2.

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.

GEN0000 - Visible Music College Orientation (0 semester hours)

Visible Music College 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 Music College Library.

***GEN4061 - Senior Seminar** (1 semester hour)

**Course not required for students entering in the 2014-2015 year.*

This capstone course is designed to assist students in the transition from college to the professional career. Students will develop a resume, a professional portfolio which demonstrates skill in craft and vocation, and a personal and spiritual mission statement.

HST2143 - 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.

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

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

MTH2113 - College Algebra (3 semester hours)

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

***MUS3073 - World Cultures and Music** (3 semester hours)

**Course not required for students entering in the 2014-2015 year.*

World Music and Culture 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. The student 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. The student is required to provide his or her own hand drum.

PHI2243 - Philosophy for Christian Thought (3 semester hours)

An engaged look at selected philosophers, important philosophical systems, and key philosophical ideas through the lens of the Christian faith. This course will push against underdeveloped thinking and uncritically held assumptions about the nature of faith, life, and reality by challenging the student to reconcile a range of philosophical ideals with the revealed scriptural truth of Christianity.

PSY2143 - Introduction to Psychology (3 semester hours)

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

SCI2143 - Acoustical Physics (3 semester hours)

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

MODERN MUSIC**MUSXX13 - Applied Lab: Specializations** (3 semester hours)

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

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

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

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

MUS1313 - Applied Lab: Percussion Specialization 1
 MUS2313 - Applied Lab: Percussion Specialization 2
 MUS3313 - Applied Lab: Percussion Specialization 3
 MUS4313 - Applied Lab: Percussion Specialization 4

MUS1413 - Applied Lab: Keyboard Specialization 1
 MUS2413 - Applied Lab: Keyboard Specialization 2
 MUS3413 - Applied Lab: Keyboard Specialization 3
 MUS4413 - Applied Lab: Keyboard Specialization 4

MUS1613 - Applied Lab: Songwriting Specialization 1
 MUS2613 - Applied Lab: Songwriting Specialization 2
 MUS3613 - Applied Lab: Songwriting Specialization 3
 MUS4613 - Applied Lab: Songwriting Specialization 4

MUS1513 - Applied Lab: Vocal Specialization 1
 MUS2513 - Applied Lab: Vocal Specialization 2
 MUS3513 - Applied Lab: Vocal Specialization 3

MUS4513 - Applied Lab: Vocal Specialization 4

MUS1713 - Applied Lab: Worship Leadership Specialization 1

MUS2713 - Applied Lab: Worship Leadership Specialization 1

MUS3713 - Applied Lab: Worship Leadership Specialization 3

MUS4713 - Applied Lab: Worship Leadership Specialization 4

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

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

Applied Lessons are weekly times for development and mentoring in the student's primary discipline (guitar, bass, percussion, keyboard, vocals, songwriting, worship leadership).

Available Applied Lesson Numbers, to be assigned by instructor:

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

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

MUS1130	Guitar level 1, .5 s.h.	MUS1131	Guitar level 1, 1 s.h.
MUS2130	Guitar level 2, .5 s.h.	MUS2131	Guitar level 2, 1 s.h.
MUS3130	Guitar level 3, .5 s.h.	MUS3131	Guitar level 3, 1 s.h.
MUS4130	Guitar level 4, .5 s.h.	MUS4131	Guitar level 4, 1 s.h.
MUS1230	Bass level 1, .5 s.h.	MUS1231	Bass level 1, 1 s.h.
MUS2230	Bass level 2, .5 s.h.	MUS2231	Bass level 2, 1 s.h.
MUS3230	Bass level 3, .5 s.h.	MUS3231	Bass level 3, 1 s.h.
MUS4230	Bass level 4, .5 s.h.	MUS4231	Bass level 4, 1 s.h.
MUS1330**	Percussion level 1, .5 s.h.	MUS1331	Percussion level 1, 1 s.h.
MUS2330**	Percussion level 2, .5 s.h.	MUS2331	Percussion level 2, 1 s.h.
MUS3330**	Percussion level 3, .5 s.h.	MUS3331	Percussion level 3, 1 s.h.
MUS4330**	Percussion level 4, .5 s.h.	MUS4331	Percussion level 4, 1 s.h.
MUS1430	Keyboard level 1, .5 s.h.	MUS1431	Keyboard level 1, 1 s.h.
MUS2430	Keyboard level 2, .5 s.h.	MUS2431	Keyboard level 2, 1 s.h.
MUS3430	Keyboard level 3, .5 s.h.	MUS3431	Keyboard level 3, 1 s.h.
MUS4430	Keyboard level 4, .5 s.h.	MUS4431	Keyboard level 4, 1 s.h.
MUS1530	Vocal level 1, .5 s.h.	MUS1531	Vocal level 1, 1 s.h.
MUS2530	Vocal level 2, .5 s.h.	MUS2531	Vocal level 2, 1 s.h.
MUS3530	Vocal level 3, .5 s.h.	MUS3531	Vocal level 3, 1 s.h.
MUS4530	Vocal level 4, .5 s.h.	MUS4531	Vocal level 4, 1 s.h.
MUS1630	Songwriting level 1, .5 s.h.	MUS1631**	Songwriting level 1, 1 s.h.
MUS2630	Songwriting level 2, .5 s.h.	MUS2631**	Songwriting level 2, 1 s.h.
MUS3630	Songwriting level 3, .5 s.h.	MUS3631**	Songwriting level 3, 1 s.h.
MUS4630	Songwriting level 4, .5 s.h.	MUS4631**	Songwriting level 4, 1 s.h.
MUS1730*	Wrshp. Ldr. level 1, .5 s.h.	MUS1731**	Wrshp. Ldr. level 1, 1 s.h.
MUS2730*	Wrshp. Ldr. level 2, .5 s.h.	MUS2731**	Wrshp. Ldr. level 2, 1 s.h.

MUS3730 Wrshp. Ldr. level 3, .5 s.h. MUS3731** Wrshp. Ldr. level 3, 1 s.h.
 MUS4730 Wrshp. Ldr. level 4, .5 s.h. MUS4731** Wrshp. Ldr. level 4, 1 s.h.

MUSX611 - Applied Lab: Artist Development for Songwriters (1 semester hour)

Co-Requisite: Concurrent enrollment in an applied lesson.

Artist Development for Songwriters is a performance-based course which enables the student to apply curriculum from private lessons and/or sectionals in an immediate, *real-world* playing context by way of developing a career path as a singer-songwriter/band leader by way of lectures, projects, live performances and studio recording. The career directions of the artists will vary with the level of ability of the players, current trends in popular music, and instructor assignments.

MUS1611 - Applied Lab: Artist Development for Songwriters 1
 MUS2611 - Applied Lab: Artist Development for Songwriters 2
 MUS3611 - Applied Lab: Artist Development for Songwriters 3
 MUS4611 - Applied Lab: Artist Development for Songwriters 4

MUS0000 - Remedial Theory (0 semester hours)

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.

MUS1011 - Applied Lab: Ensembles (1 semester hour)

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

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

MUS1411 - Music Theory Lab 1: Piano (1 semester hour)

Prerequisites: Satisfactory completion of the Visible Music College entrance exam or faculty placement. Co-Requisites: Concurrent enrollment in or successful completion of MUS1843 Music Theory 1 and MUS1811 Music Theory Lab 1: Aural.

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

***MUS1411 - Keyboard Harmony** (1 semester hour)

Prerequisite: Concurrent enrollment in MUS2843 Music Theory 2 and MUS2811 Music Theory Lab 2: Aural.

**Course not required for students entering in the 2014-2015 year.*

This course utilizes practical harmony elements and accompaniment variations found in contemporary compositions and chord structures with application to the keyboard. The student 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 Piano and Aural Theory 2--scales, progressions, cadences--to the keyboard.

MUS1811 - Music Theory Lab 1: Aural (1 semester hour)

Prerequisites: Satisfactory completion of the Visible Music College entrance exam, or faculty placement. *Co-Requisites:* Concurrent enrollment in or satisfactory completion of MUS1843 Music Theory 1 and MUS1411 Music Theory Lab 1: Piano. Aural Theory 1 is an interactive course in which the student develops beginning to elementary musical abilities such as sight singing, melodic, harmonic, and rhythmic dictation. Special attention is given to developing techniques on how to listen and aurally analyze all genres of music.

MUS1843 - Music Theory 1: Common Practice Techniques (3 semester hours)

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

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.

MUS2411 - Music Theory Lab 2: Piano (1 semester hour)

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

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

MUS2811 - Music Theory Lab 2: Aural (1 semester hour)

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

Music Theory Lab 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.

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

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

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.

MUS3043 - Survey of Western Music History (3 semester hours)

Prerequisites: MUS2843 Music Theory 2, MUS2411 Music Theory Lab 2: Piano, and MUS2811 Music Theory Lab 2: Aural.

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

MUS3063 - Electronic Music and Technology (3 semester hours)

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

MUS3812 - Music Theory 3 Lab: Aural (1 semester hour)

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

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

MUS3843 - Music Theory 3: Advanced/Jazz (3 semester hours)

Prerequisites: MUS2843 Music Theory 2, MUS2411 Music Theory Lab 2: Piano, and MUS2811 Music Theory Lab 2: Aural, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS3812 Aural Theory 3.

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

MUS4043 - Conducting and Ensemble Leadership (3 semester hours)

Prerequisites: MUS2843 Music Theory 2, MUS2411 Music Theory Lab 2: Piano, and MUS2811 Music Theory Lab 2: Aural.

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

MUS4083 - Professional Internship (3 semester hours)

Prerequisite: 70 credit hours of the Modern Music program completed.

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

MUS4093 - Senior Recital (3 semester hours)

Prerequisites: 4000-level lesson enrollment. Co-Requisite: Concurrent enrollment in the applied lesson. Must be completed by the last semester.

The Senior Recital allows the Modern Music student to demonstrate mastery of his or her musical field (guitar, voice, keyboard, bass, percussion, songwriting, or worship leading) through performance of senior-level musical repertoire. The Senior Recital process enables the student to lead the planning, rehearsal, and execution of a musical event through the preparation activities of repertoire and ensemble selection and leadership, personnel recruitment, personal and corporate rehearsal, scheduling, advertising, and communication.

MUS4812 - Music Theory 4 Lab: Film Music Analysis (1 semester hour)

Prerequisites: MUS3843 Music Theory 3 and MUS3812 Aural Theory 3, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS4843 Music Theory 4.

Aural Theory 4 will equip the student with an ability to aurally identify, distinguish between, analyze, and create musical motives and themes. The medium of film and film music is utilized in order to allow the student to work in a contemporary art music setting.

MUS4843 - Music Theory 4: Composition and Arranging (3 semester hours)

Prerequisites: MUS3843 Music Theory 3 and MUS3812 Aural Theory 3, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS4812 Music Theory 4.

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

MUSIC BUSINESS**BUSX0X3 - Applied Lab: Leadership and Management** (3 semester hours)

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

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

- BUS1013 - Applied Lab: Leadership and Management 1
- BUS1023 - Applied Lab: Leadership and Management 2
- BUS2013 - Applied Lab: Leadership and Management 3
- BUS2023 - Applied Lab: Leadership and Management 4
- BUS3013 - Applied Lab: Leadership and Management 5
- BUS3023 - Applied Lab: Leadership and Management 6

BUS1043 - Introduction to Music Business (3 semester hours)

Co-requisite: Concurrent enrollment in or successful completion of MTH2113 College Algebra.

**For Music Business Majors only.*

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

BUS1343 - 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.

BUS1353- Project Management (3 semester hours)

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

BUS2343 - Music Marketing, Distribution, and Merchandizing (3 semester hours)

Prerequisite: MTH2113 College Algebra.

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

BUS3043 - Business Administration (3 semester hours)

Prerequisite: MTH2113 College Algebra.

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

BUS3081 - Professional Internship 1 (1 semester hour)

Prerequisite: 38 credit hours of the Music Business 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. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

BUS3091 - Junior Project: Music Business (1 semester hour)

The Junior Project demonstrates the student's comprehension of creative, technical, and professional aspects of the music business. The topic of the Junior 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 second year. Offered each Fall unless an exception is approved by the Department Chair and the Vice President of Academics.

BUS3263 - 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.

BUS3273 - Publicity and Promotions Seminar (3 semester hours)

Prerequisite: BUS1043 Introduction to Music Business.

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

BUS3323 -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, the student will be required to plan, book, promote, and manage actual events.

BUS4043- Strategy and Entrepreneurship (3 semester hours)

The barriers to entry in the music business have dramatically declined in the past few years. This is simultaneously creates unprecedented entrepreneurial opportunities and a hyper-competitive marketplace. This course delves into the strategic decision-making and dynamic thinking required to navigate the music business of the future. Students will be exposed to strategic planning, intrinsic and extrinsic motivators, evolving business models, and necessary attributes to create a competitive advantage in the digital age of the music business. Students will explore how to monetize music in the future- including recorded music, live performance, publishing, synchronization, and strategic brand partnerships. Students will learn the entrepreneurial tools particular to the music industry that foster innovation and be empowered to actualize the student's vision for their vocational aspirations.

BUS3343 - Booking and Venue Management (3 semester hours)

This class gives an entrepreneurial cross-section of strategy and approaches to the touring sector of the music business from both the venue management and booking agents' perspective. Students will examine strategic management ideologies rooted in successfully booking a tour and running a venue. The class focuses on the business acumen needed to navigate the murky waters of touring in the future of the music business. Students will gain an in-depth understanding of the relationship between the venue/facility, the booking agent, the artist, and the consumer. Particular attention will be drawn to venue artist fit, sustainability of the business, and fiduciary responsibility of all parties involved. A significant portion of this class will focus on the practical application of information into the daily tasks, disciplines and activities needed in order to book a tour and run a successful venue.

BUS4082 - Professional Internship 2 (2 semester hours)

Prerequisite: 70 credit hours of the Music Business 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. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

BUS4093 - Senior Project: Music Business (2 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. The student is required to complete a portfolio of his or her work as well as a capstone project or paper using material learned through the program. The topic of the Senior Project should be beneficial to the student and/or useful for future music business students. This course is intended to be taken during the student's final semester before graduation. Offered each Spring unless an exception is approved by the Department Chair and the Vice President of Academics.

BUS4423 - Record Label Operations (3 semester hours)

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

BUS4443 - Music Publishing Administration (3 semester hours)

Prerequisite: MTH2113 College Algebra.

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

MUSIC PRODUCTION**AUDX0X1 - Applied Lab: Audio Production** (1 semester hour)

Audio Production Lab allows the student to apply techniques he or she learns in audio courses to real-world situations. The student will record and mix ensemble band songs and songwriter demos. The student will assist with live sound needs during ensemble rehearsal times, as well as during Worship and Performance Seminar. Extra activities such as assisting with community outreach audio needs and other audio needs around the college may be included.

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

AUD1143 - Audio Production 1: Producer Basics (3 semester hours)

Audio Production 1 will expose the student 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. The student will gain a foundational knowledge of current technology and production techniques for the record producer.

AUD1243 - Recording Techniques 1 (3 semester hours)

Recording Techniques 1 introduces the student to the gear and techniques used in the modern recording studio. The course focuses on basic sound theory, recording basics and introducing students to the equipment used in recording. The course also includes a substantial focus on ear training, including frequency, compression, distortion and time modulation recognition.

AUD1263 - Recording Consoles (3 semester hours)

Recording Consoles will expose the student to large format consoles in the modern recording studio. The student will gain a basic understanding of signal flow, channel strips, inputs and outputs, and various approaches to recording using analog consoles and patch bays.

AUD1363 - Audio and Stage Production (3 semester hour)

This course is a presentation of the key principles of Stage Production and live audio that non-audio majors will need to operate effectively in the music industry. The student will examine practical applications in the areas of basic audio equipment and their functions, principles of mix and EQ, microphones, monitors and speaker placement, as well as principles of the production of a stage presentation.

AUD1373 - Introduction to Live Sound (3 semester hours)

Introduction to Live Sound exposes the student to the basics of a live sound reinforcement system and how to operate a basic analog and digital console. The student will gain hands-on experience through Visible's audio equipment, including consoles, monitors, speakers, amplifiers and microphones.

AUD2143 - Audio Production 2: Studio Arranging (3 semester hours)

Prerequisite: AUD1143 Audio Production 1.

Audio Production 2 will further expose the student to the language of music as applicable to the music producer in the recording studio. Concentration is centered on instrumentation, applied keyboard harmony, musical styles and grooves, basic arranging of song material, ear training for the record producer, production design/arrangement, and innovative production for current music. Extensive listening assignments will be given and recordings will be made in this class.

AUD2243 - Recording Techniques 2 (3 semester hours)

Prerequisite: AUD1243 Recording Techniques 1.

Recording Techniques 2 focuses on miking and recording techniques for common instruments in modern music. Instruments covered include drums, bass guitar, electric guitar, acoustic guitar, piano and vocals. The course includes significant hands-on experience in the studio using modern and classic recording equipment.

AUD2263 - Digital Audio Workstations (3 semester hours)

Prerequisite: AUD1263 Recording Consoles.

Digital Audio Workstations expands on the tools and skills pertaining to digital audio software. The course focuses on Avid Pro Tools and Apple Logic Studio. Curriculum focuses on editing, arranging, mixing and composing.

AUD2363 - Equipment Maintenance and Repair (3 semester hour)

Equipment Maintenance and Repair walks the student through the basic care and troubleshooting of audio gear. The course includes basic electronics theory. The student will learn soldering skills and techniques for cleaning electronics. Students will also work together to troubleshoot problems in Visible sound systems.

AUD3081 - Professional Internship 1 (1 semester hour)

Prerequisite: 40 credit hours of the Music Production 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. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

AUD3243 - Mixing Techniques (3 semester hours)

Prerequisite: AUD2243 Recording Techniques 2.

Mixing Techniques will expose the student to the craft and art of music mixing in the commercial studio. Focus will be centered on mixing with Logic Studio. The student will learn how to properly apply processing such as EQ, dynamics and reverb to professional mixes. The student will be working on mixing and finishing projects/songs for Visible Music College that may be commercially released.

AUD3263 - Advanced Digital Audio Workstations (3 semester hours)

Advanced Digital Audio Workstations covers the top-level user techniques for Logic Studio and Pro Tools. Topics covered include mix engine mechanics, advanced mixing and automation techniques, specialized music and post production techniques, and advanced MIDI processing. Students will be prepared to take the Logic Studio Level Two exam and the Pro Tools Certified Operator exam at the conclusion of the course.

AUD4082 - Professional Internship 2 (2 semester hours)

Prerequisite: 70 credit hours of the Music Production 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. The student and faculty will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

AUD4091 - Senior Project: Music Production (1 semester hour)

The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of Music Production. The student is required to complete a capstone project or research 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 Production students and Visible Music College.

AUD4143 - Audio for Multimedia (3 semester hours)

Prerequisite: AUD3243 Mixing Techniques.

Audio for Multimedia will expand the student's production skill set to other types of media besides music. Content covered includes radio production, podcasting, audio for television and film, and audio for video games. Students will gain hands-on experience through multimedia projects.

AUD4163 - Commercial Release Seminar (3 semester hours)

Prerequisite: AUD4243 Studio Administration.

Commercial Release Seminar will team students from the music production and music business programs together to create and release a commercially viable product within the semester. Topics include planning, project management, contracts, and team dynamics. The student will utilize his or her varied skills in both the creative and business side of the production.

AUD4243 - Studio Administration (3 semester hours)

Prerequisite: AUD2143 Audio Production 2.

Studio Administration will expose the student 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. The student will learn the business side of production, including professional client service, promotional methods, equipment selection and purchasing, and setting rates. The student will also learn about emerging distribution channels.

AUD4263 - Mixing and Mastering (3 semester hours)

Prerequisite: AUD3243 Mixing Techniques.

Mixing and Mastering will give the student 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 recorded album, and project management of the manufacturing process will be covered. The student will have the opportunity to put these techniques to use by working on projects for Visible Music College that may be commercially released.

AUD4343 - Sound Reinforcement (3 semester hours)

Prerequisite: AUD2363 Equipment Maintenance and Repair

Sound Reinforcement will expose the student 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. The student will be working on concerts and events for Visible Music College and on location.

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Governance And Support

Visible Music College is governed by, and accountable to, a self-sustaining Board of Trustees. This board holds title to property, collects and dispenses funds, elects administrative officers, faculty, and staff, and sets the policies governing the college. The faculty, staff, and administration are charged by the Board with the responsibility of implementing the policies that have been approved, recommending new policies and changes in policies, and leading the college in the task of ministerial and artistic education.

Students also have opportunities to share in the government of the college through the Student Government Association, the Peer Appeal Council, and through membership on certain committees.

Visible Music College is multi-denominational in its scope and practices. On the local, state, national and international levels, the college participates in a variety of cooperative endeavors with Christian ministries. The college community includes persons with various backgrounds, cultures, and denominational traditions. This richness is one of the college's strengths. The college values multi-denominational cooperation in ministerial and artistic education, welcomes various theological understandings and practices within the scope of Christian orthodoxy, and affirms the contributions of all members of the college community. Though diverse in race, gender, and tradition, the common bond of love in Christ binds the community together.

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George Baldwin	Assistant Professor of Music Business M.C.Mus. Conducting and Music Education, Southwestern Theological Seminary B.A. Sacred Music and Music Theory, Palm Beach Atlantic University
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Daniel Bennett	Resident Life Coordinator M.A. Christian Studies (in progress), Union University B.Min. Modern Music Ministry, Visible Music College B.S. Liberal Studies, Middle Tennessee State University
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David Nakano	Enrollment Manager B.A. Spanish, Furman University
Andy Newton	Instructor of Modern Music, Songwriting M.Mus. Musicology (in progress), University of Memphis B.Min. Modern Music, Songwriting, Visible Music College
Christy Nini	Administrative Librarian Director of Institutional Effectiveness M.L.I.S., San Jose State University B.A. Music History, University of California-Los Angeles
Ben Rawley	Vice President of Business Bethel School of Supernatural Ministry, Redding, CA BTh. Ministry Studies, University of Wales BSc. Business Administration, University of Bath
Mary Steele	Lead Admissions Counselor Certificate, Modern Music Ministry, Visible Music College
Nick Steele	Instructor of Modern Music, Guitar B.Min. Guitar, Visible Music College
Ken Steorts	President 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
Geordy Wells	Vice President of Advancement B.A. Business Administration, Rhodes College

Visible Music College, Chicago Staff And Full-Time Faculty

Dr. Cameron Harvey	Director of Academics Ph.D. Physics, University of Notre Dame M.S. Physics, University of Notre Dame B.S. Double Major in Physics and Mathematics, University of Memphis B.A. Double Major in History and Philosophy, University of Memphis Certificate in Ministry Specialization, Visible School
Curtis Hunt	Assistant Professor of Modern Music M.M. Vocal Performance, McNally Smith College of Music M.A. Organizational Administration-Leadership, MidAmerica Nazarene University B.M. Church Music, North Central University

Erin Nowicki

Instructor of Modern Music, Worship Leadership

B.Min., Modern Music Ministry-Worship Leadership,
Visible Music College

Brooke Pals

Admissions Counselor

B.Min. Modern Music-Worship Leadership,
Visible Music College

Bill Snodgrass

Director of Students

M.Div., 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

Madison Line Records Full-Time Staff

Antonio Neal

COO Madison Line Records

Visible Community Music School Full-Time Staff

Sawyer Schafbuch

Director, Visible Community Music School

B.Min. Modern Music, Visible Music College

ACADEMIC CATALOG & ENROLLMENT AGREEMENT

Please sign, check, date, and turn this form in by the first day of class.

I, _____, have read this Academic Catalog and all
Please Print Your Name
guidelines put forth in the application packet. I understand that all policies, regulations, and
guidelines in them are my responsibility. I understand that I am responsible for upholding
these as well as any policies, regulations, and guidelines that may be published at a later
date.

If any of the items listed have not been met, please inquire with the correct department.

- Toured Institution.
- Received the Academic Catalog
- Received the Student Handbook.
- Was given time and opportunity to review institutional policies in the catalog.
- Know the length of program for full-time and/or part-time students, in academic terms and actual calendar time.
- Have been informed of the total tuition and fee cost of the program.
- Have been informed of the estimated cost of books and any required purchases such as musical equipment, specialized tools, art supplies, etc.
- Have been given a copy of institutional cancellation and refund policy.
- Understand what "transferability of credits" means and the specific limitations (if any) should the institution have articulation agreements.

I realize that any grievances not resolved at the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, Tennessee, 37243-0830, (615) 741-5293 or Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551, (434) 525-9539

Student Signature

Date