VISIBLE MUSIC COLLEGE

ACADEMIC CATALOG
2018-2019

Dr. Ken Steorts, President
Dr. Cameron Harvey, Vice President of Academics
Ben Rawley, Vice President of Business
Geordy Wells, Vice President of Advancement
J.D. Wilson, Vice President of Students

Memphis Main Campus
200 Madison Ave
Memphis, TN 38103
901.381.3939

Chicago Branch Campus
3404 Lake St.
Lansing, IL 60438
708.455.1414

Dallas Teaching Site
3300 Mockingbird Ln
Dallas, TX 75205
901.487.6184

Atascadero Teaching Site
6225 Atascadero Ave
Atascadero, CA 93422
805.235.1121
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INTRODUCTION FROM THE PRESIDENT

Dear Students,

Welcome to the Visible Music College Academic Catalog and the 2017-2018 academic year! We trust that this year will be marked with joy. As believers walking together in creativity, we find fullness in Jesus and joy in our fellowship and community. Visible has always sought to unify Christian community with modern music education by relational ministry. We focus on the four pillars the college is founded on -- Global, Spiritual, Professional, Academic.

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

Spiritual : Visible
We are a spiritual community of believers called to be salt and light to the world. We focus on spiritual formation in all that we do, 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 and we work to make Visible (our Christian ministry word derived from Dietrich Bonhoeffer’s book *The Cost of Discipleship*) a joyful place.

Professional : Music
We train musicians, technicians, and business professionals for service in the church and the industry. Hands-on training in the classroom and a microcosm of the music industry within the college experience provides opportunities for students to gain practical experience in both the Church and industry on a daily basis, working towards real careers in music.

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

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

See yourself. See God. Be Visible.

For His kingdom,
Dr. Ken Steorts
Founder and President
PREFACE
This Academic Catalog sets forth the curricula, requirements, and policies in effect at the
time of its publication. The program checklists are valid for students who maintain
continuous enrollment (students who miss no more than one semester at a time) beginning
in the 2017-2018 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 August 12, 2018.
ABOUT THE COLLEGE

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

Visible Music College is also authorized for operation as a postsecondary educational institution by the Illinois Board of Higher Education [431 East Adams Street, 2nd Floor, Springfield, Illinois, 62701-1404, (217) 782-2551], the Texas Higher Education Coordinating Board [P.O. Box 12788, Austin, Texas, 78711, (512) 427-6200], and the Bureau of Private Post-Secondary Education [P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959]. Programs offered by Visible Music College does not require a professional exam and/or offer programs that are regulated by the Texas Workforce Commission.

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

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

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

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

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

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

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

This Academic Calendar is subject to change at any time.

<table>
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<th>Event</th>
<th>Date</th>
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<td><strong>Fall 2018</strong></td>
<td></td>
</tr>
<tr>
<td>Student Check-in/Move-in Day</td>
<td>Dallas - Fr, August 10</td>
</tr>
<tr>
<td></td>
<td>Memphis - Sa, August 11</td>
</tr>
<tr>
<td></td>
<td>Chicago - Su, August 12</td>
</tr>
<tr>
<td></td>
<td>Atascadero, CA - TBD</td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>Mo, August 13</td>
</tr>
<tr>
<td>Student Orientation / Blitz Sessions (All)</td>
<td>Mo, August 13 - Fr, August 17</td>
</tr>
<tr>
<td></td>
<td>Mo, August 20 - Fr, August 24</td>
</tr>
<tr>
<td></td>
<td>*Fr, August 24</td>
</tr>
<tr>
<td>Last Day to Add Blitz Course</td>
<td>Mo, August 13</td>
</tr>
<tr>
<td>Last Day to Drop Blitz Course</td>
<td>Tu, August 14</td>
</tr>
<tr>
<td>Last Day to Withdraw from Blitz Course</td>
<td>Fr, August 17</td>
</tr>
<tr>
<td>Regular Class Session Begins</td>
<td>Mo, August 27</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Mo, September 3</td>
</tr>
<tr>
<td>Last Day to Add a Course</td>
<td>Tu, September 4, 3PM</td>
</tr>
<tr>
<td>Last Day to Drop a Course</td>
<td>Fr, September 7, 3PM</td>
</tr>
<tr>
<td>Drumathon</td>
<td>Fr, September 28 - Sa, September 29</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Mo, October 8 - Fr, October 12</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Fr, October 19, 3PM</td>
</tr>
<tr>
<td>Oktoberest &amp; Fall Lecture Series</td>
<td>Th, November 1 - Fr, November 2</td>
</tr>
<tr>
<td>Spring 2019 Advising/Registration Opens</td>
<td>Mo, November 5</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>We, November 21 - Fr, November 23</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Mo, December 3</td>
</tr>
<tr>
<td>Spring 2019 “Open Registration” Closes</td>
<td>Mo, December 3, 3PM</td>
</tr>
<tr>
<td><strong>A Visible Christmas Rehearsals &amp; Tour: Dallas, Memphis, Chicago</strong></td>
<td>Mo, December 3 - Su, December 9</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Mo, December 10 - We, December 12</td>
</tr>
<tr>
<td>Christmas Break Begins</td>
<td>Th, December 13</td>
</tr>
</tbody>
</table>
### Spring 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Student Check-in/Move-in Day (ALL)</td>
<td>Sa, January 12</td>
</tr>
<tr>
<td>Orientation &amp; Winter Retreat (ALL)</td>
<td>Mo, January 14 - Fr, January 18</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Mo, January 21</td>
</tr>
<tr>
<td>Regular Class Sessions Begin</td>
<td>Tu, January 22</td>
</tr>
<tr>
<td>Last Day to Add a Course</td>
<td>Mo, January 28, 3PM</td>
</tr>
<tr>
<td>Last Day to Drop a Course</td>
<td>Fr, February 1, 3PM</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mo, March 11 - Fr, March 15</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Fr, March 22, 3PM</td>
</tr>
<tr>
<td>Summer &amp; Fall 2019 Advising/Registration Opens</td>
<td>Mo, April 1</td>
</tr>
<tr>
<td>Spring Lecture Series</td>
<td>Th, April 11 - Fr, April 12</td>
</tr>
<tr>
<td>Easter Break (ALL)</td>
<td>Th, April 18 - Fr, April 19</td>
</tr>
<tr>
<td>Summer &amp; Fall 2019 &quot;Open Registration&quot; Closes</td>
<td>Mo, April 29, 3PM</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Tu, April 30</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Th, May 2 - Tu, May 7</td>
</tr>
<tr>
<td>Commencement Festivities</td>
<td>Th, May 9 - Sa, May 11</td>
</tr>
<tr>
<td>*Visible in May (Memphis)</td>
<td>*Fr, May 10</td>
</tr>
<tr>
<td>Commencement</td>
<td>Sa, May 11, 10AM</td>
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<tr>
<td>Student Housing Closes</td>
<td>Mo, May 13</td>
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<td>Summer Term 2019 Begins</td>
<td>Mo, June 3</td>
</tr>
<tr>
<td>Summer Term Last Day to Add a Course</td>
<td>Tu, June 4, 3PM</td>
</tr>
<tr>
<td>Summer Term Last Day to Drop a Course</td>
<td>We, June 5, 3PM</td>
</tr>
<tr>
<td>Summer Last Day to Withdraw from Course</td>
<td>We, June 12, 3PM</td>
</tr>
<tr>
<td>Summer Term 2019 Ends</td>
<td>Fri, June 28</td>
</tr>
</tbody>
</table>
### Fall 2018

<table>
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<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Check-in/Move-in Day</td>
<td>Sa, August 11</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>Tu, August 14 and Th, August 16 (6PM start)</td>
</tr>
<tr>
<td>Module 1 Class Sessions Begin</td>
<td>Tu, August 21</td>
</tr>
<tr>
<td>Module 1 Last Day to Add a Course</td>
<td>Tu, August 28, 3PM</td>
</tr>
<tr>
<td>Labor Day Holiday (College Closed)</td>
<td>Mo, September 3</td>
</tr>
<tr>
<td>Module 1 Last Day to Drop a Course</td>
<td>Tu, September 4, 3PM</td>
</tr>
<tr>
<td>Module 1 Last Day to Withdraw from a Course</td>
<td>Tu, September 11, 3PM</td>
</tr>
<tr>
<td>Module 1 Class Sessions End</td>
<td>Th, October 4</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Mo, October 8 - Fr, October 12</td>
</tr>
<tr>
<td>Module 2 Class Sessions Begin</td>
<td>Tu, October 16</td>
</tr>
<tr>
<td>Module 2 Last Day to Add a Course</td>
<td>Tu, October 23, 3PM</td>
</tr>
<tr>
<td>Module 2 Last Day to Drop a Course</td>
<td>Tu, October 30, 3PM</td>
</tr>
<tr>
<td>Spring 2019 Advising/Registration Opens</td>
<td>Mo, November 5</td>
</tr>
<tr>
<td>Module 2 Last Day to Withdraw from a Course</td>
<td>Tu, November 6, 3PM</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>We, November 21 - Fr, November 23</td>
</tr>
<tr>
<td>Spring 2019 &quot;Open Registration&quot; Closes</td>
<td>Mo, December 3, 3PM</td>
</tr>
<tr>
<td>A Visible Christmas Rehearsals &amp; Tour: Dallas, Memphis, Chicago</td>
<td>Mo, December 3 - Su, December 9</td>
</tr>
<tr>
<td>Module 2 Class Sessions End</td>
<td>Th, December 6</td>
</tr>
<tr>
<td>Christmas Break Begins</td>
<td>Th, December 13</td>
</tr>
</tbody>
</table>

**Note:** For any full semester, 15-week online course, the add, drop and withdraw dates are as follows:
- Last Day to Add: Tu, September 4, 3PM
- Last Day to Drop: Fr, September 7, 3PM
- Last Day to Withdraw: Fr, October 19, 3PM
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Check-in/Move-in Day</td>
<td>Sa, January 12</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>Mo, January 14 - Tu, January 15 (6PM start)</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day (College Closed)</td>
<td>Mo, January 21</td>
</tr>
<tr>
<td>Module 3 Class Sessions Begin</td>
<td>Tu, January 22</td>
</tr>
<tr>
<td>Module 3 Last Day to Add a Course</td>
<td>Tu, January 29, 3PM</td>
</tr>
<tr>
<td>Module 3 Last Day to Drop a Course</td>
<td>Tu, February 5, 3PM</td>
</tr>
<tr>
<td>Module 3 Last Day to Withdraw from a Course</td>
<td>Tu, February 12, 3PM</td>
</tr>
<tr>
<td>Module 3 Class Sessions End</td>
<td>Th, March 7</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mo, March 11 - Fr, March 15</td>
</tr>
<tr>
<td>Module 4 Class Sessions Begin</td>
<td>Tu, March 19</td>
</tr>
<tr>
<td>Module 4 Last Day to Add a Course</td>
<td>Tu, March 26, 3PM</td>
</tr>
<tr>
<td>Summer &amp; Fall 2019 Advising/Registration Opens</td>
<td>Mo, April 1</td>
</tr>
<tr>
<td>Module 4 Last Day to Drop a Course</td>
<td>Tu, April 2, 3PM</td>
</tr>
<tr>
<td>Module 4 Last Day to Withdraw from a Course</td>
<td>Tu, April 9, 3PM</td>
</tr>
<tr>
<td>Easter Break (College Closed)</td>
<td>Th, April 18 - Fr, April 19</td>
</tr>
<tr>
<td>Summer &amp; Fall 2019 &quot;Open Registration&quot; Closes</td>
<td>Mo, April 29, 3PM</td>
</tr>
<tr>
<td>Module 4 Class Sessions End</td>
<td>Th, May 9</td>
</tr>
<tr>
<td>Commencement Festivities</td>
<td>Th, May 9 - Sa, May 11</td>
</tr>
<tr>
<td>*Visible in May (Memphis)</td>
<td>*Fr, May 10</td>
</tr>
<tr>
<td>Commencement</td>
<td>Sa, May 11, 10AM</td>
</tr>
<tr>
<td>Student Housing Closes</td>
<td>Mo, May 13</td>
</tr>
</tbody>
</table>

**Note:** For any full semester, 15-week online course, the add, drop and withdraw dates are as follows:
- Last Day to Add: Mo, January 28, 3PM
- Last Day to Drop: Fr, February 1, 3PM
- Last Day to Withdraw: Fr, March 22, 3PM
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term 1 Begins</td>
<td>Mo, May 20</td>
</tr>
<tr>
<td>Summer Term 1 Last Day to Add a Course</td>
<td>Tu, May 21, 3PM</td>
</tr>
<tr>
<td>Summer Term 1 Last Day to Drop a Course</td>
<td>We, May 22, 3PM</td>
</tr>
<tr>
<td>Summer Term 1 Last Day to Withdraw from Course</td>
<td>We, May 29, 3PM</td>
</tr>
<tr>
<td>Summer Term 1 Ends</td>
<td>Fri, June 7</td>
</tr>
<tr>
<td>Summer Term 2 Begins</td>
<td>Mo, June 10</td>
</tr>
<tr>
<td>Summer Term 2 Last Day to Add a Course</td>
<td>Tu, June 11, 3PM</td>
</tr>
<tr>
<td>Summer Term 2 Last Day to Drop a Course</td>
<td>We, June 12, 3PM</td>
</tr>
<tr>
<td>Summer Term 2 Last Day to Withdraw from Course</td>
<td>We, June 19, 3PM</td>
</tr>
<tr>
<td>Summer Term 2 Ends</td>
<td>Fr, June 28</td>
</tr>
<tr>
<td>Certificate Graduation Reception</td>
<td>Sa, June 29</td>
</tr>
</tbody>
</table>
FOUNDATIONAL STATEMENTS

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

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

Statement of Faith

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

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

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

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

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

SALVATION
We believe that our first parents sinned by rebelling against God’s revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that predisposes them to sin in thought, word, and deed.
We believe in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the cross of Christ.

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

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

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

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

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

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.
DESCRIPTION OF FACILITIES

MEMPHIS

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

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

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

Memphis Campus Map

BASEMENT

[Diagram of basement floor plan]
CHICAGO

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

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

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

Chicago Branch Campus Map

FIRST FLOOR

![Campus Map](image-url)
Visible Music College has a Teaching Site in Dallas, Texas. The site is located at Highland Park United Methodist Church (HPUMC), 3300 Mockingbird Lane. Visible Music College classes are primarily be held in the Youth Basement of HPUMC. There is approximately 2500 square feet of space reserved for Visible Music College, including classrooms, practice rooms, performance spaces, labs, study spaces, and staff offices. The partnership with Highland Park United Methodist Church also offers use of other facilities such as the on-site library, chapels, and performance spaces.

The Youth Basement includes an auditorium space that is utilized for worship gatherings, classes, lectures, rehearsals, and performances. There are small classroom spaces connected to the auditorium. There is a lounge and a coffee bar located near the Youth Basement. Visible also utilizes classrooms on the second floor of Highland Park United Methodist Church. Every classroom is equipped with the audio and visual equipment and is supported by the technical staff of both Visible and HPUMC.

Highland Park United Methodist Church owns the property at 3300 Mockingbird Lane. Visible Music College is leasing a portion of the property. More information about HPUMC can be found at hpumc.org.

Student housing is based in an apartment complex nearby the Dallas teaching site.
Visible Music College has two teaching sites in California. The first site is in Atascadero, California, and the second is in Redding, California.

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

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

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

California Teaching Site Map for Atascadero

A map and Description of Redding location is included in the Bethel Conservatory portion of the Visible Music College Academic Catalog.

California Teaching Site Map for Redding
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.

Bachelor’s Degree Program

MINIMUM ADMISSIONS REQUIREMENTS (FIRST TIME FRESHMEN)

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 cumulative GPA of 2.5 (on a 4.0 scale).
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). The ACT or SAT test must have been taken within 5 years of the academic term for which the student is applying.
7. Applicants to the Bachelor of Applied Arts in Modern Music program must place into Theory 1 after completing the Theory Placement Test taken during the Audition OR successfully complete a Remedial Correspondence Theory course prior to enrollment in Theory courses.

MINIMUM ADMISSIONS REQUIREMENTS (TRANSFER STUDENTS)

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 have a minimum cumulative GPA of 2.5 (on a 4.0 scale).
5. Students must have previous college credit (24 credit hours minimum).
6. Applicants to the Bachelor of Applied Arts in Modern Music program must place into Theory 1 after completing the Theory Placement Test taken during the Audition OR successfully complete a Remedial 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 non-refundable application fee of $40.00.
• Submit all prescribed 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 MM 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*. The ACT or SAT test must have been taken within 5 years of the academic term for which the student is applying.
  *ACT/SAT scores are not required for international students.

Certificate Program

MINIMUM ADMISSIONS REQUIREMENTS (FIRST TIME FRESHMEN)

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 demonstrate the ability to benefit from instruction at Visible Music College.
4. Students must be a High School graduate or recognized equivalent.
5. Students with 12 or more attempted college credits must have a minimum cumulative GPA of 1.5 from all previous undergraduate coursework.
6. Students with no attempted college credits must have a minimum high school GPA of 1.5.
7. Students must submit 2 recommendation letters from the following sources: pastoral and academic. The recommendation letter must state the relationship of the applicant to the author of the letter and must include their assessment of how the applicant would be able to benefit from enrollment in the Certificate program.

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 non-refundable application fee of $40.00.
• Submit all prescribed reference forms.
• Read, sign, and return the Visible Code of Conduct and Statement of Faith.
• Complete an Audition and Interview.
INTERNATIONAL STUDENTS

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

- Prospective students from non-English speaking countries must complete the TOEFL exam (or other approved tests, see table below) and submit official test scores to the College. Test scores must satisfy, at the minimum, the intermediate level of all skills (reading, listening, speaking, and writing). Refer to the table below for minimum test scores requirement.

<table>
<thead>
<tr>
<th>Type of Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td></td>
</tr>
<tr>
<td>TOEFL Written</td>
<td>500</td>
</tr>
<tr>
<td>TOEFL Computer</td>
<td>173</td>
</tr>
<tr>
<td>TOEFL Internet-based</td>
<td>61</td>
</tr>
<tr>
<td>International English Language System (IELTS)</td>
<td>6.5-9</td>
</tr>
<tr>
<td>Test of English for International Communications (TOEIC)</td>
<td>400</td>
</tr>
</tbody>
</table>

- International transcripts must be certified by an authorized official and include the posted degree. Transcripts must be evaluated by an approved agency.
- Students will need to request a “course by course” evaluation of both their high school or equivalent and college/university transcripts.
- Students must provide proof of funding. As part of their application, international students must demonstrate proof of necessary funds (i.e., copies of bank statements). This can be personal, family, relatives, etc. If a student is being supported by family or relatives, then a letter needs to accompany bank statements saying that he or she will be supported with a specific amount of funds.
- Students must request and pay for an evaluation of their international transcript through one of the following list of agencies. Please be advised that Visible Music College is not affiliated with the follow agencies, but you may use this list as a resource.

WES-World Education Services
Bowling Green Station
P.O. Box 8087
New York, NY 10274-5087
U.S.A.
Telephone: 212-966-6311
Fax: 212-739-6100
www.wes.org

ECE-Educational Credential Evaluators
P.O. Box 514070
Milwaukee, WI 53203-3470
U.S.A.
Telephone: 414-289-3400
Fax: 414-289-3411
Email: eval@ece.org
www.ece.org
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 Students for an interview. The entire interview process is intended to help qualify prospective students for possible entrance into the college as well as to inform them concerning all that will be expected of him or her as a Visible Music College student. If a student is being considered for Conditional Acceptance, he or she will have an interview with the Vice President of Academics or Lead Academic Officer at the specific branch campus or teaching site.

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

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

ADMISSIONS ACCEPTANCE CATEGORIES

The Director of Enrollment 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 semester as determined by the Director of Admissions, Vice President of Students, and the Vice President of Academics. Failure to maintain Satisfactory Academic Progress in the student’s first semester can result in academic suspension at the end of the semester. The student may also be required to have a personal interview and/or to furnish additional recommendations from school, church, or community persons.

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.
RE-ENROLLMENT & RE-ADMITTANCE STUDENTS

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

Re-Enrollment Status

Category 1: Non-student at Visible for 12 months or less
If a former student has not been enrolled in Visible Music College classes for a period of less than twelve months, the returning student must:
1. Be cleared by the Business Office. All previous balances must be paid in full.
2. Submit a registration deposit.
3. Notify the Office of Academics that he or she is returning.
4. Complete the Returning Student Form with:
   4.1. One letter of recommendation and
   4.2. One letter detailing what s/he learned and accomplished during his/her absence from Visible Music College.
5. Meet with his/her designated advisor to begin the registration process.

Re-Admittance Status

Category 2: Non-student at Visible for 1 to 3 years
If a former student has not been enrolled in Visible Music College classes for a period of one to three years, the returning student will need to submit the following documents:
1. An application to the Admissions Office (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. This also means the student will be assigned the new Academic Catalog year for which they are re-enrolling.

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

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.

**DUAL ENROLLMENT PROGRAM**

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

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

To enroll in the Dual Enrollment Program, the senior must:

- complete Visible Music College's Dual Enrollment Application.
- submit an unopened official high school transcript.
- complete an interview with the Office 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.

**VISITING STUDENT (NON-DEGREE SEEKING)**

Visiting Students are those students who are enrolled at another accredited college or unaccredited program in the United States or other country and intend to not enroll as a full-time student at Visible Music College but rather desire to make a short term stay at Visible and apply their Visible Music College credits to a degree from their home institution or not apply their Visible Music College credits to any college or program at all.

**Limitations**

Visiting Students can only attend one Fall and one Spring semester in sequence as a Visiting Student. However, students may apply to attend unlimited Summer semesters.

Visiting Students do not typically have access to Financial aid at Visible Music College while enrolled as a Visiting Student at Visible Music College, since they should be receiving Financial Aid from their primary college program.
Visiting Students cannot earn more than 15 credit hours per semester or 30 credits total from Visible Music College while enrolled as a Visiting Student at Visible Music College.

**Admissions Process for Visiting Students**

Visiting Students must submit a Visible Music College application along with a $40 non-refundable application fee.

Visiting Students must submit authorized current student status records from their primary college or program and be confirmed as a student by the primary institution.

Visiting students are not required to submit official transcripts and supporting documents to be offered admission.

A Visiting Student who desires to become a transfer student at Visible Music College must apply through the Admissions Office and meet all transfer admissions policies, deadlines, and requirements.

Upon review and approval by admissions representative, applicants accepted as a visiting student will be enrolled into either the "Non-degree Seeking Certificate Level" or "Non-degree Seeking Bachelor’s level" depending on the courses they are desiring to take.

**Academics for Visiting Students**

Visiting Students must still meet all curricular prerequisites in order to take certain classes. An unofficial transcript from a home institution may be necessary to confirm these prerequisites.

Visiting students will utilize the Populi college management system for grades as do all other students. Visiting students will be required to meet the requirements of the syllabus of the courses in which they enroll, including appropriate technology.

Visiting Students may have access to student housing and all will be required to maintain the same community standards and follow the Student Handbook as a Visible Music College student.

Credit transfer options and expectations should be in writing and confirmed before attendance between institutions. Visible Music College does not guarantees any credit transfer to other colleges or programs and expects the Visiting Student to affirm these expectations with the primary program or home institution.

**Business Process for Visiting Students**

Visiting students will pay up front and in full for courses taken before the courses begin. Financial aid is not expected to apply to Visiting students since they would be attending a home institution or primary program with regards to financial aid.
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 Financial Aid Manager, Ben Rawley (financialaid@visible.edu). We look forward to serving you in this capacity.

**Federal Financial Aid**

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

**PELL GRANT**

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

**FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT**

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

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

Each award will apply as follows.

| Bachelors: | $200 per term |
| Certificate: | |
| 1-450 hours | $100.00 |
| 451-900 hours | $100.00 |
| 901-1125 hours | $75.00 |

**DIRECT STAFFORD LOANS**

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

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

**Direct Subsidized**

Direct Subsidized loans are available to undergraduate students with financial need and the government pays interest while the student attends school. Subsidized loans are interest free while in school. The school helps determine the amount you can borrow, and the amount may not exceed financial need or cost of attendance.
Direct Unsubsidized
The Direct Unsubsidized loans are available to undergraduate and graduate students. Interest is accrued on unsubsidized loans while students are enrolled. The unsubsidized loans do not demonstrate financial need. The school also assisted with determining the amount students can borrow based on the cost of attendance and other financial aid being received. Students are responsible but not required to pay interest on Direct Unsubsidized Loans during all periods.

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

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

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

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

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

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

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

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

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

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

If you are eligible, contact your local Veteran's office. If you have questions please contact our Financial Aid Manager, the VA School Certifying Official. To apply and for more information please visit http://www.va.gov.
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](http://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 2015 tax year.
- Your (and your spouse's, if you are married) 2015 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' 2015 Federal Income Tax Return (if you are a dependent student).
- Your 2015 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](http://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.

**Certificate Program**

Students enrolled in the Certificate Program are eligible for Financial Aid. The disbursements of Financial Aid occur based on the number of clock hours earned.

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Clock Hours completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Disbursement</td>
<td>1-450</td>
</tr>
<tr>
<td>Second Disbursement</td>
<td>451-900</td>
</tr>
<tr>
<td>Third Disbursement</td>
<td>900-1125</td>
</tr>
</tbody>
</table>
Additional details regarding Financial Aid for the Certificate Program are available from the Financial Aid Office.

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

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

SATISFACTORY ACADEMIC PROGRESS FOR RECEIVING FINANCIAL AID
Students must meet the requirements of the Satisfactory Academic Progress policy in order to remain eligible to receive federal, state, and/or institutional aid.

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

Bachelor’s Program

Tuition, charges, and expenses listed are for the 2018-2019 academic year.

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition ($650/credit hour)</td>
<td>$9,750</td>
<td>$19,500</td>
</tr>
<tr>
<td>Housing</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>One-Time Refundable Housing Deposit:</td>
<td>$300</td>
<td></td>
</tr>
</tbody>
</table>

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

Tuition includes a computer with all required software that is provided by Visible Music College. This laptop is considered paid for in full after three semesters. If a student leaves/withdraws from Visible Music College before three semesters, they will owe a portion of the laptop cost. Tuition also includes the cost of all required textbooks (either through ownership or lease), ensuring that the student does not have any additional textbook or technology fees. Students changing majors may not attend major-specific courses without obtaining the required software and technology at their own expense. Students who audit a course are provided textbooks, but are responsible for meeting the computer and software requirements on their own.

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

The following demonstrates the average cost of the standard, full-time program coursework taking 15 credit hours/semester:
### CHARGES

<table>
<thead>
<tr>
<th>Charge Type (Bachelors)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Change of Major: Modern Music, Software</td>
<td>$300</td>
</tr>
<tr>
<td>Change of Major: Music Business, Software</td>
<td>$150</td>
</tr>
<tr>
<td>Change of Major: Music Production, Software</td>
<td>$400</td>
</tr>
<tr>
<td>In House test-out charge (per credit hour)</td>
<td>$100</td>
</tr>
<tr>
<td>Audit Charge (per credit hour)</td>
<td>$100</td>
</tr>
<tr>
<td>Independent Study Charge (per credit hour)</td>
<td>$100</td>
</tr>
<tr>
<td>Payment Plan Charge (2 payments)</td>
<td>$50</td>
</tr>
<tr>
<td>Payment Plan Charge (3 payments)</td>
<td>$100</td>
</tr>
<tr>
<td>Late withdrawal administrative charge</td>
<td>$100</td>
</tr>
<tr>
<td>Breaking student housing contract</td>
<td>$500</td>
</tr>
<tr>
<td>Insufficient Funds</td>
<td>$35</td>
</tr>
<tr>
<td>Collection Charges</td>
<td>Collection Expenses Incurred</td>
</tr>
</tbody>
</table>

### Certificate Program

Tuition, fees, and expenses listed are for the 2018-2019 academic year.

- **Tuition:** $650/per class
- **Housing (if applicable):** $3,000/semester
- **One-Time Refundable Deposit:** $300

Tuition for the Certificate program does not include all computer technology and all required software provided by Visible Music College. If the student is interested in purchasing a new Apple laptop through the college, along with software, please review the charges below. Tuition does include the cost to access all required textbooks, ensuring that the student does not have any additional textbook fees. Students have access to textbooks through library loan program for textbooks. Students changing concentrations may not attend major-specific courses without obtaining the required software.

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

(See Table on Following Page)
ESTIMATED COSTS (CERTIFICATE PROGRAM)

<table>
<thead>
<tr>
<th>Charge Type (Certificate)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per class)</td>
<td>$650</td>
</tr>
<tr>
<td>Total tuition for full Certificate program (10 classes)</td>
<td>$6,500</td>
</tr>
<tr>
<td>Technology: New Apple laptop, applecare &amp; software</td>
<td>$2,000</td>
</tr>
<tr>
<td>Housing per semester/for full Certificate program</td>
<td>$3,000/$6,000</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$40</td>
</tr>
<tr>
<td>(If providing own laptop) Modern Music, Software</td>
<td>$300</td>
</tr>
<tr>
<td>(If providing own laptop) Music Business, Software</td>
<td>$150</td>
</tr>
<tr>
<td>(If providing own laptop) Music Production, Software</td>
<td>$400</td>
</tr>
<tr>
<td>Payment Plan Charge (2 payments)</td>
<td>$50</td>
</tr>
<tr>
<td>Payment Plan Charge (3 payments)</td>
<td>$100</td>
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<tr>
<td>Insufficient Funds</td>
<td>$35</td>
</tr>
<tr>
<td>Collection Fee</td>
<td></td>
</tr>
<tr>
<td>Collection Expenses Incurred</td>
<td></td>
</tr>
</tbody>
</table>

Visible Music College Tuition 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) A student drops a course or courses or withdraws from the college before the drop date.
   b) The institution cancels a course
   c) A student who serves in the military is activated for service. In such cases, a copy of the official military orders must be provided with the student’s withdrawal form
   d) The death of a student.
4) Students who receive Veteran’s Affairs benefits will receive a pro-rated refund of those benefits regardless of the withdrawal date.
5) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the drop date but before expiration of 10% of the period of enrollment for which he/she was charged, will be refunded 75% of the of all amounts paid or to be paid by or on behalf of the student for the period, less administrative costs of $100.00.
6) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the expiration of 10% but before 25% of the period of enrollment for
which he/she was charged, will be refunded 25% of the of all amounts paid or to be paid by or on behalf of the student for the period, less administrative costs of $100.00.

7) A student who withdraws (voluntarily or involuntarily) from a course, courses, or the college after the expiration of 25% of the period of enrollment for which he or she was charged, will be liable for 100% of the tuition costs.

8) Any financial credits will first be applied to the student’s account balance. A refund check will only be issued if a credit balance exists.

9) Refund checks will be processed within two weeks of the eligible change.

**Housing Refund**


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

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

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

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

**DELIQUENT 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. If there are no arrangements made or a payment deadline missed, enrolled students will be removed from all classes until the delinquent account has been settled.

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

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

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

Accident/Personal Injury

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

Bachelor Program

The college includes the purchase of an Apple laptop with all required software in the cost of full-time tuition. Laptops remain Visible property and on loan to students until they have completed three (3) full-time semesters at Visible. Ownership transfers to students after three semesters. Students who enter as a part-time student are responsible for obtaining the necessary hardware and software before attending class.

Certificate Program

Tuition for the Certificate program does not include all computer technology and all required software provided by Visible Music College. If the student is interested in purchasing a new Apple laptop through the college, along with software, see the charges in the financial section of the catalog. If a student graduates from Certificate program and continues into Bachelor’s program, a laptop is not included in their tuition but can be purchased at an additional charge. This is the policy whether the student purchased a laptop during the Certificate program or not.

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 and will be made available at Student Orientation.

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

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

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

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

Health Services

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

<table>
<thead>
<tr>
<th>Visible</th>
<th>Music</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spiritual</td>
<td>Professional</td>
<td>Academic</td>
</tr>
</tbody>
</table>

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 15-18 hours per semester.

IMMERSION

Each of Visible’s three (3) baccalaureate degree programs integrate theory and practice to support student’s professional and academic development. Students are immediately immersed in his or her major courses, labs, and seminars.

INVESTMENT

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

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

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

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

Philosophy of Core Curriculum

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

Areas of Study

Visible Music College currently offers programs in both a Bachelor’s degree and a one-year Certificate.

**Bachelor of Applied Arts in Modern Music**
with Concentrations available in
Instrumental Performance, Vocal Performance,
Worship Leadership, or Songwriting

**Bachelor of Applied Arts in Music Business**

**Bachelor of Applied Arts in Music Production**

**Bachelor of Arts in Acting**
Certificate of Modern Music
With Concentrations available in
Instrumental Performance, Vocal Performance,
Worship Leadership, or songwriting
Certificate of Music Business
Certificate of Music Production
Certificate of Acting*
Certificate of Dance*

*For Acting and Dance Programs, see the Bethel Conservatory of Arts Catalog Addendum.

Double Major
Students who wish to pursue a double-major in two Bachelor’s degree areas, he or she must complete all required classes for both degrees. While General Education and Bible, Theology and Ministry courses are common to all degrees, completing courses for two different majors may take up to two or more additional years to complete. Students completing all courses across two majors will earn a Bachelor’s degree with a double major.

Core Curriculum Requirements (Bachelor Only)
Students seeking to complete a Bachelor of Applied Arts degree must complete a total of 57 hours of Core Curriculum credits. This includes 30 hours of General Education and 18 hours of Bible, Theology, and Ministry courses. Finally, there are 9 hours of Electives to complete. See the chart below for more details.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Bible, Theology, Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communications:</td>
<td></td>
</tr>
<tr>
<td>English Composition 1</td>
<td>Introduction to Worship</td>
</tr>
<tr>
<td>English Composition 2</td>
<td>Spiritual Formation</td>
</tr>
<tr>
<td>Public Communication</td>
<td>Old Testament Survey</td>
</tr>
<tr>
<td>Humanities</td>
<td>New Testament Survey</td>
</tr>
<tr>
<td>History of Popular Music in American Society</td>
<td>Introduction to Christian Theology</td>
</tr>
<tr>
<td>Survey of Music History</td>
<td>Missional Life</td>
</tr>
<tr>
<td>Philosophy of Religion</td>
<td>Total Bible, Theology, and Ministry</td>
</tr>
<tr>
<td>Physical Science/Math:</td>
<td>Electives (from MB / MP / MM)</td>
</tr>
<tr>
<td>Acoustical Physics</td>
<td>Elective 1</td>
</tr>
<tr>
<td>College Algebra</td>
<td>Elective 2</td>
</tr>
<tr>
<td>Social Science:</td>
<td>Elective 3</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>Electives*</td>
</tr>
<tr>
<td>Leadership Development and Care</td>
<td>Total Core Curriculum</td>
</tr>
<tr>
<td>Total General Education</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

*Electives can be any class that is not a part of a student’s degree program. Pre-requisites apply for classes from the Modern Music, Music Production, and Music Business Departments. Electives can also include multiple 0.5- and 1-credit Lessons or 1- and 2-credit Internships that go beyond a student’s degree requirements for these courses.
Modern Music

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

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

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

INSTRUMENTAL PERFORMANCE

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

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

Keyboard
The Keyboard Division’s objective is to equip students with the ability to read standard notated music as well as chord charts and lead sheets all while enhancing the student’s technical proficiency on the instrument. This will deepen the 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.

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

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

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

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

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

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

### Core Curriculum 57 Credits

<table>
<thead>
<tr>
<th>General Education (30)</th>
<th>Bible, Theology and Ministry (18)</th>
<th>Electives (9)</th>
</tr>
</thead>
</table>

### Major 63 Credits

<table>
<thead>
<tr>
<th>Music Theory (18)</th>
<th>Advanced Music Courses (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS3843 - Music Theory 3: Inter. Harmony</td>
<td>MUS4053 - Comp. &amp; Arranging</td>
</tr>
<tr>
<td>MUS4843 - Music Theory 4: Extended Harmony</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internships (3 cr; min. 2 courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS1811 - Aural Theory 1</td>
</tr>
<tr>
<td>MUS2811 - Aural Theory 2</td>
</tr>
<tr>
<td>MUS3022 - Aural Theory 3</td>
</tr>
<tr>
<td>MUS4811 - Aural Theory 4</td>
</tr>
<tr>
<td>MUS1411 - Piano Proficiency 1</td>
</tr>
<tr>
<td>MUS2411 - Piano Proficiency 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business and Sound (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD1373 - Introduction to Live Sound</td>
</tr>
<tr>
<td>BUS1043 - Intro. to Music Business</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Concert (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS4091 - Senior Concert</td>
</tr>
</tbody>
</table>

### Lessons (8)

<table>
<thead>
<tr>
<th>MUS1### - Applied Lesson 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS2### - Applied Lesson 2</td>
</tr>
<tr>
<td>MUS3### - Applied Lesson 3</td>
</tr>
<tr>
<td>MUS4### - Applied Lesson 4</td>
</tr>
</tbody>
</table>

Eight (8) credits of lessons dependent on concentration*

### Bands/Choir (6)

<table>
<thead>
<tr>
<th>MUS1011 - Applied Lab: Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS2011 - College Choir**</td>
</tr>
</tbody>
</table>

### Concentration Courses (12)

<table>
<thead>
<tr>
<th>MUS1### Specialization 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS1### Specialization 2</td>
</tr>
<tr>
<td>MUS1### Specialization 3</td>
</tr>
<tr>
<td>MUS1### Specialization 4</td>
</tr>
</tbody>
</table>

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

**Vocal & Worship Leadership students in Memphis take two semesters during their first year.
MODERN MUSIC MINOR
Students majoring in Music Production or Modern Business may earn a minor in Modern Music by fulfilling these requirements:

<table>
<thead>
<tr>
<th>Minor in Modern Music</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Emphasis</td>
<td></td>
<td>✓ Emphasis</td>
</tr>
<tr>
<td>MUS1843</td>
<td>MUS2843</td>
<td></td>
</tr>
<tr>
<td>MUS1811</td>
<td>MUS2811</td>
<td></td>
</tr>
<tr>
<td>MUS1411</td>
<td>MUS2411</td>
<td></td>
</tr>
<tr>
<td>MUS1___ Specialization</td>
<td>MUS2___ Specialization</td>
<td></td>
</tr>
<tr>
<td>MUS___ Lesson**</td>
<td>MUS___ Lesson**</td>
<td></td>
</tr>
<tr>
<td>MUS1011</td>
<td>MUS1011</td>
<td></td>
</tr>
<tr>
<td>MUS2011</td>
<td>MUS2011</td>
<td></td>
</tr>
</tbody>
</table>

Semester Hour Total | 10 | 10 |

Total semester hours required for Minor in Modern Music | 20 |

*MM Majors do not have to repeat these courses. All other minor-specific courses must be taken/repeated (Specializations, Lessons, and Bands).

**Students attempting to Minor in Worship Leadership or Songwriting must take a 0.5hr Lesson 1 in the specified concentration for each semester plus a 0.5hr Lesson 1 in either a Vocal or Instrumental area. As an example, a Worship Leadership Minor would take WL Lesson 1 (0.5hr) and Vocal or Guitar Lesson 1 (0.5hr). This would be completed for two semesters.

***Those completing a Minor in Vocals, and based at our Memphis campus, will need to take two semesters.

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

Upon completion, the student will:
- be prepared for musical service in the church and the music industry;
- be prepared for success in both live and studio environments.
## Certificate in Modern Music

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term/Module 1 (7 Weeks)</strong></td>
<td><strong>Term/Module 3 (7 Weeks)</strong></td>
</tr>
<tr>
<td>GEN0000 Visible Music College Orientation</td>
<td>0</td>
</tr>
<tr>
<td>BTM1344 Biblical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MUS1834 Foundations of Music Theory 1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term/Module 2 (7 Weeks)</strong></td>
<td><strong>Term/Module 4 (7 Weeks)</strong></td>
</tr>
<tr>
<td>MUS1814 Ear and Instrument Training 1</td>
<td>3</td>
</tr>
<tr>
<td>MUS1_14 Applied Lab: _______ 1**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Full Semester (15 Weeks)</strong></td>
<td><strong>Full Semester (15 Weeks)</strong></td>
</tr>
<tr>
<td>BUS1134 Fundamentals of Music Business*</td>
<td>3</td>
</tr>
<tr>
<td>BTM1004 Visible Community</td>
<td>0</td>
</tr>
</tbody>
</table>

### Semester Breakdown

**Term/Module 1 (7 Weeks)**

- GEN0000 Visible Music College Orientation
- BTM1344 Biblical Foundations
- MUS1834 Foundations of Music Theory 1

**Term/Module 2 (7 Weeks)**

- MUS1814 Ear and Instrument Training 1
- MUS1_14 Applied Lab: _______ 1**

**Full Semester (15 Weeks)**

- BUS1134 Fundamentals of Music Business*
- BTM1004 Visible Community

**Term/Module 3 (7 Weeks)**

- BTM1244 Practices of Spiritual Formation
- MUS1844 Foundations of Music Theory 2

**Term/Module 4 (7 Weeks)**

- MUS1824 Ear and Instrument Training 2
- MUS1_24 Applied Lab: _______ 2**

**Full Semester (15 Weeks)**

- BTM1144 Worship Foundations*
- BTM1004 Visible Community

### Certificate in Modern Music: 30 credit hours

*This program also calculates at 1,125 total clock hours.*

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

**Applied Labs breakdown (per major):

- MUS1114 - Applied Lab: Guitar 1
- MUS1214 - Applied Lab: Bass 1
- MUS1314 - Applied Lab: Drums 1
- MUS1414 - Applied Lab: Keyboard 1
- MUS1514 - Applied Lab: Vocal 1
- MUS1614 - Applied Lab: Songwriting 1
- MUS1714 - Applied Lab: Worship Leadership 1
- MUS1124 - Applied Lab: Guitar 2
- MUS1224 - Applied Lab: Bass 2
- MUS1324 - Applied Lab: Drums 2
- MUS1424 - Applied Lab: Keyboard 2
- MUS1524 - Applied Lab: Vocal 2
- MUS1624 - Applied Lab: Songwriting 2
- MUS1724 - Applied Lab: Worship Leadership 2
Music Business

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

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

Upon graduation, the student will be:
• prepared both to find gainful employment in the music industry or start their own business
• demonstrate an ability to communicate, discern, execute and lead at the professional level.

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

FINANCE

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

LEADERSHIP

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

MARKETING AND BRANDING

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

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

Core Curriculum 57 Credits

General Education (30)
Bible, Theology and Ministry (18)
Electives (9)

Major (63)

Applied Lab (18) (3 Credit each)
BUS1023 - Applied Lab: Pub. and Promotions
BUS2023 - Applied Lab: Artist Mgmt and Market.
BUS3013 - Applied Lab: Bus. Planning & Grant
BUS3023 - Applied Lab: Graphic Design

Internships (3 cr; min. 2 courses)
BUS3081 - Mad. Line Rec. Internship
BUS3082 - Professional Internship 2
BUS4083 - Professional Internship 3

Projects (3)
BUS3091 - Mad. Line Rec. Project
BUS4092 - Major Ind. Cont. Project

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

Business Core Classes (30)

Sound (3)
AUD1373 - Introduction to Live Sound

Concentration (6) - Choose 1 Concentration Set

Finance
BUS4743 Financial Accounting
BUS4753 Entrepreneurial Finance and Private Equity

Leadership
BUS4543 Strategy and Entrepreneurship
BUS4553 Business Strategy and the Future

Marketing and Branding
BUS4643 Marketing Research
BUS4653 Brands and Branding
MUSIC BUSINESS MINOR

Students majoring in Music Production or Modern Music may earn a minor in Music Business by fulfilling these requirements:

<table>
<thead>
<tr>
<th>Minor in Music Business</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>✓ Emphasis</td>
</tr>
<tr>
<td>BUS1013</td>
</tr>
<tr>
<td>Applied Lab: Leadership &amp; Management 1</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>BUS3043</td>
</tr>
<tr>
<td>Business Administration</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>BUS4443</td>
</tr>
<tr>
<td>Music Publishing Administration</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>BUS4543</td>
</tr>
<tr>
<td>Business Strategy and the Future</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Hour Total</strong></td>
</tr>
<tr>
<td>9</td>
</tr>
</tbody>
</table>

**Total semester hours required for Minor in Music Business: 21**

MUSIC BUSINESS CERTIFICATE LAYOUT

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

Upon graduation, the student will:
• be prepared to find gainful employment in the music industry;
• demonstrate an ability to communicate and lead at the professional level.

<table>
<thead>
<tr>
<th>Certificate in Music Business</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>✓ Term/Module 1 (7 Weeks)</td>
</tr>
<tr>
<td>GEN0000</td>
</tr>
<tr>
<td>Visible Music College Orientation</td>
</tr>
<tr>
<td>0</td>
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<tr>
<td>BTM1344</td>
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<tr>
<td>Biblical Foundations</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>BUS1144</td>
</tr>
<tr>
<td>Business Planning</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>✓ Term/Module 2 (7 Weeks)</td>
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<tr>
<td>BUS1114</td>
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<tr>
<td>Applied Lab: Business 1</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>BUS1234</td>
</tr>
<tr>
<td>Project Management Fundamentals</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>✓ Full Semester (15 Weeks)</td>
</tr>
<tr>
<td>BUS1134</td>
</tr>
<tr>
<td>Fundamentals of Music Business*</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>BTM1004</td>
</tr>
<tr>
<td>Visible Community</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Credit Hour Total</strong></td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

**Certificate in Music Business: 30 credit hours**
(This program also calculates at 1,125 total clock hours.)

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

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

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

RECORDING

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

LIVE PRODUCTION

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

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

Core Curriculum 57 Credits

General Education (30)
Bible, Theology and Ministry (18)
Electives (9)

Major (63)

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

Internships (5 cr; min. 2 courses)
AUD3081 - Professional Internship 1
AUD4082 - Professional Internship 2
AUD4083 - Professional Internship 3

Senior Project (1)
AUD4091 - Senior Project: Music Prod.

Music Production Core Classes (39)
AUD1243 - Fundamentals of Audio
AUD1263 - Introduction to Live Sound
AUD1373 - Introduction to Recording
AUD2243 - Recording Techniques
AUD2363 - Equipment Maintenance and Repair
AUD2263 - Digital Audio Workstations
AUD1143 - Audio Production 1: Producer Basics
AUD2143 - Audio Production 2: Studio Arranging
AUD2373 - Live Sound Mixing
AUD3243 - Mixing Techniques
AUD4043 - Audio History and Aesthetics
AUD4143 - Audio for Multimedia
AUD4243 - Audio Business Administration

Business (3)
BUS1043 - Introduction to Music Business

Concentration (9) - Choose 1 Concentration Set

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

Live Sound
AUD3443 - Stage Production
AUD4343 - Sound Reinforcement
AUD4363 - Sound System Design
MUSIC PRODUCTION MINOR

Students majoring in Music Business or Modern music may earn a minor in Music Production by fulfilling these requirements:

<table>
<thead>
<tr>
<th>Minor in Music Production</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>✓ Emphasis</td>
</tr>
<tr>
<td>AUD1011 Applied Lab: Audio Production 1</td>
</tr>
<tr>
<td>AUD1143 Audio Production 1: Producer Basics</td>
</tr>
<tr>
<td>AUD1243 Fundamentals of Audio</td>
</tr>
<tr>
<td>AUD1263 Introduction to Recording</td>
</tr>
<tr>
<td><strong>Semester Hour Total</strong> 10</td>
</tr>
</tbody>
</table>

Total semester hours required for Minor in Music Production 20

MUSIC PRODUCTION CERTIFICATE LAYOUT

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

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

Certificate in Music Production

| Certificate in Music Production |
|---------------------------------
| **First Semester**              | **Second Semester**             |
| ✓ Term/Module 1 (7 Weeks)       | ✓ Term/Module 3 (7 Weeks)       |
| GEN0000 Visible Music College Orientation | 0                      |                     |
| BTM1344 Biblical Foundations     | 3                      | BTM1244 Practices of Spiritual Formation | 3 |
| AUD1114 Basics of Audio          | 3                      | AUD1234 Basics of Digital Audio Workstations | 3 |
| ✓ Term/Module 2 (7 Weeks)       | ✓ Term/Module 4 (7 Weeks)       |
| AUD1314 Basics of Live Sound     | 3                      | AUD1214 Basics of the Recording Studio | 3 |
| AUD1014 Applied Lab: Production 1 | 3                      | AUD1024 Applied Lab: Production 2 | 3 |
| ✓ Full Semester (15 Weeks)       | ✓ Full Semester (15 Weeks)      |
| BUS1134 Fundamentals of Music Business* | 3                      | BTM1144 Worship Foundations* | 3 |
| BTM1004 Visible Community        | 0                      | BTM1004 Visible Community | 0 |
| **Credit Hour Total** 15        | **Credit Hour Total** 15      |

Certificate in Music Production: 30 credit hours
(This program also calculates at 1,125 total clock hours.)

*Indicates a core curriculum course (taken by all students) that is an online course with no specific class-time, but assignments and content due according to the online instructors syllabus and expectations.
Minor in Biblical Discipleship
Throughout a student’s degree at Visible Music College, he or she will take a total of 18 credit hours of Bible, Theology, and Ministry (BTM) courses, which serve as part of the overall Core Curriculum of the college. These courses offer a foundational level into the varying fields biblical, theological, and practical ministry studies. With such, each student will graduate with a Minor in Biblical Discipleship alongside their Bachelor of Applied Arts degree.

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

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

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

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

Remote Delivery

The primary distinction between traditional on-ground class and remote delivery is that the instructor is teaching through a video conferencing software. Students joining from a remote location have the same classroom expectations as those present in the same physical location as the instructor.

Online

Visible Music College offers a number of classes in an online format. These classes are offered through one of two online systems: 1) Populi and 2) Atheneo. Students choosing to take advantage of the flexibility of this delivery format will be registered for the class through our Populi system. If the class is deliver via Atheneo, the student will also be added to the Atheneo system that requires a separate password authentication for logging in. In order to take classes online, a student must be accepted into a degree or certificate program through the regular Admissions process. At this time, Visible Music College does not offer any of their degrees/programs fully online. The graduation requirements for a student's degree remain the same regardless of whether some of their classes are taken as an online class or traditional delivery class.

Rationale for Delivery Method

Online classes are an alternative delivery method that allows a student to move through the curriculum at their own pace but maintain substantive interaction with the faculty throughout the course with required weekly participation that counts towards attendance. Material is presented as readings, videos, and audio files that students review and then submit assessments and assignments. There is no regular schedule meeting with faculty, but there is a faculty facilitating the class and assessing student assignments as they are turned in. Because there is no lecture time, this allows the student to work ahead or work during times that are convenient to them. There is a strong need for students to be self-motivated in order to be successful in online curriculum and to not get behind in material. While there is faculty that initiate the course plan and weekly assignments, students are solely responsible for turning in assignments and completing course assessments. The particular system we use comes with certification requirements for faculty to facilitate the online classes and all faculty assigned to deliver the class will meet those requirements and operate underneath the Office of Academics at Visible Music College, as would any other full-time or part-time instructor.

Changes to Online Classes

Any changes to online class registration will be communicated to students via their Visible Music College email account.
Financial Aid and Credit Load

Students are eligible to apply their financial aid towards online classes when based at one of our teaching sites or branch campuses. A student’s online classes during the Fall, Spring, or Summer terms count towards their full-time / part-time standings at Visible Music College.

Online Class Support

All students enrolled in online classes are supported by the Coordinator of Distance Education who oversees the courses and enrollments. The Atheneo system has IT support to help students and train students in that platform. Students who need further assistance beyond the Atheneo are able to get help from the Coordinator of Distance Education at Visible Music College.

Study Away

Semester at Another Visible Location

The study away program allows a student to spend a semester or more at a different Visible Music College location and continue working to complete their program. In order to participate in the study away program, a student needs to:

- Have approval from the student’s Advisor
- Be approved by office of business and students
- Complete intercampus transfer form and submit to Registrar

Semester in Industry

When a student has a professional and career-building opportunity that exist outside of one of Visible Music College’s primary teaching locations, they may be able to do a study away semester “In the Industry”. Students may register for classes through the distance education program and utilize internship credits to stay enrolled part-time or full-time with credits. Independent study fees apply if the student requires an independent study of a course. If full-time, the zero-credit graduation expectations still apply for this student. Student must arrange with Office of students to make-up missing Worship and Accountability courses and with the Business Office to make up Professional Development Seminar requirement.

Approval by the Academic Office is required for Study away in the Industry and the student’s academic and student life record will determine eligibility. Student will typically need to have

- GPA greater than 3.25
- Completed a minimum of 30 credits
- Have no FN’s on zero-credit courses
- Internship documentation completed and approved by Department Chair
- Completed Request of Industry Semester Form with description of opportunity

Limitations apply to what courses may be offered to student. The student should work with their advisor and Department Chair to work through schedule of classes and internship expectations.
Due to requirements by Homeland Security and SEVIS, Industry Semester is not available to international students.

**Teaching Site Credit limitations**
Students enrolled at one of our teaching sites (Dallas, Atascadero, and Redding) are required to know that only 49.5% of credits can be earned from the teaching site. Students who want to study at a teaching site will be required to use one of the following options for a minimum of 50% of their degree.

- Have transfer credits from previous college
- Take classes through distance education with Visible Music College
- Earn credits at a different teaching site or branch campus of Visible Music College through study away program.

**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, local music organizations, and others - will launch you into a career of service, both in the church and music industry.

**Professional Development Expectations**

EPK/video presentation of your band, self, managed band, or record band

Attendance at 5 Events where music serves an underserved population or is donated
Attendance at 8 Lecture Series, with at least 7 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 (6 for Music Business majors)
Attendance at 4 External-to-Visible music events
Attendance at Performance Seminar - 6 semesters for Modern Music students (8 sessions per semester); 4 semesters for Music Business and Music Production students (5 sessions per required semester)

Evidence of at least 2 internships
Evidence of 4 job interviews in music or ministry field
Evidence of community outreach (CityEyes) and service performed (10 hours per semester)

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

Professional Development Seminar (GEN1000) is a graduation requirement and students must enroll, attend, and pass the seminar. Professional Development Seminar is required for all full-time students for each semester they are enrolled.

Completed financial obligations to college and others.
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 maximum course load for any one semester is 18 hours. The Vice President of Academics or Registrar must approve any exceptions by way of a "Request for Overload" form available from the Office of Academics. While Blitz formatted classes do count towards Fall semester credit load for determining status, a student may enroll in 21 hours if 3 hours are a Blitz class.

<table>
<thead>
<tr>
<th>Semester Hours Enrolled</th>
<th>Semester Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11.5 for credit</td>
<td>Part-Time</td>
</tr>
<tr>
<td>12+ for credit</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Not enrolled for credit</td>
<td>Auditor</td>
</tr>
</tbody>
</table>

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. Only the following courses may be repeated for credit:
• 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 or Lead Academic Officer of each campus site. The Registrar will notify students of the cancellation and will make every effort to provide other options. However, Visible Music College does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations.

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

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

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

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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29.5</td>
<td>Freshman</td>
</tr>
<tr>
<td>30-59.5</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60-89.5</td>
<td>Junior</td>
</tr>
<tr>
<td>90+</td>
<td>Senior</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Credit Hour</th>
<th>Weekly Average Time on Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Production Labs</td>
<td>1 credit hour</td>
<td>10 hours</td>
</tr>
<tr>
<td>Internships</td>
<td>1 - 3 credit hours</td>
<td>10 hours</td>
</tr>
<tr>
<td>Independent Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Concert/Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lessons</td>
<td>0.5 - 1 credit hours</td>
<td>15 hours</td>
</tr>
</tbody>
</table>

**TRANSFER CREDITS**

Visible Music College generally accepts up to 90 semester hours of transfer credits. The last 30 semester hours must be taken at Visible Music College. However, there are special cases that can be considered on a case by case basis. For such cases, please make an inquiry with the Academic Office.

**Traditional Credit Transfer**

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

**Non-Traditional Credit Transfer**

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

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

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

Credit for Testing
1. Nationally-Recognized Tests - Visible Music College will award credit for the successful completion of an Advanced Placement (AP) exam with a score of 4 or 5 for each subject, International Baccalaureate (IB) exam with a score of 5 to 7 for each subject, or a College-Level Examination Program (CLEP) test with a score of 50, provided the test fulfills a General Education requirement, and the test score comes directly to the college from the testing organization or are included on an official transcript.
2. In-House Tests - Visible Music College may award credit based on the student’s performance on established in-house tests designed for this purpose, provided that the test is authorized by the Vice President of Academics, Department Chair, and instructor. There is a $100 per credit charge in order to take in-house tests for credit. This charge is applied to student’s account regardless of whether or not they pass the test and receive credit.

Transfer Credits for Certificate Program
Students pursuing the Certificate program may transfer credits up to 75% of the program. In most cases, transfer credits into the Certificate program will require articulation agreements between Visible Music College and the student’s previous institution.
Articulation Agreements
Students can find the current list of articulation agreements that Visible Music College has in place with other institutions on our website. The web address is: www.visible.edu/about-us/accreditationauthorization

TRANSFERABILITY OF CREDIT DISCLOSURE
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 many 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 atVisible 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 Withdrawal Procedures

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

Students wishing to drop, add, or withdraw from a course should:
1. Check with the Financial Aid office and the Business Office to see how the change will affect their financial aid eligibility and financial obligations.
2. Meet with their advisor to make the changes and complete the Course Drop/Add Form.
3. Update their graduation checklists to reflect the changes.

DROP / ADD
A student may drop or add courses any time during the Registration period, which extend through the specific days as listed on the Academic Calendar.
• No courses can be dropped or added after the semester’s designated add/drop period.
• Courses dropped during the Drop/Add period will not appear on the student’s transcript and are eligible for a 100% refund. If they drop the course or courses after the last day to drop a course, the student will be billed 100% for those courses (and billed at a future date if they have to take the course again).
• All course-specific materials (MIDI Keyboards, provided textbooks, etc.) must be returned by the end of the Drop/Add period or the student will be billed for the unreturned materials at cost.

WITHDRAWAL

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

Students wishing to withdraw from the college should:
1. Acquire the Withdraw from School form
2. Complete all exit interviews and obtain all signatures.
3. Deliver the completed form to the Registrar.

DROP/WITHDRAWAL GRADES

<table>
<thead>
<tr>
<th>Week</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>No grade recorded</td>
</tr>
<tr>
<td>3-8</td>
<td>W (Withdrew from course and/or the college)</td>
</tr>
<tr>
<td>9+</td>
<td>W (Withdrew from the college)</td>
</tr>
</tbody>
</table>

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.
Academic Support

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

Grading Procedures

**GRADING SYSTEM**

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

- **A** The grade of “A” denotes superlative performance in the work undertaken and distinction in academic achievement.
- **B** The grade of “B” denotes consistently good performance in the work undertaken and academic achievement that is above average.
- **C** The grade of “C” denotes satisfactory performance in the work undertaken and average academic achievement.
- **D** The grade of “D” denotes minimal performance in the work undertaken and academic achievement that is below average. If a “D” is given as a final grade, the student must repeat the entire course and earn a passing grade to receive course credit.
- **F** The grade of “F” denotes failure in the work undertaken and academic achievement that is unacceptable. If an “F” is given as a final grade, the student must repeat the entire course and earn a passing grade to receive course credit.
- **P** The grade of “P” (in courses graded on a “P/F” basis) indicates passing work, but does not affect the student’s GPA.
- **I** The grade of “I” is a temporary placeholder that denotes incomplete coursework. The grade of “I” cannot be used to allow students to submit late work, revise poor work, or complete extra credit. Instructors, with the Vice President of Academics’ approval, may issue an “I” only in extreme cases where a student could not complete the course within the semester. Once an “I” has been granted, the student must complete all outstanding coursework before the established Incomplete Coursework Due date for the semester (usually four to six weeks after the “I” has been granted). The grade of “I” is not included in the student’s Grade Point Average. Failure to resolve an “I” grade by the deadline will result in the student receiving a grade for the assessable completed work at that current time for the course, unless an extension has been approved by the Vice President of Academics or the Director of Academics at an extension teaching site.
- **W** The grade of “W” indicates that a student has withdrawn from the course or from Visible Music College before the last published date for withdrawal. While this grade
does not affect the student’s GPA, the course is counted toward the "attempted hours” in the quantitative determination of Satisfactory Academic Progress and financial aid eligibility.

**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

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

### GPA CALCULATIONS

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Attempted Hours</th>
<th>Grade Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Theory 1</td>
<td>3 credits</td>
<td>x 3.67 (A-)</td>
<td>= 11.01</td>
</tr>
<tr>
<td>Aural Theory 1</td>
<td>1 credits</td>
<td>x 2.33 (C+)</td>
<td>= 2.33</td>
</tr>
<tr>
<td>Guitar Lesson</td>
<td>0.5 credits</td>
<td>x 3.33 (B+)</td>
<td>= 1.67</td>
</tr>
<tr>
<td>Spiritual Formation</td>
<td>3 credits</td>
<td>x 1.33 (D+)</td>
<td>= 3.99</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>7.5 credits</strong></td>
<td></td>
<td><strong>= 19.00 points</strong></td>
</tr>
</tbody>
</table>

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

### GRADE LOCK

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

### Attendance, Attendance-Based Courses and Cell Phones in Class

### ATTENDANCE

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

The following policies govern class attendance:

1. Students will not be awarded credit in any course where their attendance percentage falls below 80%, regardless of the reason(s) for absence. If the student’s final attendance percentage is below 80%, he or she will automatically receive a failing grade.

2. If at any time after the fifth week of the semester a student obtains automatic “F’s” in 50% of his or her classes due to non-attendance, the academic office will review the student’s term and can decide to place student on either Academic Support Plan or Academic Suspension. If suspended, the student may be asked to leave Visible Music College campus and housing within 48 hours after notification.

3. If a student has two consecutive weeks of missed class, they must be withdrawn from the college.

4. Students may track their attendance percentages on each course’s Populi page.

5. In the case of absences due to (1) unforeseen emergencies, (2) illness with a doctor’s note, (3) significant family events—does not include vacation (weddings, funerals, etc.), or (4) planned school related trips, the student may request an excused absence by completing the “Request for Excused Absence” form. For emergencies and illnesses, the request must be filed within 5 business days of the student’s return. For planned absences, the request must be filed at least 1 business day in advance.

6. Instructors determine what constitutes a tardy; however, they cannot excuse absences. The VP of Academics or Registrar approves requests for excused absences and will notify the student and the student’s instructor(s) by e-mail.

7. Students who are granted an excused absence are responsible for notifying instructors of their absence and obtaining any missed work or class materials, which must be coordinated with the instructor within five schools days of the student’s return to school.

8. Instructors will determine whether to excuse missed coursework or to grant extensions or alternative coursework only in the case of excused absences.

9. It is Visible Music College’s policy that three (3) tardies equals one (1) absence. The Instructor determines what constitutes as a tardy.

**PERSONAL ELECTRONIC DEVICES IN CLASSROOM**

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

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

**Worship & Accountability:** This class is a graduation requirement students must enroll in, attend, and pass. Worship & Accountability is required each semester for all full-time students.

**Life Group:** This class is a graduation requirement students must enroll in, attend, and pass. Life Group is required each semester for all full-time students. (Formerly named Discipleship)

**Professional Development Seminar:** This class is a graduation requirement students must enroll in, attend, and pass. Professional Development Seminar is required each semester for all full-time students.

MAKE-UP POLICY: ATTENDANCE BASED COURSES & GRADUATION REQUIREMENTS

**Worship and Accountability**

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

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

**Life Group**

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

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

**Professional Development Seminar**

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

**IndieVisible Performances**

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

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

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

**Awards and Honors**

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

**GRADUATION AWARDS AND HONORS**

**Graduation Honors**
- **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. It is the normal practice of the college to confer the Excellence award across the multiple Modern Music Divisions.

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

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

Satisfactory Academic Progress, Probation, and Suspension

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

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

**Quantitative (Minimum Earned Hours: 67%)**
The student must complete the degree within 150% of the stated credit hours for the degree. These limits are as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Hours in Degree</th>
<th>Maximum Attempted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Music</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>Music Business</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>Music Production</td>
<td>120</td>
<td>180</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Clock Hours in Certificate</th>
<th>Maximum Attempted Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Music</td>
<td>1,125</td>
<td>1,687.5</td>
</tr>
<tr>
<td>Music Business</td>
<td>1,125</td>
<td>1,687.5</td>
</tr>
<tr>
<td>Music Production</td>
<td>1,125</td>
<td>1,687.5</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Attempted Hours</th>
<th>Earned Hours</th>
<th>Attempted Hours</th>
<th>Earned Hours</th>
<th>Attempted Hours</th>
<th>Earned Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.5</td>
<td>14.5</td>
<td>16</td>
<td>11</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>21</td>
<td>14</td>
<td>15</td>
<td>10.5</td>
<td>9</td>
<td>6.5</td>
</tr>
<tr>
<td>20</td>
<td>13.5</td>
<td>14</td>
<td>9.5</td>
<td>8</td>
<td>5.5</td>
</tr>
<tr>
<td>19</td>
<td>13</td>
<td>13</td>
<td>9</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>18</td>
<td>12.5</td>
<td>12</td>
<td>8.5</td>
<td>6</td>
<td>4.5</td>
</tr>
<tr>
<td>17</td>
<td>12</td>
<td>11</td>
<td>7.5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

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 their current semester GPA and/or the factors threatening the student’s academic progress have been addressed.

Academic Warning may include, but is not limited to:

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

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

Academic Probation may include, but is not limited to:

1. One or more meetings with the Lead Academic officer of the student’s campus or teaching site.
2. Mandatory reduction of Attempted Hours for the probationary semester. The student will reduce his or her academic load to no more than 14 attempted hours (17 hours maybe taken if 3 hours are from a Blitz class).
3. Weekly meetings with the student’s advisor/academic progress faculty member.
4. Mandatory participation in the creation and implementation of an academic support plan and/or pastoral care plan. This will include the requirement of attending at least one (1) hour per week of academic support.
5. Not being allowed to perform or serve at promotional events on behalf of the college (this does not affect the student’s ability to perform in events related to curricular requirements).

**Academic Suspension**

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

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

**Academic Expulsion**

A student will be placed on Academic Expulsion following a second Suspension. Such a student has demonstrated that he or she is not equipped to succeed at Visible Music College because of academic or other factors. In this situation, the student may be expelled from the college. If the student would like to return to the college, he or she must reapply through the Admissions Office. The Academic Expulsion will be communicated through a letter to the student and an email to the student’s Visible Music College email address. A student under Academic Expulsion must complete the normal process for exiting the college.
**Reinstatement of Satisfactory Academic Progress**
The student who has failed to achieve Satisfactory Academic Progress, has been placed on Academic Suspension, and who has re-enrolled following his or her suspension may not qualify for student federal aid. The eligibility of student federal aid is determined by the two factors of having at least a 2.00 cumulative GPA and passing at least 67% of their total attempted credits. If it is determined that the student is not eligible to receive student federal aid, then the student must take and complete courses at his or her own expense in order to raise the cumulative GPA to a 2.00 or higher and pass at least 67% of total attempted credits. The student will be academically evaluated at the end of each semester for compliance with the Satisfactory Academic Progress standards. Upon achieving Satisfactory Academic Progress, the student may apply for student federal aid for the following semester.

**COMPULSORY WITHDRAWALS**
A student’s continued enrollment at Visible Music College is a privilege based not only on satisfactory scholastic status, but also on good emotional health and behavior. If, in the opinion of the administration, the student demonstrates evidence of emotional instability, the student may be referred by the administration to a college-approved counseling professional for evaluation. Refusal to obtain the evaluation when requested shall be cause for the involuntary withdrawal of the student from the college by the administration. If the counseling professional recommends that the student withdraw from the college, the student will have 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 and faculty of Visible Music College regard academic dishonesty as an extremely serious academic offense and will deal with it accordingly. Any work which is the product of academic dishonesty will receive the grade of zero (0), and, at the instructor’s discretion in accordance with the class syllabus, may also result in a student’s failure of the course and/or removal from the class without tuition refund, and/or referral to the Vice President of Academics for further discipline. Since academic dishonesty constitutes not simply an offense to the instructor, but also to a student’s peers and the entire academic community, the Vice President of Academics (and, if circumstances warrant, with input from the Academic Development Team) may also expel the student from Visible Music College, either permanently or for a specified term. In the event of a student’s second or subsequent offense, regardless of whether the instructor refers the matter to the Vice President of Academics, consideration by the Academic Development Team of the suspension or expulsion sanction shall be automatic and not subject to appeal.

**PERSONAL MISCONDUCT**
Students are expected to participate in academic life and study in a constructive manner. Behavior which is disruptive to the college community life and contrary to the Visible Code of Conduct and other behavior policies will be regarded as grounds for pastoral contract or suspension. In cases of such behavior, the Vice President of Academics (or Academic Office campus lead) or Vice President of Students (or Student Office campus lead) shall determine whether pastoral contract or suspension is warranted. If a student has been placed on pastoral contract due to disruptive behavior, such shall ordinarily be for one semester. If no further disruptive behavior is reported, the student shall be removed from pastoral contract the following semester. If the Vice President of Academics (or Academic Office campus lead) or Vice President of Students (or Student Office campus lead) determines that a student’s behavior warrants suspension, the Vice Presidents (or campus leads) may convene the Academic Development Team to decide if suspension is warranted. If a student who has been suspended wishes to remain in good standing, he or she must request this from the Vice President of Academics.
Graduation Requirements

BACHELOR’S DEGREE PROGRAM

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

• Complete all course requirements set forth for the degree.*
• Complete all requirements of zero (0) credit hour courses and other graduation requirements - Worship & Accountability, Life Group, Professional Development Seminar, Performance Seminar.
• Have a minimum cumulative GPA of 2.0 or higher.
• Have no grades lower than a “C-” for courses required for the degree.
• Complete at least the last 30 hours of the degree at Visible Music College.
• Complete and submit an “Intent to Graduate” form before beginning the student’s final year of his or her degree.
• Complete all City Eyes hours.
• Complete the checkout process.
• Fulfill all financial obligations to the college.

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

*A senior who is within 6 hours of meeting the coursework requirements for graduation may participate in Commencement with the following provisions:
• The remaining 6 hours must be completed at Visible Music College in the Fall semester immediately following the Commencement in which the senior participated. Only in special circumstances, the student may be approved to transfer their final coursework from another institution, in order to complete their degree.
• 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 by the end of the Fall Semester immediately following the commencement in which the senior participated, the student will be administratively withdrawn.
• If a senior has failed attendance-based course requirements, see pgs.69-70 for how those can be made up.

CERTIFICATE PROGRAM

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

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

Proceeding from Certificate Program to Bachelor’s Program

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

Following the completed Certificate program, if accepted into one of the Bachelor’s degree programs, Visible Music College will allow up to 12 credit hours toward the corresponding Bachelor’s degree program. These 12 credit hours are as follows:

All programs
- BTM1043 Introduction to Worship (3 credit hours)
- BTM1563 Spiritual Formation (3 credit hours)

Modern Music
- MUS1843 Music Theory 1 (3 credit hours)
- MUS1811 Aural Theory 1 (1 credit hour)
- MUS1411 Piano Proficiency 1 (1 credit hour)
- MUS1011 Applied Lab: Bands (1 credit hour)

Music Production
- AUD1263 Introduction to Recording (3 credit hours)
- AUD1373 Introduction to Live Sound (3 credit hours)

Music Business
- BUS1043 Introduction to Music Business (3 credit hours)
- BUS1013 Applied Lab 1: Foundations in Music Business (3 credit hours)

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 official Transcript Request form: [www.visible.edu/about-us/accreditationauthorization](http://www.visible.edu/about-us/accreditationauthorization)
- Complete and sign the transcript request form.
- Submit the form to the Registrar.

Appeals and Grievances

**ACADEMIC APPEAL AND PERSONAL GRIEVANCE POLICY**

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

1. The student must notify the Vice President of Academics (VPA) in writing of his/her intent to appeal a sanction due to Academic misconduct or to pursue the grievance within 30 days of the student’s notification of the sanction or the event of personal grievance. If student does not provide this written notice, with applicable documentation, within 30 days of the sanction notice or event, he or she waives the right to pursue the appeal/grievance.

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

3. Upon rendering an initial decision by the VPA and ADT, the findings will be communicated in writing to everyone involved. Following this, all parties have the right to be heard by submitting further input on the findings of the complaint, up to and including an appeal of the initial findings. A final decision will be determined by VPA and made available to all parties in writing.
4. When the final decision is communicated, the student will be sent in writing the comprehensive review process and informed that any further pursuit of the complaint requires moving beyond the institutional level.

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

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

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

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

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

   Bureau for Private Postsecondary Education (for California based students)
   2535 Capitol Oaks Drive, Suite 400
   Sacramento, CA 95833
   Telephone: (916) 431-6959
   www.bppe.ca.gov
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.

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

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

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

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

THE COLLECTION
Visible Music College Library contains two main collections. The Memphis campus library collection currently holds over 3,000 books, 30 periodical titles, 16 electronic database subscriptions, 1200 CDs, 20 DVDs, and 1400 LPs/EPs. The Chicago branch campus library currently holds over 1000 books and 200 CDs, and 16 electronic database subscriptions.

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.

**Textbook Reserves**

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

**INSTRUCTIONAL SERVICES**

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

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

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

**OPEN PUBLIC ACCESS CATALOG**

The college’s Online Public Access Catalog (OPAC) [http://visible.populiweb.com/library] is accessible 24 hours per day and 7 days a week. Patrons may search the OPAC for cataloged resources in both library collections.
COURSE RESERVES
Each faculty selects relevant supplemental resources (books, magazines, media, etc.) for their courses. Course reserves provide students with specific supplemental information and knowledge for each course offered at Visible Music College. These selected resources are located in a separate section of the library, called Course Reserves. The Library’s Online Public Access Catalog (OPAC) identifies resources designated as course reserve.

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

<table>
<thead>
<tr>
<th>JSTOR</th>
<th>Smithsonian Global Sound</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProQuest</td>
<td>African American Music Reference</td>
</tr>
<tr>
<td>Grove Music Online</td>
<td>Classical Music Reference Library</td>
</tr>
<tr>
<td>American Song</td>
<td>The Garland Encyclopedia of World Music</td>
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<tr>
<td>Classical Music Library</td>
<td>Classical Scores Library</td>
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<tr>
<td>Contemporary World Music</td>
<td>Billboard Online Archives</td>
</tr>
<tr>
<td>Jazz Music Library</td>
<td>Tennessee Electronic Library</td>
</tr>
</tbody>
</table>

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

Archives
Archives are materials of historical significance to Visible Music College.

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

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

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

LIBRARY PARTNERSHIPS
Memphis
Visible Music College has a working relationship with the Cossitt Branch of the Memphis Public Library, located at 33 S Front Street in downtown Memphis, just a 5-minute walk from the campus. Students are encouraged to secure a Library card, which makes available all Memphis Public Library resources at the Cossitt Branch and across the city. Students can obtain a Library card at the Cossitt Branch by showing his or her student ID and proof of residence in Memphis (Visible Music College can provide a letter of residence for all students living on campus). To setup an online account with the Memphis Public Library system, visit their website at www.memphislibrary.org, hover your computer’s mouse over Account/Catalog, and click on Account Login.
Lansing-Chicago
Visible Music College has a working relationship with the Lansing Public Library, located at 2750 Indiana Ave in Lansing, just a 3-minute drive from our branch campus. Students are encouraged to secure a Library card, which makes available all Lansing Public Library resources. Students can obtain a Library card by showing his or her student ID and proof of residence in Lansing (Visible Music College can provide a letter of residence for all students living on campus). You can visit the Lansing Public Library website at www.lansingpl.org and click on “Get a Library Card” to find out more details on obtaining a Library card.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

LIMITATIONS

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

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

EXTERNAL USE OF INFORMATION

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

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

Directory information is typically used in the following:
• Promotional materials indicating the student’s involvement
• Newsletters
• Dean’s List
• Graduation programs

Legal/Professional Compliance
Visible Music College may release information to third parties without the student’s consent only as follows:
1. To comply with federal or state laws, judicial orders, lawfully issued subpoenas, or to assist law enforcement agencies in the investigation of a specific criminal case.
2. To parents of students who are dependents as certified according to IRS standards.
3. To a student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the College that the student's use or possession of alcohol or a controlled substance constitutes a violation of a College rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s).
4. To protect the health or safety of the student or other persons in connection with an emergency, to appropriate persons if the knowledge of such information is necessary.
5. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students.
6. To authorization and accreditation agencies carrying out their functions.

INTERNAL USE OF INFORMATION

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

Student Right to Access
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Schools are not required to provide copies of records unless extenuating circumstances prohibit an in-person review the records. Schools may charge a fee for copies.
   a. The student should e-mail the designated record keeper a request that identifies the desired record(s). The record keeper will schedule a time for the student to access and inspect the record(s), or advise the student to contact the appropriate record keeper. The student will review the file and complete
the “Student Record Access Verification” Form that is in the file. The file must remain in the designated record keeper's office at all times.

2. The right to request the amendment of the student's records that the student believes is inaccurate, misleading, or in violation of the student's right to privacy,
   a. The student should e-mail the designated record keeper a request that identifies the perceived inaccuracy of the record(s) and recommends an amendment. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
   b. The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one or more individuals.
   c. Visible Music College will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
   d. If Visible Music College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or setting forth reasons for disagreeing with the decision.
   e. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If Visible Music College discloses the contested portion of the record, it must also disclose the statement.
   f. If Visible Music College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g. Directory Information, Legal/Professional Compliance, and Legitimate Educational Interest). The student should contact the Registrar to review or update consents on his/her FERPA Contract.

4. The right to disclose—without written consent or knowledge of the student or parent—personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file.

5. The right to disclose—without the written consent or knowledge of the student or parent—information from a student’s education records in order to comply with a "lawfully issued subpoena or court order in three contexts. (Grand Jury Subpoenas, Law Enforcement Subpoenas, and all other Subpoenas.)

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

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

<table>
<thead>
<tr>
<th>A (Prefix)</th>
<th>B (Level)</th>
<th>C (Category)</th>
<th>D (Kind)</th>
<th>E (Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTM</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

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

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

<table>
<thead>
<tr>
<th>#</th>
<th>Gen. Ed.</th>
<th>BTM</th>
<th>MUS</th>
<th>BUS</th>
<th>AUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>General</td>
<td>General</td>
<td>General, Performance, History, Composition, Commercial Woodwinds</td>
<td>General</td>
<td>General</td>
</tr>
<tr>
<td>1</td>
<td>Introduction (sequence)</td>
<td>Old Testament</td>
<td>Guitar</td>
<td>Publicity</td>
<td>Production</td>
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<tr>
<td>2</td>
<td>Introduction (sequence)</td>
<td>New Testament</td>
<td>Bass</td>
<td>Concerts, Venues, and Tours</td>
<td>Studio</td>
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<td>3</td>
<td>Theology</td>
<td>Drums</td>
<td>Management</td>
<td>Reinforcement</td>
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<tr>
<td>4</td>
<td>History</td>
<td>Keyboard/Piano</td>
<td>Publishing, Design &amp; Content</td>
<td>Stage Production</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Vocals</td>
<td>Leadership, Strategy</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td></td>
<td>Songwriting</td>
<td>Marketing</td>
<td></td>
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<tr>
<td>7</td>
<td>Mission</td>
<td>Worship Leadership</td>
<td>Finance</td>
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<tr>
<td>8</td>
<td></td>
<td>Commercial Brass, Theory</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td></td>
<td>Commercial Strings</td>
<td></td>
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</tr>
</tbody>
</table>

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

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

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

0 - .5 semester hour (or 0 semester hours if the third number is also a 0)  
1 - 1 semester hour  
2 - 2 semester hours  
3 - 3 semester hours  
4 - Certificate class (112.5 clock hours, equivalency 3 semester hours)
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>AUD1011</td>
<td>Applied Lab: Audio Production 1</td>
</tr>
<tr>
<td>AUD1021</td>
<td>Applied Lab: Audio Production 2</td>
</tr>
<tr>
<td>AUD1143</td>
<td>Audio Production 1: Producer Basics</td>
</tr>
<tr>
<td>AUD1243</td>
<td>Fundamentals of Audio</td>
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<td>AUD1263</td>
<td>Introduction to Recording</td>
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<td>AUD1373</td>
<td>Introduction to Live Sound</td>
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<td>AUD2011</td>
<td>Applied Lab: Audio Production 3</td>
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<td>AUD2021</td>
<td>Applied Lab: Audio Production 4</td>
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<td>AUD2143</td>
<td>Audio Production 2: Studio Arranging</td>
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<td>AUD2243</td>
<td>Recording Techniques</td>
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<td>AUD2263</td>
<td>Digital Audio Workstations</td>
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<td>AUD2363</td>
<td>Equipment Maintenance &amp; Repair</td>
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<tr>
<td>AUD2373</td>
<td>Live Sound Mixing</td>
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<td>AUD3011</td>
<td>Applied Lab: Audio Production 5</td>
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<td>AUD3021</td>
<td>Applied Lab: Audio Production 6</td>
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<td>AUD3081</td>
<td>Professional Internship 1</td>
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<td>AUD3243</td>
<td>Mixing Techniques</td>
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<tr>
<td>AUD3263</td>
<td>Advanced Digital Audio Workstations</td>
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<td>AUD3443</td>
<td>Stage Production</td>
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<tr>
<td>AUD4082</td>
<td>Professional Internship 2</td>
</tr>
<tr>
<td>AUD4083</td>
<td>Professional Internship 3</td>
</tr>
<tr>
<td>AUD4091</td>
<td>Senior Project: Music Production</td>
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<td>AUD4143</td>
<td>Audio for Multimedia</td>
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<td>AUD4163</td>
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<td>AUD4243</td>
<td>Studio Administration</td>
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<td>Mixing and Mastering</td>
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<tr>
<td>AUD4343</td>
<td>Sound Reinforcement</td>
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<tr>
<td>AUD4363</td>
<td>Sound System Design</td>
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<tr>
<td>BTM1000</td>
<td>Worship and Accountability</td>
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<td>BTM1001</td>
<td>Life Group</td>
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<tr>
<td>BTM1043</td>
<td>Introduction to Worship</td>
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<tr>
<td>BTM1143</td>
<td>Old Testament Survey</td>
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<tr>
<td>BTM1243</td>
<td>New Testament Survey</td>
</tr>
<tr>
<td>BTM1563</td>
<td>Spiritual Formation</td>
</tr>
<tr>
<td>BTM2363</td>
<td>Introduction to Christian Theology</td>
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<td>BTM4763</td>
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<tr>
<td>BUS1013</td>
<td>Applied Lab 1: Music Business Foundations</td>
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<tr>
<td>BUS1023</td>
<td>Applied Lab 2: Publicity and Promotion</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>BUS1043</td>
<td>Introduction to Music Business</td>
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<td>BUS1163</td>
<td>Publicity &amp; Promotions Seminar</td>
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<td>BUS1353</td>
<td>Project Management</td>
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<tr>
<td>BUS2013</td>
<td>Applied Lab 3: Concert Booking</td>
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<tr>
<td>BUS2023</td>
<td>Applied Lab 4: Artist Management and Marketing</td>
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<td>Concert Booking and Promotion</td>
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<td>BUS2353</td>
<td>Artistic Management and Representation</td>
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<tr>
<td>BUS2643</td>
<td>Music Marketing, Distribution, and Merchandizing</td>
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<tr>
<td>BUS3013</td>
<td>Applied Lab 5: Business Planning and Grant Writing</td>
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<tr>
<td>BUS3023</td>
<td>Applied Lab 6: Graphic Design</td>
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<td>BUS3043</td>
<td>Business Administration</td>
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<td>BUS3081</td>
<td>Madison Line Records Internship</td>
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<td>BUS3091</td>
<td>Madison Line Records Project</td>
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<td>BUS3463</td>
<td>Graphic Design and Content Management</td>
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<td>BUS4082</td>
<td>Professional Internship 2</td>
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<tr>
<td>BUS4083</td>
<td>Professional Internship 3</td>
</tr>
<tr>
<td>BUS4092</td>
<td>Major Industry Contribution Project</td>
</tr>
<tr>
<td>BUS4443</td>
<td>Music Publishing Administration</td>
</tr>
<tr>
<td>BUS4543</td>
<td>Strategy and Entrepreneurship</td>
</tr>
<tr>
<td>BUS4553</td>
<td>Business Strategy and the Future</td>
</tr>
<tr>
<td>BUS4643</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>BUS4653</td>
<td>Brands and Branding</td>
</tr>
<tr>
<td>BUS4743</td>
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<td>BUS4753</td>
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<td>Philosophy of Religion</td>
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<tr>
<td>PSY2143</td>
<td>Introduction to Psychology</td>
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Course Descriptions
Some courses have prerequisite requirements. A student may register for a course with pre-requisite requirements if the pre-requisite requirement has been successfully completed or if the student and the student’s advisor reasonably believe that the pre-requisite requirement will be successfully completed before the next semester. Some prerequisites require concurrent enrollment in another course. If a student fails a required concurrent course, the student may audit, rather than retake, the successfully completed corresponding course. Requests to waive pre-requisite requirements must be approved by the Office of Academics and the Department Chair.

CORE CURRICULUM (GENERAL EDUCATION & BIBLE, THEOLOGY, MINISTRY)

**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 (at least 12 credit hours).

**BTM1001 - Life Group** (0 semester hours)
Life Group is a weekly time for students to come together in a small group format to focus on spiritual growth and development under the leadership of select Visible staff, faculty, and Resident Life Team. This will be accomplished through prayer, discussion, study of Scripture, and other such activities. This is a requirement each semester the student is enrolled full time (at least 12 credit hours). This course was previously called Discipleship.

**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 introduced to biblical study skills essential for personal devotion, ministry, and artistic inspiration.
BTM1243 - New Testament Survey (3 semester hours)
This course will provide an overview of the literary, historical, geographical, and religious dimensions of the New Testament. Special attention is given to the following subjects: the historical setting (political, social, and religious) of the first century Palestine; the Gospels, focusing upon the life and ministry of Jesus Christ, His death and resurrection; the growth of the new church as found in Acts; the ministry of Paul through his missionary journeys and epistles; the challenges of opposition from the Roman Empire, pagan culture, and the Jews; the continued delay of the return of Jesus Christ; and the rise of the second generation of leaders within the church. All study will be completed with a view towards application of principles discovered to each person’s life in the world today.

BTM1563 - Spiritual Formation (3 semester hours)
This course is an introduction to spiritual practices designed to help the learner grow in the grace of God. Through the disciplined application of these practices throughout the semester, students will learn to become lifelong seekers of a deeper, more meaningful relationship with God.

BTM2363 - Introduction to Christian Theology (3 semester hours)
This course is a study of the major concepts of Christian theology and their interrelationships. As students are introduced to the history and practice of thinking theologically, they will explore how best to form theological beliefs that result in a life and ministry characterized by doxology (worship). Introduction to Christian Theology builds upon the biblical foundations provided by Old and New Testament Survey.

BTM4763 - Missional Life (3 semester hours)
Prerequisites: BTM2363 Introduction to Christian Theology.
This course guides the student through a survey of the key biblical texts and primary sources related to how the C/church understands her kingdom mission. In addition, student will examine the ideas and practices of various Christian faith traditions in their attempt to be faithful to the texts, the Church, and the world. Church, Kingdom, and Mission serves as the capstone of the student’s ministry training.

COM1063 - Public Communication (3 semester hours)
A public communication course that emphasizes a broad range of communication principles and skills, ranging such topics as interpersonal communication, public speaking, culture and the media, listening, conflict, as well as effective gospel communication. The goal is to see students develop as responsible and faithful Christian communicators.

ENG1113 - English Composition 1 (3 semester hours)
This course introduces students to skills and strategies required for successful academic and professional writing through writing projects in a variety of genres. Students are introduced to the the principles of rhetoric, foundations in research, and writing with sources with a focus on the sustained improvement of the student’s writing skills.

ENG2113 - English Composition 2 (3 semester hours)
Prerequisite: ENG1113 - English Composition 1.
Building on the foundations of writing addressed in ENG1113, this course focuses more specifically on written argumentation to develop the student’s ability to construct, analyze, and evaluate arguments. Attention is specifically given to the composition of an extended essay that articulates a clear, argumentative claim. Further students will be introduced to a selection of literature to support critical reasoning, analysis, and writing with texts.
GEN0000 - Visible Music College Orientation (0 semester hours)
Visible Music College Orientation is required 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.

GEN1000 - Professional Development Seminar (0 semester hours)
This course covers the areas of professional development, providing practical instruction and opportunity for discussion regarding a variety of areas relating to the student’s success as professionals. This is a requirement each semester the student is enrolled full time (at least 12 credit hours).

HUM3043 - Survey of Music History (3 semester hours)
Survey of Music History is an overview of the elements of Global, Western and Church Music. The student will strengthen critical listening skills and descriptive vocabulary while distinguishing musical style periods, comparing master composers and their masterworks, and examining society’s influence on music and the influence of music on society.

HUM3053 - History of Popular Music in American Society (3 semester hours)
History of Popular Music in American Society examines trends in American popular music and culture from the post-civil war era to the end of the 20th century. Attention is given to the influence of American cultural events on the music of the United States and the impact of the communication of these ideas on the world. This course will include analysis of past, current, and future trends in popular music and music technology.

LDR4333 - Leadership Development and Care (3 semester hours)
Prerequisites: BTM1563 Spiritual Formation and BTM2363 Introduction to Christian Theology.
This course consists in guided instruction on topics relating to care for self, leadership development and care of others. Students will first gain a foundation in how to genuinely care for themselves. Attention will then be given to the development of leadership skills and strengths, as well as understanding ministry and spiritual gifts. Lastly, students will explore aspects related to the spiritual care of others. Much of the course will be practical application of the material learned in the class setting.

MTH2113 - College Algebra (3 semester hours)
This course contains basic algebra concepts vital to business professionals, media professionals, and artists. Particular emphasis is placed on developing problem solving skills as related to the disciplines of the college.

PHI2243 - Philosophy of Religion (3 semester hours)
This course consists in guided instruction on topics relating to philosophy, worldview and ethics. Students will begin by gaining a foundation in philosophy, including engagement with some key Christian thinkers. Connected to this philosophical foundation, the course will also explore a spectrum of life worldviews. Lastly, students will develop an ethical foundation, including case studies in pertinent areas of ethics.

PSY2143 - Introduction to Psychology (3 semester hours)
This course serves as an introduction to the theory and practice of psychology from a Christian perspective. The student will analyze Biblical and psychological texts to understand
fundamental principles of exploring and understanding human nature. The student will also explore selected therapy practices.

**SCI2143 - Acoustical Physics** (3 semester hours)
Acoustical physics introduces the principles of the science of sound. Concepts include the definition of sound, vibrating systems, transmission of waves, resonance, human hearing, sound pressure, pitch and timbre, musical scales, construction of musical instruments and room acoustics.

**MODERN MUSIC**

**MUSXX13 - Applied Lab: Specializations** (3 semester hours)
Co-requisites: For Specialization 1, concurrent enrollment in MUS1843 - Music Theory 1, MUS1811 - Aural Theory 1, and MUS1411 - Piano Proficiency 1. Specialization 1 is a prerequisite to Specialization 2. Specialization 2 is a prerequisite to Specialization 3. Specialization 3 is a prerequisite to Specialization 4.

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

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

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

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

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

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

- MUS1513 - Applied Lab: Vocal Specialization 1
- MUS2513 - Applied Lab: Vocal Specialization 2
- MUS3513 - Applied Lab: Vocal Specialization 3
- MUS4513 - Applied Lab: Vocal Specialization 4
**MUSXXX - Applied Lessons** (.5 or 1 semester hour)
Prerequisites: Placement and assignment of course number by primary instructor based on the student’s completion of lesson benchmarks. This course may be repeated for credit. Non-emphasis students may Late Register for Applied Lessons, if the instructor has room. Half-hour drum lessons and one hour Songwriting and Worship Leadership lessons offered only by request. Co-requisites: For 1000-level lessons, concurrent enrollment in or successful completion of MUS1843 Music Theory 1, MUS1811 - Aural Theory 1, and MUS1411 - Piano Proficiency 1.

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

Available Applied Lesson Numbers, to be assigned by instructor:
*Single asterisk indicates that concurrent enrollment in the corresponding section is required.
**Double asterisk indicates that the lesson is not normally offered and must be requested.

<table>
<thead>
<tr>
<th>Code</th>
<th>Level</th>
<th>Credits</th>
<th>Code</th>
<th>Level</th>
<th>Credits</th>
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MUS3330** Drums level 3, .5 s.h. MUS3331 Drums level 3, 1 s.h.
MUS4330** Drums level 4, .5 s.h. MUS4331 Drums level 4, 1 s.h.

MUS1430 Keyboard level 1, .5 s.h. MUS1431 Keyboard level 1, 1 s.h.
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MUS3530 Vocal level 3, .5 s.h. MUS3531 Vocal level 3, 1 s.h.
MUS4530 Vocal level 4, .5 s.h. MUS4531 Vocal level 4, 1 s.h.

MUS1630 Songwriting level 1, .5 s.h. MUS1631** Songwriting level 1, 1 s.h.
MUS2630 Songwriting level 2, .5 s.h. MUS2631** Songwriting level 2, 1 s.h.
MUS3630 Songwriting level 3, .5 s.h. MUS3631** Songwriting level 3, 1 s.h.
MUS4630 Songwriting level 4, .5 s.h. MUS4631** Songwriting level 4, 1 s.h.

MUS1730* Wrshp. Ldr. level 1, .5 s.h. MUS1731** Wrshp. Ldr. level 1, 1 s.h.
MUS2730* Wrshp. Ldr. level 2, .5 s.h. MUS2731** Wrshp. Ldr. level 2, 1 s.h.
MUS3730 Wrshp. Ldr. level 3, .5 s.h. MUS3731** Wrshp. Ldr. level 3, 1 s.h.
MUS4730 Wrshp. Ldr. level 4, .5 s.h. MUS4731** Wrshp. Ldr. level 4, 1 s.h.

MUS1830** Comm. Brass level 1, .5 s.h. MUS1831 Comm. Brass level 1, 1 s.h.
MUS2830** Comm. Brass level 2, .5 s.h. MUS2831 Comm. Brass level 2, 1 s.h.
MUS3830** Comm. Brass level 3, .5 s.h. MUS3831 Comm. Brass level 3, 1 s.h.
MUS4830** Comm. Brass level 4, .5 s.h. MUS4831 Comm. Brass level 4, 1 s.h.

MUS1930** Comm. Stgs level 1, .5 s.h. MUS1931 Comm. Stgs level 1, 1 s.h.
MUS2930** Comm. Stgs level 2, .5 s.h. MUS2931 Comm. Stgs level 2, 1 s.h.
MUS3930** Comm. Stgs level 3, .5 s.h. MUS3931 Comm. Stgs level 3, 1 s.h.
MUS4930** Comm. Stgs level 4, .5 s.h. MUS4931 Comm. Stgs level 4, 1 s.h.

MUS1011 - Applied Lab: Bands (1 semester hour)
*Co-requisite: Concurrent enrollment in an applied lesson, or faculty placement.
Applied Lab: Bands is a performance-based course which enables the student to apply curriculum from private lessons and/or sectionals in an immediate, “real-world” playing context by way of live performances and studio recording. The musical style of the bands will vary with the level of ability of the players, current trends in popular music, and instructor assignments.

MUS1411 - Piano Proficiency 1 (1 semester hour)
*Concurrent enrollment in or successful completion of MUS1843 Music Theory 1 and MUS1811 Aural Theory 1.
In this class, students will learn to play major and minor scales, harmonize melodies with a simple left-handed accompaniment, learn transposition rules, and read and play basic chord progressions using both hands.

MUS1811 - Aural Theory 1 (1 semester hour)
Prerequisites: Satisfactory completion of the Visible Music College entrance exam, or faculty placement. Co-Requisites: Concurrent enrollment in or satisfactory completion of MUS1843 Music Theory 1 and MUS1411 Piano Proficiency 1.

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

**MUS1843 - Music Theory 1: Foundations of Music** (3 semester hours)
Prerequisites: Satisfactory completion of the Visible Music College entrance exam, or faculty placement. Co-Requisites: Concurrent enrollment in or satisfactory completion of MUS1411 Piano Proficiency 1 and MUS1811 Aural Theory 1.

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

**MUS2011 - College Choir** (1 semester hour)
Prerequisite: Completed or concurrent enrollment in MUS1843 - Music Theory 1 and MUS1811 - Aural Theory 1 or approved placement by the Modern Music Dept Chair and Vocal Division Head.

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

**MUS2411 - Piano Proficiency 2** (1 semester hour)
Prerequisites: MUS1843 - Music Theory 1, MUS1411 - Piano Proficiency 1, and MUS1811 - Aural Theory 1, or faculty placement. Co-requisite: Concurrent enrollment in MUS2843 - Music Theory 2 and MUS2811 - Aural Theory 2.

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

**MUS2811 - Aural Theory 2** (1 semester hour)
Prerequisites: MUS1843 Music Theory 1, MUS1411 Piano Proficiency 1, and MUS1811 Aural Theory 1, or faculty placement. Co-requisites: Concurrent enrollment in or successful completion of MUS2843 Music Theory 2 and MUS2411 Piano Proficiency 2.

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

**MUS2843 - Music Theory 2: Beginning Harmony** (3 semester hours)
Prerequisites: MUS1843 Music Theory 1, MUS1411 Piano Proficiency 1, and MUS1811 Aural Theory 1, or faculty placement. Co-requisites: Concurrent enrollment in or successful completion of MUS2411 Piano Proficiency 2 and MUS2811 Aural Theory 2.

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

**MUS3063 - Electronic Music and Technology** (3 semester hours)
Prerequisites: For Modern Music students: MUS4843 Music Theory 4, MUS4811 Aural Theory 4.
Electronic Music and Technology is a course designed to give the student an understanding of electronic music production, looping, sampling, and creating tracks for use in live performance.

**MUS3081 - Professional Internship 1 (1 semester hours)**
*Prerequisite: 30 credit hours of the Modern Music program completed.*
Professional Internship is focused on the professional’s role in the student’s field, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student’s progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student’s individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit. This course must be completed in the semester in which he or she has enrolled.

**MUS3811 - Aural Theory 3 (1 semester hour)**
*Prerequisites: MUS2843 Music Theory 2, MUS2411 Piano Proficiency 2, and MUS2811 Aural Theory 2, or faculty placement. Co-Requisites: Concurrent enrollment in or successful completion of MUS3843 - Music Theory 3.*
Aural Theory 3, taken concurrently with Music Theory 3, is an interactive course in which the student develops intermediate to advanced musical abilities such as sight singing, melodic, harmonic, and rhythmic dictation. Special attention is given to developing techniques on how to listen and aurally analyze all genres of music and identify style and practices.

**MUS3843 - Music Theory 3: Intermediate Harmony (3 semester hours)**
*Prerequisites: MUS2843 Music Theory 2, MUS2411 Piano Proficiency 2, and MUS2811 Aural Theory 2, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS3811 Aural Theory 3.*
This course progresses from extended chromaticism in music and borrowed chords through other systems of harmonic organization. The student will be trained to hear music and dissect form by theoretical analysis. The student will be introduced to and progress through jazz harmonic organization and improvisation. Concepts learned will be applied through various techniques of performing and arranging for voice and instruments.

**MUS4043 - Conducting and Ensemble Leadership (3 semester hours)**
*Prerequisites: MUS2843 Music Theory 2, MUS2811 Aural Theory 2, and MUS2411 Piano Proficiency 2.*
This practicum will provide the student with an opportunity to increase ensemble leadership skills. Study will focus on musical preparation for leadership and the technique of conducting. The student will learn how to confidently interpret the wishes of the original composer or artist as well as lead in spontaneous settings.

**MUS4053 Composition and Arranging**
*Prerequisites: MUS4843 Music Theory 4 and MUS4811 Aural Theory 4.*
Composition and Arranging uses the language and skills gained in Music Theory to both understand and attain basic mastery in composing original works and creating arrangements of existing works. The course will focus largely on contemporary commercial music composition and arranging techniques through analysis, listening, and application. The culmination of the course will be a portfolio containing one medium scale original composition, multiple arrangements, original recordings, and a critical analysis of a contemporary commercial work.

**MUS4082 / MUS4083 - Professional Internship 2 (3) (2 or 3 semester hours)**
*Prerequisite: 30 credit hours of the Modern Music program completed.*
Professional Internship is focused on the professional’s role in the student’s field, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student’s progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student’s individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit. This course must be completed in the semester in which he or she has enrolled.

**MUS4091 - Senior Concert** (1 semester hours)
*Prerequisites: 4000-level lesson enrollment and 80 completed credits. Co-Requisite: Concurrent enrollment in the applied lesson.*
The Senior Concert allows the Modern Music student to demonstrate mastery of his or her musical field (guitar, voice, keyboard, bass, percussion, songwriting, or worship leading) through performance of senior-level musical repertoire. The Senior Concert process enables the student to lead the planning, rehearsal, and execution of a musical event through the preparation activities of repertoire and ensemble selection and leadership, personnel recruitment, personal and corporate rehearsal, scheduling, advertising, and communication.

**MUS4811 - Aural Theory 4** (1 semester hour)
*Prerequisites: MUS3843 Music Theory 3 and MUS3811 Aural Theory 3, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS4843 Music Theory 4.*
Aural Theory 4 will equip the student with an ability to aurally identify, distinguish between, analyze, and create musical motives and themes. The medium of film and film music is utilized in order to allow the student to work in a contemporary art music setting.

**MUS4843 - Music Theory 4: Extended Harmony** (3 semester hours)
*Prerequisites: MUS3843 Music Theory 3 and MUS3811 Aural Theory 3, or faculty placement. Co-Requisite: Concurrent enrollment in or successful completion of MUS4811 Aural Theory 4.*
This course is designed to allow the student to develop mastery of music composition and arranging. Drawing on historical and contemporary contexts, the student will expand his or her understanding and technique of composition and analysis allowing for immersion in the musical experience.

**MUSIC BUSINESS**

**BUSX0X3 - Applied Labs 1-6** (3 semester hours)
*Prerequisites: BUS1023, BUS2013, BUS2023, BUS3013, and BUS3023 require the successful completion of the preceding course number in sequence before enrolling.*
A career-oriented course of study in business communication skills, computer skills, and the music industry administration. Taken in conjunction with Music Business curriculum, the student will gain experiential knowledge while performing music business roles within the college environment. The student will gain experience managing and marketing contemporary bands. In addition, the student will gain understanding and practical application of key leadership principles necessary for effective band management.

- BUS1013 - Applied Lab 1: Foundations in Music Business
- BUS1023 - Applied Lab 2: Publicity and Promotion
- BUS2013 - Applied Lab 3: Concert Booking
- BUS2023 - Applied Lab 4: Artist Management and Marketing
- BUS3013 - Applied Lab 5: Business Planning and Grant Writing
- BUS3023 - Applied Lab 6: Graphic Design

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BUS1043 - Introduction to Music Business (3 semester hours)
*Required for all students
This course is an introduction and survey to the business of commercial music. This includes a study of the business systems and functional roles within the music business, the historical development of music business, specific detail of job position relationships, and the services of music related business. Areas to be covered include Artist Management, Publishing, Venue Management, Booking, Marketing and Sales.

BUS1163 - Publicity and Promotions Seminar (3 semester hours)
Prerequisite: BUS1043 Introduction to Music Business.
The student will become familiar with the work of publicity and promotion of artists and events within the music industry. As an outworking of this class, the student will promote and prepare publicity and promotion for actual events.

BUS1353 - Project Management (3 semester hours)
Students will learn project management techniques and the application of those techniques in regards to the three constraints. This course outlines the methods and procedures use in Project Management. The course disseminates strategies and methodologies to keep projects within budget, on time, while creating the highest probability of success. Students will be introduced to the concept of project risk management. Students will learn PMI best practices in how to Initiate, Plan, Execute, Control and Monitor; and Close a project. The class includes the use of Critical Path Method (CPM) and the creation of a work breakdown schedule (WBS). Students will apply project management techniques and tools to music business related projects such as recordings, tours, marketing campaigns, etc.

BUS2243 Tour Management (3 semester hours)
Tour Management is the key role in order for an artist to have a successful tour: From hiring the production team and road crew, to being the communication hub and liaison between Management, Booking Agent, Promoter and Band, to insuring all aspects of the tour happen on time and within budget. An effective tour manager must be able to organize transportation, scheduling, and the financial aspects of an artist’s time on the road. Additionally students will learn effective merchandising and promotion techniques, the procurement of sponsorships, and the technical side of touring: stage plots, sound and lights, and how to settle up the show when the music’s over. This course gives a detailed overview of the complete touring management and music merchandising process.

BUS2263 - Concert Booking and Promotion (3 semester hours)
A study of the fundamentals of concert booking and promotion. Topics will include booking agency, promoters, contracts, riders, settlement procedures, finance, venue selection, target marketing, audience projections, and promotional packages and techniques.

BUS2353 - Artist Management and Representation (3 semester hours)
An analysis and implementation course covering the various aspects of artist management, including talent agencies, personal management, performance preparation, recording contracts, financial advising, business management and artist promotion. Special attention is given to the relationship between the artist and the management team with emphasis on communication and presentation.

BUS2643 - Music Marketing, Distribution, and Merchandizing (3 semester hours)
Prerequisite: MTH2113 College Algebra.
This course is a study of the fundamentals of marketing as it relates to recorded music. Topics will include product development, pricing, sales, distribution and supply chain management, promotion, publicity and public relations, advertising, and new media.
BUS3043 - Business Administration (3 semester hours)
Prerequisite: MTH2113 College Algebra.
This course is a presentation of basic business principles needed for administrating independent music or ministry, including accounting principles, business planning, fund raising, resource management, human resources, and business ethics.

BUS3081 - Madison Line Records Internship (1 semester hour)
Prerequisite: 30 credit hours of the Music Business program completed.
Madison Line Records Internship (formerly Professional Internship 1) is the first of two internships focused on the professional’s role in music business, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student’s progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student’s individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit. This course must be completed in the semester in which the student enrolls.

BUS3091 - Madison Line Records Project (1 semester hour)
The Madison Line Records Project (formerly Junior Project) demonstrates the student’s comprehension of creative, technical, and professional aspects of the music business. The topic of the Project should be beneficial to the student and/or useful for future music business students. This course is intended to be taken during the student’s third year. Offered each Fall unless an exception is approved by the Department Chair and the Office of Academics.

BUS3463 - Graphic Design and Content Management (3 semester hours)
Music business professionals in today’s music business must have a working knowledge of basic graphic design and content management principles. This course will familiarize students with basics of graphic design including form, brand, message development, visual concepts, and fundamental design theory. Additionally this course is designed to give a student practical experience with the current and most used web content management systems. Students will be introduced to both applied aspects of content management technologies as well as the brand image strategies and issues involved.

BUS4082/BUS4083 - Professional Internship 2 (3) (2 or 3 semester hours)
Prerequisite: 30 credit hours of the Music Business program completed.
Professional Internship is the second and more advanced of two internships focused on the professional’s role in music business, the contemporary work environment, culture and Christian community. The student and faculty will prepare a learning contract which will guide and help evaluate the student’s progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student’s individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit, but must be completed in the semester in which he or she enrolls.

BUS4092 - Major Industry Contribution Project (2 semester hours)
Prerequisite: 85 credit hours of the Music Business program completed.
The Major Industry Contribution Project is a comprehensive project which demonstrates the student’s mastery of creative, technical, and professional aspects of the music business. The student is required to complete a portfolio of his or her work as well as a capstone project or paper using material learned through the program. The topic of the Senior Project should be
beneficial to the student and/or useful for future music business students. This course is intended to be taken during the student's final semester before graduation. Offered each Spring unless an exception is approved by the Department Chair and the Vice President of Academics.

**BUS4443 - Music Publishing Administration** (3 semester hours)
Prerequisite: MTH2113 College Algebra.
This course seeks to give the student an experience comparable to working for a music publishing company. The student will complete projects within the various departments of the company and work toward the acquisition and exploitation of music copyrights.

**BUS4543 - Strategy and Entrepreneurship** (3 semester hours)
The barriers to entry in the music business have dramatically declined in the past few years. This is simultaneously creates unprecedented entrepreneurial opportunities and a hyper-competitive marketplace. This course delves into the strategic decision-making and dynamic thinking required to navigate the music business of the future. Students will be exposed to strategic planning, intrinsic and extrinsic motivators, evolving business models, and necessary attributes to create a competitive advantage in the digital age of the music business. Students will explore how to monetize music in the future- including recorded music, live performance, publishing, synchronization, and strategic brand partnerships. Students will learn the entrepreneurial tools particular to the music industry that foster innovation and be empowered to actualize the student’s vision for their vocational aspirations.

**BUS4553 - Business Strategy and the Future** (3 semester hours)
The ability to successfully navigate in an industry going through a period of immense change brought about by disruptive technologies and change in consumer valuations on the worth of the industry historical product is crucial. This course instructs students on how to answer the questions; what is the worth of music in the age of digital revolution?; where do marketplace opportunities to monetize music lie in the future?; and what is needed of industry leaders in the global content industry? Students will learn to knowledge brokers with the transitional dynamics at work in the production of musical culture between global brands, independent music companies and the consumer.

**BUS4643 - Marketing Research** (3 semester hours)
Provides students with a practical strategic knowledge of consumer behavior and the modern factors of influence on that behavior. Students will be challenged to develop sound marketing strategy in view of dynamically predicting consumer behavior and harnessing it in marketing activities. Additionally this course provides insight into the attributes, theories, and assumptions of marketing research. Students will gain practical experience in planning and implementing marketing research in business management; survey research and questionnaire design; scientific research design; data collection; analytical statistics; and communication of research results.

**BUS4653 - Brands and Branding** (3 semester hours)
Conceptualizing, creating and communicating brands is at the pragmatic value center of the future of the music industry. Students will learn the innovative strategies and how to accurately measure brand strength, loyalty and reach. Students will about brand curve and how to convert casual consumers in to brand champions. Particular emphasis will be given to developing and delivering a meaningful brand message to increase brand loyalty and engagement. Topics include co-branding, artists as brands, globalization, and digital technologies.
BUS4743 - Financial Accounting (3 semester hours)
This course offers a foundation on the fundamental principles of accounting and record-keeping in business operations. Students will be guided through underlying framework and concepts of Financial Accounting and how accounting fits into the overall business environment of the modern music industry. Emphasis is placed on the proper recording and reporting financial information in a business. Students will learn the role accounting functions perform in advising economic decision-making. Students will discover the uses of financial statements and the analytical tools needed in today’s music business. Topics include accountings role in financial position, operating results, cash flows, and financial strength. Students will study Generally Accepted Accounting Principles and their applications for decision-making.

BUS4753 - Entrepreneurial Finance and Private Equity (3 semester hours)
In this course students will come to understand the financial aspects of small business entrepreneurship for owners of sole proprietorships, partnerships, and small nonpublic corporations. This course provides an understanding of the business concepts and private equity vernacular an entrepreneur needs in order to speak the language private equity investors are looking for. This course explores private equity from the position of the entrepreneur as well as the investors in private equity partnerships. Students will learn how to prepare and understand and calculate financial statements, Return on Investment, Internal Rate of Return, how to discount cash flows, Net Present Value, inventory management, depreciation and Break-even analysis. Students will also spend significant time learning to accurately forecast business level and project level ventures.

MUSIC PRODUCTION

AUDX0X1 - Applied Lab: Audio Production (1 semester hour)
Audio Production Lab allows the student to apply techniques he or she learns in audio courses to real-world situations. The student will record and mix VMC band songs and songwriter demos during the lab time. The student will also provide live sound support during band rehearsals, worship times, and live concerts and events.

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

AUD1143 - Audio Production 1: Producer Basics (3 semester hours)
Audio Production Lab allows the student to apply techniques he or she learns in audio courses to real-world situations. The student will record and mix VMC band songs and songwriter demos during the lab time. The student will also provide live sound support during band rehearsals, worship times, and live concerts and events.

AUD1243 - Fundamentals of Audio (3 semester hours)
Fundamentals of Audio introduces the student to the concepts and techniques used in modern audio production. The course focuses on fundamental sound theory, analog and digital audio basics, audio equipment, and production processes. The course also includes a substantial focus on ear training, including frequency, compression, distortion, and time modulation recognition.
AUD1263 - Introduction to Recording (3 semester hours)
Introduction to Recording introduces the student to the equipment and techniques used in the modern recording studio. The student will gain a basic understanding of signal flow, channel strips, inputs and outputs, and various approaches to recording using analog consoles, DAWs, patchbays, studio microphones, and professional processing equipment.

AUD1373 - Introduction to Live Sound (3 semester hours)
Introduction to Live Sound introduces the student to the basics of a live sound reinforcement system and basic operation of analog and digital live sound consoles. The student will gain hands-on experience through Visible’s audio equipment, including consoles, monitors, speakers, amplifiers, and microphones.

AUD2143 - Audio Production 2: Studio Arranging (3 semester hours)
Prerequisite: AUD1143 Audio Production 1.
Audio Production 2 will further expose the student to the language of music as applicable to the music producer in the recording studio. Concentration is centered on instrumentation, applied keyboard harmony, musical styles and grooves, basic arranging of song material, ear training for the record producer, production design/arrangement, and innovative production for current music. Extensive listening assignments will be given and recordings will be made in this class.

AUD2243 - Recording Techniques (3 semester hours)
Prerequisite: AUD1243 Fundamentals of Audio.
Recording Techniques advances the student in the current tools and techniques used to record the most common musical instruments in the modern recording studio. The student will gain theoretical knowledge and practical experience through participating in class and working on assigned audio projects in a recording studio. Critical listening of commercial productions will be utilized for reference purposes.

AUD2263 - Digital Audio Workstations (3 semester hours)
Prerequisite: AUD1263 Introduction to Recording.
Digital Audio Workstations exposes the student to the tools and skills pertaining to digital audio software. The student will learn Avid Pro Tools and Apple Logic Pro. The curriculum focuses on editing, arranging, mixing, and composing in both programs. The student will be prepared to take the basic certification exams for both Pro Tools and Logic Pro at the end of the course.

AUD2363 - Equipment Maintenance and Repair (3 semester hour)
Equipment Maintenance and Repair introduces the student to basic electronics and walks through the basic care and troubleshooting of audio gear. Students will work together to troubleshoot problems in Visible’s sound systems and get hands-on experience in equipment repair and basic construction projects.

AUD2373 - Live Sound Mixing (3 semester hour)
Prerequisite: AUD1373 Introduction to Live Sound.
Live Sound Mixing examines advanced techniques for live sound mixing. Emphasis is given to advanced application of processing and mixing in different acoustic environments. The course is practical in nature and may include events and concerts hosted at Visible Music College.

AUD308X - Professional Internship (1-3 semester hours)
Professional Internship focuses on the professional’s role in music production, the contemporary work environment, culture, and Christian community. The student and faculty
advisor will prepare a learning contract which will guide and help evaluate the student’s progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student’s individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

**AUD3243 - Mixing Techniques** (3 semester hours)
*Prerequisite: AUD2243 Recording Techniques 2.*
Mixing Techniques presents to the student the craft and art of mixing in the commercial studio. The focus will be centered on mixing with Logic Pro, though techniques learned are transferable to any DAW or mixing console. The student will learn how to properly apply processing such as EQ, dynamics, and spatial effects to professional mixes. The student may be working on mixing and finishing projects/songs for Visible Music College that may be commercially released.

**AUD3263 - Advanced Digital Audio Workstations** (3 semester hours)
*Prerequisite: AUD3263 Digital Audio Workstations.*
Advanced Digital Audio Workstations covers the top-level user techniques for Logic Pro and Pro Tools. Topics covered include mix engine mechanics, advanced mixing and automation techniques, specialized music and post-production techniques, and advanced MIDI processing. The student will be prepared to take the Logic Pro Level Two exam and the Pro Tools Certified Operator exam at the conclusion of the course.

**AUD3443 - Stage Production** (3 semester hours)
Stage Production exposes the student to the visual and logistical components of live event production. Topics include lighting systems and design, video recording and playback systems, stage management, and set design.

**AUD4043 - Audio History and Aesthetics** (3 semester hours)
*Prerequisite: AUD2143 Audio Production 2.*
Audio History and Aesthetics surveys the history of audio technology and music production while engaging the student in analysis and discussion of the techniques and philosophies used to create seminal and award-winning records. The student will develop an ear for different music production styles and be able to apply and adapt the techniques to his or her own projects.

**AUD408X - Professional Internship 2** (1-3 semester hours)
Professional Internship focuses on the professional's role in music production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student’s progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

**AUD4091 - Senior Project: Music Production** (1 semester hour)
The Senior Project is a comprehensive project which demonstrates the student's mastery of creative, technical, and professional aspects of music production. Students are required to complete a capstone project or paper using material learned through the program. The topic of the Senior Project should be beneficial to the student and/or useful for the music production department. This course is intended to be taken during the student's final semester before graduation.
AUD4143 - Audio for Multimedia (3 semester hours)
Prerequisite: AUD3243 Mixing Techniques.
Audio for Multimedia introduces the student to the tools of audio production beyond the music studio. Concentration is centered on radio and podcast production, basic recording for film and television, post-production techniques, film scoring, and sound design for film and video games. The student will complete multiple creative projects to demonstrate comprehension and application of course content.

AUD4161 - Commercial Release Seminar 1 (1 semester hour)
Prerequisite: AUD2143 Audio Production 2.
Commercial Release Seminar 1 teams students from the music production program with music business students and Madison Line Records to begin the process of creating and releasing a commercially viable product. Topics include planning, project management, contracts, and team dynamics. The student will utilize his or her varied skills in both the creative and business side of the production of the final project.

AUD4172 - Commercial Release Seminar 2 (2 semester hours)
Prerequisite: AUD4161 Commercial Release Seminar 1.
Commercial Release Seminar 2 teams students from the music production program with music business students and Madison Line Records to continue and complete the process of creating and releasing a commercially viable product. Topics include planning, project management, contracts, and team dynamics. The student will utilize his or her varied skills in both the creative and business side of the production of the final project.

AUD4243 - Audio Business Administration (3 semester hours)
Audio Business Administration explores the issues related to the management of an audio production-centric business. Emphasis will be given to business planning, time management, resource allocation, personnel dynamics, and financial management. The student will learn the business side of production, including professional client service, promotional methods, equipment selection and purchasing, and setting rates. The student will also learn about emerging distribution channels.

AUD4263 - Mixing and Mastering (3 semester hours)
Prerequisite: AUD3243 Mixing Techniques.
Mixing and Mastering presents the student with advanced skills in mixing while exploring the philosophy, purpose, and process of mastering and finalizing a commercial recorded project. The student will learn advanced level mixing techniques, such as stereo bus compression and mid/side processing. Mastering will be illuminated as the last creative step in the process of producing a recorded album. The student will have the opportunity to put these techniques to use by working on projects for Visible Music College that may be commercially released.

AUD4343 - Sound Reinforcement (3 semester hours)
Prerequisite: AUD2363 Equipment Maintenance and Repair
Sound Reinforcement advances the student’s knowledge of the science, craft, and art of audio signal mixing in a live concert setting. Advanced concepts of electronics, room design, speaker enclosure construction, and amplification will be covered. Consoles used will include a variety of analog and digital mixing consoles in various room types and music productions. Students will be working on concerts and events for Visible Music College and on location as needed.

AUD4363 - Sound System Design (3 semester hours)
Prerequisite: AUD4343 Sound Reinforcement.
Sound System Design covers the tools and techniques used in modern sound reinforcement design for both portable and permanent systems. Topics include wiring, digital networking, equipment selection and optimization, acoustical design, and multimedia integration.

Certificate Course Numbering System

<table>
<thead>
<tr>
<th>A (Prefix)</th>
<th>B (Level)</th>
<th>C (Category)</th>
<th>D (Kind)</th>
<th>E (Certificate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTM</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>4</td>
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</table>

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

<table>
<thead>
<tr>
<th>AUD - Music Production</th>
<th>GEN - General Education</th>
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</thead>
<tbody>
<tr>
<td>BTM - Bible, Theology, Ministry</td>
<td>MUS - Music</td>
</tr>
<tr>
<td>BUS - Music Business</td>
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</tr>
</tbody>
</table>

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

1 - Certificate (some Bachelor’s degree courses also begin with 1)

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

<table>
<thead>
<tr>
<th>#</th>
<th>BTM</th>
<th>MUS</th>
<th>BUS</th>
<th>AUD</th>
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<tbody>
<tr>
<td>1</td>
<td>Worship</td>
<td>Guitar</td>
<td>General; Management</td>
<td>General</td>
</tr>
<tr>
<td>2</td>
<td>Spiritual Formation</td>
<td>Bass</td>
<td>Project; Strategy</td>
<td>Studio</td>
</tr>
<tr>
<td>3</td>
<td>Biblical Studies</td>
<td>Drums</td>
<td>Live Sound</td>
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<td></td>
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<td>Vocals</td>
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<td>6</td>
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<tr>
<td>8</td>
<td></td>
<td>Theory; Ear/Instrument</td>
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D. **Kind**: This number indicates nature of course’s instruction.

0 - Attendance-based Seminar 4 - Lecture (sequence)
1 - Applied Lab (sequence) 5 - Seminar (sequence)
2 - Applied Lab (sequence) 6 - Seminar (sequence)
3 - Lecture (sequence)

E. **Certificate**: This number indicates a Certificate level course at Visible Music College.

4 - Denotes a 3-credit hour class at the Certificate level (which is also equivalent to 112.5 clock hours)
<table>
<thead>
<tr>
<th>Course Number</th>
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<tbody>
<tr>
<td>AUD1014</td>
<td>Applied Lab: Production 1</td>
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<tr>
<td>AUD1024</td>
<td>Applied Lab: Production 2</td>
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<tr>
<td>AUD1114</td>
<td>Basics of Audio</td>
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<td>AUD1214</td>
<td>Basics of the Recording Studio</td>
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<td>AUD1234</td>
<td>Basics of Digital Audio Workstations</td>
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<td>BTM1144</td>
<td>Worship Foundations</td>
</tr>
<tr>
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<td>Practices of Spiritual Formation</td>
</tr>
<tr>
<td>BTM1344</td>
<td>Biblical Foundations</td>
</tr>
<tr>
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<tr>
<td>BUS1124</td>
<td>Applied Lab: Business 2</td>
</tr>
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<td>Fundamentals of Music Business</td>
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</tr>
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<td>Leadership Management</td>
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<tr>
<td>BUS1234</td>
<td>Project Management Fundamentals</td>
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<td>Music Business Strategy</td>
</tr>
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<td>Applied Lab: Keyboard 1</td>
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<td>Applied Lab: Vocal 1</td>
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<td>Applied Lab: Vocal 2</td>
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<td>MUS1614</td>
<td>Applied Lab: Songwriting 1</td>
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<td>MUS1624</td>
<td>Applied Lab: Songwriting 2</td>
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<tr>
<td>MUS1714</td>
<td>Applied Lab: Worship Leadership 1</td>
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<td>MUS1814</td>
<td>Ear and Instrumental Training 1</td>
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<td>Ear and Instrumental Training 2</td>
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<td>MUS1834</td>
<td>Foundations of Music Theory 1</td>
</tr>
<tr>
<td>MUS1844</td>
<td>Foundations of Music Theory 2</td>
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</table>
Course Descriptions
Some courses have prerequisite requirements. A student may register for a course with pre-requisite requirements if the pre-requisite requirement has been successfully completed or if the student and the student’s advisor reasonably believe that the pre-requisite requirement will be successfully completed before the next semester. Some prerequisites require concurrent enrollment in another course. If a student fails a required concurrent course, the student may audit, rather than retake, the successfully completed corresponding course. Requests to waive pre-requisite requirements must be approved by the Vice President of Academics and the Department Chair.

**BIBLE, THEOLOGY, MINISTRY**

**BTM1004 - Visible Community** (0 credit hours)
Visible Community allows students to come together for the corporate expression of praise and worship. Along with discussion, prayer, and spiritual growth, Visible Community focuses on building and sustaining community with an emphasis on academic and professional development.

**BTM1144 - Worship Foundations** (3 credit hours)
A study of the history and theology of worship found in the Old and New Testament. Beginning with Creation, this course will take an in-depth look at the biblical foundations for our worship theology and how it applies to worshippers today.

**BTM1244 - Practices of Spiritual Formation** (3 credit hours)
This course is an introduction to spiritual practices designed to help the student grow in the grace of God. Through the disciplined application of spiritual disciplines, students will learn to become lifelong seekers of a deeper, more meaningful relationship with God.

**BTM1344 - Biblical Foundations** (3 credit hours)
This course will provide an overview of the literary, historical, geographical, and religious dimensions of the Old and New Testaments. The approach used is intended to give a general but complete view of the entire Bible. The student will be guided to an understanding of God’s hand in the lives and history of humanity.

**MODERN MUSIC**

**MUS1_14 - Applied Lab: _________ 1** (3 credit hours)
Applied Lab 1 is a group lesson directed toward a chosen discipline - instrumental performance, vocal performance, worship leadership, or songwriting.

- MUS1114 - Applied Lab: Guitar 1
- MUS1124 - Applied Lab: Bass 1
- MUS1134 - Applied Lab: Drums 1
- MUS1144 - Applied Lab: Keyboard 1
- MUS1154 - Applied Lab: Vocal 1
- MUS1164 - Applied Lab: Songwriting 1
- MUS1174 - Applied Lab: Worship Leadership 1

**MUS1_24 - Applied Lab: _________ 2** (3 credit hours)
Applied Lab 2 builds on the practical curriculum of Applied Lab 1. Specifically, this is a group lesson directed toward a chosen discipline - instrumental performance, vocal performance, worship leadership, or songwriting.
MUS1124 - Applied Lab: Guitar 1
MUS1224 - Applied Lab: Bass 1
MUS1324 - Applied Lab: Drums 1
MUS1424 - Applied Lab: Keyboard 1
MUS1524 - Applied Lab: Vocal 1
MUS1624 - Applied Lab: Songwriting 1
MUS1724 - Applied Lab: Worship Leadership 1

MUS1814 - Ear and Instrument Training 1 (3 credit hours)
*Concurrent Enrollment: MUS1834 Foundations of Music Theory 1.*
Students will develop beginning musical abilities related to techniques of listening and ear analyzation of certain genres of music. Students will also gain a beginning proficiency of the piano. Taken concurrently with Foundations of Music Theory 1, the skills gained will be practiced in a band ensemble context.

MUS1824 - Ear and Instrument Training 2 (3 credit hours)
Students will continue to develop additional musical abilities related to techniques of listening and ear analyzation of certain genres of music. Continued piano proficiency will be gained. Taken concurrently with Fundamentals of Music Theory 2, the skills gained will be practiced in a band ensemble context.

MUS1834 - Foundations of Music Theory 1 (3 credit hours)
*Concurrent Enrollment: MUS1814 Ear and Instrument Training 1.*
This course focuses on the fundamentals of writing and analyzing music through an elementary understanding of melody, harmonic progression, musical structure and style.

MUS1844 - Foundations of Music Theory 2 (3 credit hours)
This course progresses from an elementary understanding of harmonic progression through an intermediate grasp of functional progression, harmonic analysis, chromaticism in the common practice, and musical form and analysis.

**MUSIC BUSINESS**

BUS1114 - Applied Lab: Business 1 (3 credit hours)
This course is the application of the knowledge students learned in order to gain practical experiences in event management and promotions, artist management and publishing.

BUS1124 - Applied Lab: Business 2 (3 credit hours)
*Prerequisite: BUS1114 Applied Lab: Business 1.*
This course is the application of the knowledge students learned in order to gain practical experiences in event management and promotions, artist management and publishing.

BUS1134 - Fundamentals of Music Business (3 credit hours)
This course is an introductory survey of the institutions, practices, and principles found in the music industry and how they affect your artistic endeavors.

BUS1144 - Business Planning (3 credit hours)
This course is a presentation of business operational and strategic practices. Subject areas covered include accounting, business planning, finance, management, leadership, and marketing.
BUS1224 - Leadership Management (3 credit hours)
This course lays out an introduction to specific leadership and management principles within the music industry.

BUS1234 - Project Management Fundamentals (3 credit hours)
This course outlines the methods, procedures, methodologies, and theoretical strategies used in Project Management. Students will apply project management techniques and tools to music business related projects such as recordings, tours, marketing campaigns, etc.

BUS1244 - Music Business Strategy (3 credit hours)
Prerequisite: BUS1134 Fundamentals of Music Business.
This course delves into the strategic decision-making and dynamic thinking required to navigate the music business of the future. Students will learn to use strategic planning, intrinsic and extrinsic motivators, evolving business models, and necessary attributes to create a competitive advantage in the digital age of the music business.

MUSIC PRODUCTION

AUD1014 - Applied Lab: Production 1 (3 credit hours)
This course provides hands-on application for live sound reinforcement skills and techniques learned in other Music Production Certificate courses. Production students will work alongside music and business students to execute live concerts and events utilizing Visible Music College’s sound reinforcement systems.

AUD1024 - Applied Lab: Production 2 (3 credit hours)
This course provides hands-on application for recording skills and techniques learned in other Music Production Certificate courses. Production students will work alongside music and business students to create recording projects in the recording studio.

AUD1114 - Basics of Audio (3 credit hours)
This course will explain the fundamental principles about how sound and audio work. You will learn the basics of the human hearing system, how sound is converted and recorded as audio, and different technologies used in modern music production. The course also includes ear training to improve your critical listening skills.

AUD1214 - Basics of the Recording Studio (3 credit hours)
This course will expose you to the technology and practices of the modern recording studio. You will learn about signal flow, recording mediums, basic microphone theory and techniques, and digital multitrack recording and mixing.

AUD1234 - Basics of Digital Audio Workstations (3 credit hours)
Prerequisite: AUD1114 Basics of Audio; AUD1214 Basics of the Recording Studio
DAWs are the heart of modern recording. This course will introduce you to the basic operation and workflow of two of the most common DAWs on the market. The course focuses on Avid Pro Tools and Apple Logic Studio. Curriculum focuses on editing, arranging, mixing and composing.

AUD1314 - Basics of Live Sound (3 credit hours)
The course will introduce you to the basics of a live sound reinforcement system. You will gain experience with basic analog and digital consoles with hands-on application with Visible’s audio equipment, including monitors, speakers, amplifiers, and microphones.
LEADERSHIP, BOARD, AND STAFF

Executive Leadership

Dr. Ken Steorts
President/Founder
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Vice President of Students
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901.509.5141

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.
### Board of Trustees

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organization</th>
<th>Email/Website</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Haizlip</td>
<td>Chair</td>
<td>Summit Asset Management</td>
<td><a href="mailto:sarah@summitassetmanagement.com">sarah@summitassetmanagement.com</a></td>
<td>901.484.1419</td>
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<tr>
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<td>Independent Musician</td>
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<tr>
<td>Kristian Gluck</td>
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</tr>
<tr>
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<td>Community</td>
<td><a href="mailto:sheilawhalum@me.com">sheilawhalum@me.com</a></td>
<td>901.331.0074</td>
</tr>
<tr>
<td>Paula Beasley</td>
<td></td>
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<td><a href="mailto:PBeasley@mctaggartbeasley.com">PBeasley@mctaggartbeasley.com</a></td>
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</tr>
<tr>
<td>Michael Cross</td>
<td></td>
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</tr>
<tr>
<td>John Dudas</td>
<td></td>
<td>Belz Enterprises</td>
<td><a href="mailto:john.dudas@belz.com">john.dudas@belz.com</a></td>
<td>901.260.7244</td>
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<tr>
<td>Alison Franklin</td>
<td></td>
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<td>901.831.2426</td>
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<tr>
<td>Lee Gibson</td>
<td></td>
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<td><a href="mailto:lgibson@diversifiedtrust.com">lgibson@diversifiedtrust.com</a></td>
<td>901.412.5392</td>
</tr>
<tr>
<td>Charles Lawing</td>
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<td>901.359.5398</td>
</tr>
<tr>
<td>Dr. Steve Maroda</td>
<td></td>
<td>Maroda and Hopkins Oral and Maxillofacial Surgery</td>
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<td>901.754.8002</td>
</tr>
<tr>
<td>Clay McCormack</td>
<td></td>
<td>McCormack Law</td>
<td><a href="mailto:clay@claymccormacklaw.com">clay@claymccormacklaw.com</a></td>
<td>901.581.3533</td>
</tr>
<tr>
<td>Carey Moore</td>
<td></td>
<td>My Cup of Tea</td>
<td><a href="mailto:careymoore@lehmanroberts.com">careymoore@lehmanroberts.com</a></td>
<td>901.482.1549</td>
</tr>
<tr>
<td>Mike Overlin</td>
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<td>714.522.9248</td>
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<tr>
<td>Dave Prince</td>
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</tr>
<tr>
<td>Missy Rainer</td>
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<td>901.292.4871</td>
</tr>
<tr>
<td>Jimmy Veteto</td>
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<td><a href="mailto:jimmyv@smlawrence.com">jimmyv@smlawrence.com</a></td>
<td>901.378.7655</td>
</tr>
<tr>
<td>John Fry</td>
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**BOARD EMERITUS**

**John Fry**

(deceased 2014)

### Board of Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organization</th>
<th>Email/Website</th>
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<tbody>
<tr>
<td>Noel David</td>
<td>Chair</td>
<td>The Apex Group</td>
<td><a href="mailto:advancedplanner@gmail.com">advancedplanner@gmail.com</a></td>
<td>901.496.4423</td>
</tr>
<tr>
<td>Marty Barton</td>
<td></td>
<td>Adams Keegan</td>
<td><a href="mailto:marty.barton@adamskeegan.com">marty.barton@adamskeegan.com</a></td>
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</tr>
<tr>
<td>Lydia Bors-Koefoed</td>
<td></td>
<td>Mid South Maternal Fetal Medicine</td>
<td><a href="mailto:lydiabk@comcast.net">lydiabk@comcast.net</a></td>
<td>901.237.1844</td>
</tr>
<tr>
<td>Chester Charles</td>
<td></td>
<td>CTC Advertising</td>
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City State Zip: ____________________________________________

Telephone Number: ________________________________________

Academic Program: ________________________________________

Enrollment Date: _______________ Expected Completion: _________

Status:            Full-Time            Part-Time

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Date