



# **Academic Catalog**

## **2025-2026**

Memphis  
200 Madison Avenue  
Memphis, TN 38103

<b>INTRODUCTION FROM THE PRESIDENT</b>	<b>4</b>
<b>ABOUT THE COLLEGE</b>	<b>5</b>
Authorization	6
Accreditation	6
History	7
2025-2026 ACADEMIC CALENDAR (Bachelor's and Visible ONE Programs)	8
2025-2026 ACADEMIC CALENDAR (Online Certificate Program)	10
2025-2026 ACADEMIC CALENDAR (Master's Program)	12
<b>FOUNDATIONAL STATEMENTS</b>	<b>14</b>
Statement of Faith	14
Foundational Scripture	15
Visible Values	16
Institutional Philosophy	17
Disciplines	18
Institutional Philosophy of Education	18
Institutional Educational Objectives	19
<b>DESCRIPTION OF FACILITIES</b>	<b>20</b>
Memphis Campus Map	20
<b>ADMISSIONS</b>	<b>23</b>
Admissions Requirements	23
Theory Placement	23
High School Completion	26
Acceptance	28
Re-Enrollment	29
Special Designations and Non-Degree Seeking	30
Graduate Program Admissions	33
Criminal Background Policy	34
<b>FINANCIAL AID</b>	<b>36</b>
Federal Financial Aid	36
Alternative Loans	37
Institutional Aid	37
Applying for Financial Aid	39
<b>BUSINESS OFFICE</b>	<b>42</b>
Tuition, Housing, and Charges	42
Refund Policy	47
<b>STUDENT SERVICES</b>	<b>50</b>
Office of Students	50
Computer Resources and Requirements	50
STUDENT IDENTIFICATION CARDS	51
<b>Visible Music College places a very high value on professional development and students being equipped to either create or find work in the field in which they have trained. In addition to all the courses having a high practical focus in all our classes, we make significant time for labs and internships where students will get to work through their class content in real world situations.</b>	<b>52</b>
<b>DEGREE PROGRAMS Overview</b>	<b>52</b>
Areas of Study	53

Standard Program Length and Cost	54
Core Curriculum	55
Modern Music	56
MODERN MUSIC BACHELOR'S DEGREE REQUIREMENTS	58
MODERN MUSIC MINOR	59
MODERN MUSIC CERTIFICATE LAYOUT	60
Music Business	62
Music Production	67
Dance	78
Biblical Discipleship Minor	81
Blitz Courses	81
Distance Education	81
Online Class Participation	83
Remote Access Policy	84
INTERCAMPUS TRANSFER	85
<b>GRADUATE PROGRAM</b>	<b>89</b>
Master of Arts in Leadership Program Layout	89
Graduate Assistantships	89
Program Concentrations	90
Master of Arts in Worship Program Layout	94
Graduate Program Policies	95
<b>ACADEMIC OFFICE</b>	<b>98</b>
Advising and Registration	98
Add, Drop, and Withdrawal Procedures	100
Course Credits	101
Disabilities	103
Academic Support	106
Grading Procedures	106
Attendance, Attendance-Based Courses and Technology in Class	108
Awards and Honors	110
Satisfactory Academic Progress, Probation, and Suspension	113
Academic Misconduct	117
Graduation Requirements	119
Exiting the College	121
Transcripts	121
Appeals and Grievances	121
Records Retention	123
Library	124
FERPA	127
Course Numbering System for Bachelor's Degree	131
Course Descriptions	140
Certificate Course Numbering System	167
Course Descriptions	169
Course Descriptions	179
<b>LEADERSHIP, BOARD, AND STAFF</b>	<b>185</b>

Executive Leadership	185
Governance and Support	185
Board of Trustees	186
Board of Advisors	186
Visible Community Advisory Council	188
Visible Music College, Memphis Staff and Faculty	189
Online Staff (including Faculty)	192
Visible Music College Kansas Teaching Site Staff (including Faculty)	192
<b>Appendix A</b>	<b>195</b>
Student Tuition Recovery Fund	195
Leave of Absence	196
<b>Appendix B</b>	<b>198</b>
Standard Occupational Classification Codes	198

Office of the President  
200 Madison Avenue  
Memphis, TN 38103

Dear Students,

Welcome to the Visible Music College Academic Catalog and the 2025-2026 academic year. As believers walking together in creativity, we find fullness in Jesus and joy in true biblical community. Visible has always sought to unify Christian community with modern creative arts education relationally. We focus on the five areas the college is founded on -- Global, Spiritual, Professional, Academic, Visible and these five aligned concepts: together, inspired, drive, focus, and welcome.

### **Global : Together**

Visible Music College recognizes the kingdom of God as God's authority over his creation globally - his rule is over all people in all the world. Everything we do is global and connected to his will and intent. We have multiple campus partner sites, including Remote and Online, in a testament to this core belief - we endeavor to know one another across these communities.

### **Spiritual : Inspired**

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

### **Professional : Drive**

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

### **Academic : Focus**

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

### **Visible : Welcome**

Visible is our Christian ministry word derived from Dietrich Bonhoeffer's book *The Cost of Discipleship* and his concept of "the visible community." In keeping with this definition, Visible Music College is a welcoming community for all students, staff, visitors, vendors, patrons, and supporters.

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

I ask students and staff to give of self every year: patience, determination, attitude, accommodation for new experiences, and a love for the body of Christ. Lead your fellow students and peers, with passion for Christ and a life open to growth.

See yourself. See God. Be Visible.

For His kingdom,  
Ken Steorts, DPhil  
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 2025-2026 academic year, which begins on August 1, 2025 and ends on June 30, 2026. Students who do not maintain continuous enrollment will lose the right to use their initial program checklists and must use the catalog in force at the time of re-enrollment. All students are bound to the policies published in the latest Academic Catalog; thus, it is important that each student understand current policies.

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

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

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

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

This Catalog was last updated July 18,2024  
.(VMC2023.04062023.01)

This Catalog and School information is available on our website: [www.visible.edu](http://www.visible.edu)

### Authorization

Visible Music College is authorized by the Tennessee Higher Education Commission [404 James Patterson Parkway, Suite 1900, Nashville, Tennessee, 37243-0830, (615) 741-5293]. This authorization is 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.

Due to current or previous campus and partner locations, 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], the Bureau of Private Postsecondary Education [P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-8900], is licensed by the Commission for Independent Education, Florida Department of Education, and additional information may be obtained at [325 W. Gaines St, Suite 1414 Tallahassee, FL. 32399-0400, (850)-245-3200], and the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368, (785) 430-4240). The approval to operate means compliance with state standards including those set forth in the CEC and 5, CCR (California Education Code (CEC) and California Code of Regulations (CCR)). A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). Programs offered by Visible Music College do not require a professional exam and/or offer programs that are regulated by the Texas Workforce Commission.

### Accreditation

Visible Music College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Reaffirmation (II) of its Accreditation as a Category III institution for a period of three years by the TRACS Accreditation Commission on April 23, 2024. This status is effective as of July 1, 2024 and is valid through June 30, 2027. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Visible Music College was placed on Probation by the TRACS Accreditation Commission on April 23, 2024. This Probation status is for one year and will be reviewed by the Accreditation Commission at its April 2025 meeting.

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.

DUE TO ADMINISTRATIVE CAPACITY LIMITATIONS OF THE US DEPARTMENT OF EDUCATION RECOGNITION PROCESS, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL

ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION ARE ALWAYS ACCEPTED OR DENIED AT THE DISCRETION OF THE RECEIVING INSTITUTION, SO MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS AT THEIR SOLE DISCRETION.

### History

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

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

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

The college moved into their downtown Memphis campus in late summer 2011. The campus includes six 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, then a non-profit record label of the school. Renovations for the fifth floor were completed in the fall of 2022 and the space opened December 3, 2022 as the Wilson Center for Creative Leadership that includes our full Library and Student Center.

Visible Music College is committed to a philosophy of education that prioritizes Christian 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](http://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, coming to a close in May 2023. A teaching site in Dallas, TX, opened in the 2016-2017 academic year and came to a close in May 2023. In the 2017-2018 academic year, we re-opened our one-year Certificate programs. In 2018-2019, teaching sites in Atascadero and Redding, California were opened, with new programs in Acting and Dance launched in partnership with Bethel Conservatory of the Arts ([www.bethelconservatory.com](http://www.bethelconservatory.com)) at our Redding, CA teaching site. In 2019-2020, we linked up with Bethel School of Technology ([www.betheltech.net](http://www.betheltech.net)) to offer a Certificate in Full-Stack Web Development. This campus came to a close effective June 30, 2024. Also, in 2019-2020, the college received authorization to identify their degrees as Bachelor of Arts. The Atascadero site was closed in May 2023 and processes to begin closure of Redding were initiated in 2023 as Bethel became an independent college.

## **2025-2026 ACADEMIC CALENDAR (All Programs)**

This Academic Calendar is subject to change at any time.

Fall 2025	
Event	Date
Blitz Term 1 2025 Begins	Mo, July 7
Blitz 1 Term Last Day to Add a Course	Wed, July 9, 3pm
Blitz 1 Term Last Day to Drop a Course	Fr, July 11, 3pm
Blitz 1 Last Day to Withdraw from Course	Wed, July 16, 3pm
Blitz 1 Term 2025 Ends	Friday, August 1
On-Campus Memphis Student Check-in/Move-in Day	Sa, August 9
Fall Semester Begins	Mo, August 11
Blitz 2 Sessions	Mo, August 11- Fr, August 15 Mo, August 18 - Fr, August 22
Last Day to Add Blitz 2 Course	Mo, August 11
Last Day to Drop Blitz 2 Course	Tu, August 12
Last Day to Withdraw from Blitz Course	Fr, August 15
Full-Term Class Session Begins Cert and Masters Module 1 Begins	Mo, August 25
Labor Day Holiday	Mo, September 1
Last Day to Add a Course	Tu, Sept 2, 3pm
Last Day to Drop a Course	Fr, September 5, 3pm
Fall Break	Mo, October 6 - Fr, October 10
Cert and Masters Module 2 Begins	Mo, October 17
Last Day to Withdraw from a Course	Fr, October 21, 3pm
Thanksgiving Break	We, November 26 - Fr, November 28
Spring 2025 "Open Registration" Closes	Mo, December 1, 3pm
Last Day of Classes	We, December 3
Final Exams	Th, December 4- Mo, December 8
Fall Semester Ends	Fr, December 12
Student Housing Closes	Fr, December 12

# FOUNDATIONAL STATEMENTS

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## **Vision**

Visible Music College is a global Christian community serving the Church and cultures with our collective energy and creativity, fostering an environment of worship and innovation through artistic endeavors for the glory of God and to the benefit of everyone.

## **Mission**

Visible Music College inspires and equips students in skill, wisdom, and Christian character for effective leadership and service in the arts, industry, and the Church.

## Statement of Faith

### **THE BIBLE**

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

### **GOD**

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

### **JESUS CHRIST**

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

### **THE HOLY SPIRIT**

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

### **THE CREATION**

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

### **SALVATION**

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

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

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

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

### THE CHURCH

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

### THE FUTURE

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

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

### Foundational Scripture

#### **Colossians 1**

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

### Visible Values

#### **Definition**

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

*See yourself.*

### THE VISIBLE COMMUNITY

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

### BIBLICAL COMMUNITY

The 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.

### WORD AND SPIRIT

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

### LIFE INTEGRITY

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

*Be Visible.*

### PRACTICAL EDUCATION

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

### SERVICE LEADERSHIP

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

### Institutional Philosophy

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

### GLOBAL: TOGETHER: KINGDOM PERSPECTIVE: ADVANCEMENT

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

### SPIRITUAL: INSPIRED: RELATIONAL MINISTRY: WORSHIP

Visible Music College fosters an environment of spiritual mentorship, creativity, worship, and innovation in life and art for the glory of God through intimate relational ministry, wise theology, worship communities, and **INSPIRED** living in Christian communities. Visible Music College emphasizes personal and community spiritual growth and provides inspired worship and nurture in godly identity and mission within the Church. Visible oversees the spiritual development and discipleship of students while promoting that of the staff, encouraging all to serve related local

churches and ministries. With a value of biblical community, members relate interdependently to one another, provided through gathered worship, pastoral meetings, and on-campus housing.

### PROFESSIONAL: DRIVE: CHURCH AND INDUSTRY: COMMUNICATION

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

### ACADEMIC: FOCUS: EDUCATIONAL SYNTHESIS: RETENTION

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

### VISIBLE: WELCOME: ACTIVE MINISTRY: RECRUITMENT

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

### Disciplines

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

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

1. **Honor** God in daily relationship.  
Pray to the Father. Be a follower of Jesus. Listen to God the Holy Spirit.
2. **Serve** one another.  
Believe the best about one another. Give access to others to succeed and be motivated for godly service. Serve customers as a community, including assisting in wayfinding on campus.
3. **Love** one another.  
Talk well about one another, without gossip and rumor. Speak truthfully and be honest in all work.
4. **Celebrate** one another's success.  
Hold confidential information confidential and fight sarcasm, apathy, and negativity.
5. **Support** those around us to do work.  
Concerns go to our support person, for understanding and community solutions. Give access to what is needed to succeed.
6. Find the best solution that is **Simple**.  
Simplicity is the answer that contains God's grace. Bless people with it.

7. Lead with powerful **Meekness**.

Don't fear change. Practice the servant leadership modeled by Jesus. Allow God to stretch us and keep us on the difficult path of dependence on Him.

8. Education through **Generosity**.

Endeavor to bring order to what is out of order, in lives and systems, with grace and mercy.

9. **Work** as unto the Lord, as employees and community members. Value and **encourage** godly vision, "hustle," development, and entrepreneurship.

10. Work to build and develop **Character** in self, recognize and value character in others, and be true to God's values and those of the College.

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

### Institutional Philosophy of Education

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

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

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

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

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

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

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

### Institutional Educational Objectives

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

- To impart, share, and uncover knowledge of God, the Bible, arts, and Christian life.
- To know and relate the scriptures to life as dedicated and Holy Spirit-led believers.

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

## DESCRIPTION OF FACILITIES

### MEMPHIS

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

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

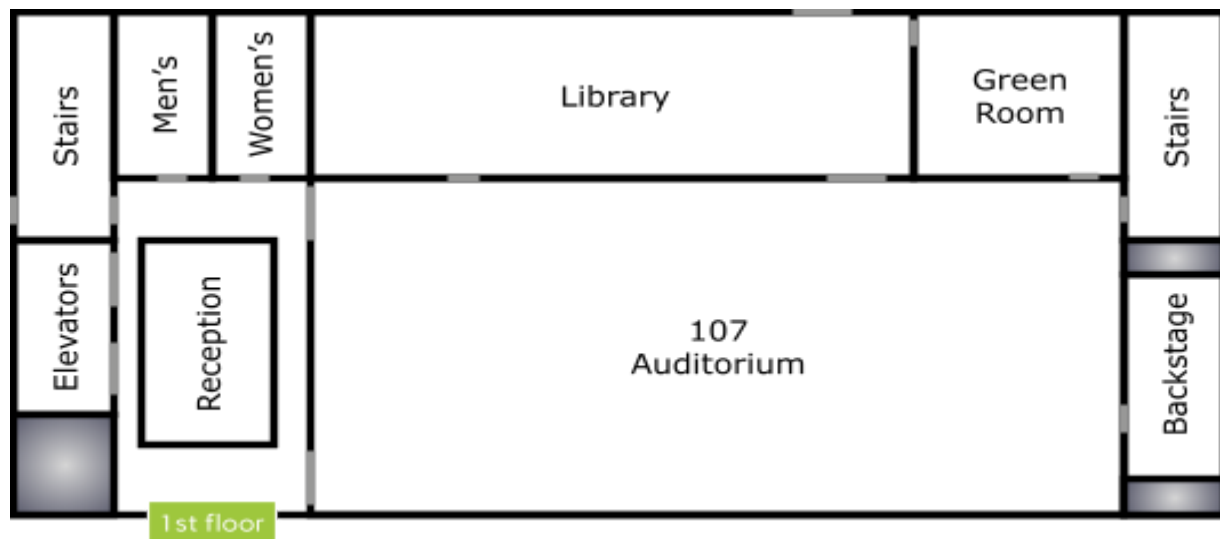
On-Campus Housing in Memphis is located at our newly built Student Studios that opened in Fall 2017. They are based at the same physical address as our campus. Each studio will house two students, have a full bathroom with shower, and will be furnished with two beds, small table/desk, small refrigerator,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

#### Memphis Campus Map

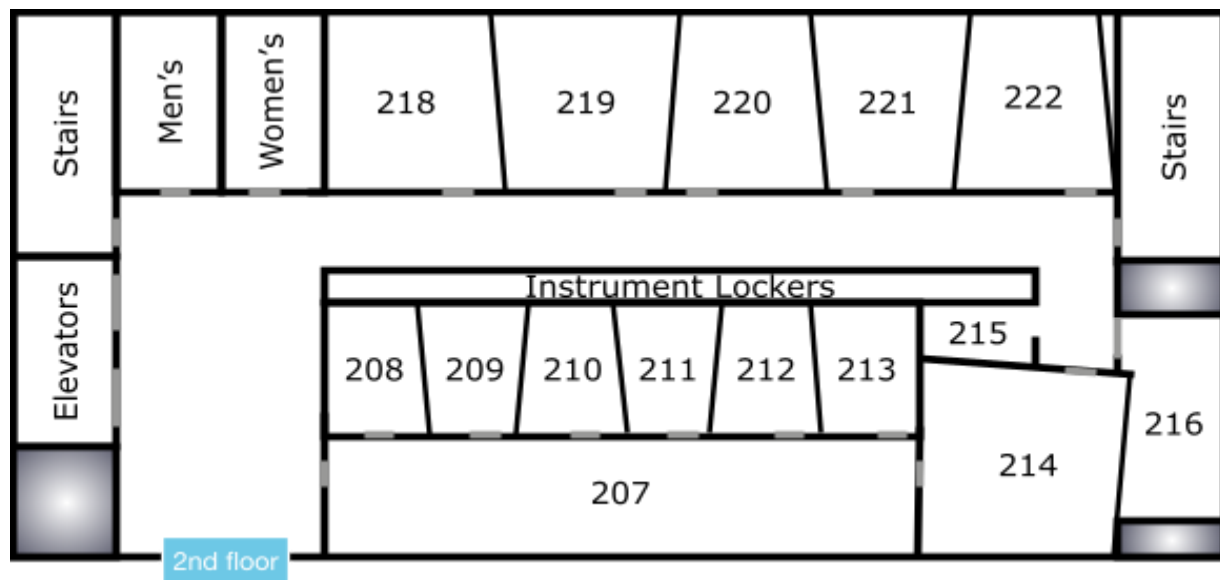
### BASEMENT



## FIRST FLOOR



## SECOND FLOOR



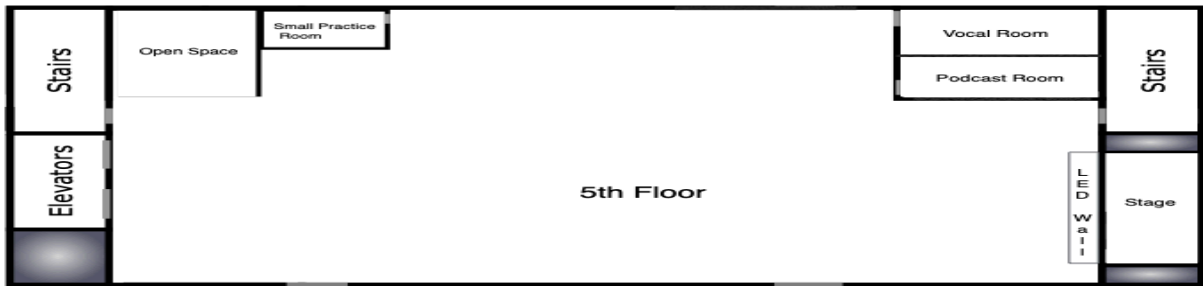
## THIRD FLOOR



## FOURTH FLOOR



## FIFTH FLOOR



# ADMISSIONS

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The Admissions Department 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](mailto:seeyourself@visible.edu).

## Admissions Requirements

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

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

## **BACHELOR'S DEGREE PROGRAM\***

### **MINIMUM ADMISSIONS REQUIREMENTS (FIRST TIME FRESHMEN)**

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all required questions.
3. Submit two references: one Pastoral and one Personal. References must not be related to the student.
4. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith (located in the application).
5. Complete and pass an Audition and Student Life Interview.
6. Submit an official high school transcript with a minimum cumulative GPA of 2.5.
  - The equivalent of a high school diploma may be accepted in lieu of a high school diploma. (See Financial Aid: **ACADEMIC QUALIFICATIONS**, page 53)
  - Students may be provisionally accepted on a partial high school transcript, but an official high school transcript validating graduation must be on file before registration.
7. Students under 24 years of age must complete and pass the Wonderlic test or submit an ACT score of 18 or higher, or SAT score of 960 or higher.
  - The ACT or SAT test must have been taken within 5 years of the academic term for which the student is applying.

## Theory Placement

Applicants to the Bachelor of Arts in Modern Music program will automatically be placed into the Intro to Music Theory course, and must successfully complete the course prior to enrollment in level 1 theory courses. Students may request a Theory Placement exam if wishing to test out of one or more theory courses.

### **MINIMUM ADMISSIONS REQUIREMENTS (TRANSFER STUDENTS)**

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

5. Complete and pass an Audition and Student Life Interview.
6. Must have previous college credit (12 credit hours minimum) with a minimum cumulative GPA of 2.5 (on a 4.0 scale) on their most recent college transcript.
7. Submit an official high school transcript (if you have earned less than 60 college credits OR submit your official college transcript, only, if you have 60 credits or more. If less than 60 college credits, both high school and transcripts from all colleges previously attended, must be submitted.

## **VISIBLE PRO (ONLINE) CERTIFICATE PROGRAM**

### **MINIMUM ADMISSIONS REQUIREMENTS**

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all questions.
3. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith (located in the application).
4. Submit an official high school transcript with a minimum cumulative GPA of 2.0.
  1. Students may be provisionally accepted on a partial high school transcript, but an official high school transcript validating graduation must be on file before registration.
5. Must complete and pass the Wonderlic test.
  1. Or submit an ACT score of 18 or higher, or an SAT score of 960 or higher.
6. Students with 12 or more attempted college credits must have a minimum cumulative GPA of 2.0 from all previous undergraduate coursework.

## **VISIBLE ONE (IN PERSON) CERTIFICATE PROGRAM**

### **MINIMUM ADMISSIONS REQUIREMENTS**

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the application form, answering all questions.
3. Submit two references: one Pastoral and one Personal. References must not be related to the student.
4. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith (located in the application).
5. Complete and pass the Bachelor's level Audition and Student Life Interview.
6. Submit an official high school transcript with a minimum cumulative GPA of 2.0.
  1. Students may be provisionally accepted on a partial high school transcript, but an official high school transcript validating graduation must be on file before registration.
7. Must complete and pass the Wonderlic test.
  1. Or submit an ACT score of 18 or higher, or an SAT score of 960 or higher.
8. Students with 12 or more attempted college credits must have a minimum cumulative GPA of 2.0 from all previous undergraduate coursework.

## **CERTIFICATE TO BACHELOR'S PROGRAM**

### **MINIMUM ADMISSIONS REQUIREMENTS**

1. Complete and submit an Undergraduate Application form indicating the desired program of study.
2. Complete and pass an Audition for the desired program.
3. Receive a recommendation from the Director of the Certificate program.
4. Minimum cumulative GPA of 2.5 from the Certificate program.

5. Cleared by the Business Office with a \$0 balance or payment plan in place for previous tuition expenses.

## INTERNATIONAL STUDENTS

### MINIMUM ADMISSIONS REQUIREMENTS

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

All applicants:

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

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

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

#### Demonstrate Financial Ability

International students will complete a "Proof of Funds" document that demonstrates how they will be able to afford their program of choice. Once the Business Office has reviewed the Proof of Funds form, they will determine other documents needed to verify the funds, i.e. bank statements, sponsor letter, etc, that will be required to complete the I20.

#### Insurance

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

This link [takes you directly to the quoting and application platform.](#)

### Cost of Living

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

\*Note: Visible's Student Housing cannot accommodate dependents. Other housing must be secured if bringing a spouse or children.

## **Dance Major Applicants in Partnership with Störling Conservatory of Dance**

### **MINIMUM ADMISSIONS REQUIREMENTS**

1. Complete and submit the application form, answering all required questions.
2. Submit two references: one Pastoral and one Personal. References must not be related to the student.
3. Complete and pass an Audition and Student Life Interview.
4. Sign in agreement with the Storling Conservatory of Dance Code of Conduct.
5. Submit an official high school transcript with a minimum cumulative GPA of 2.5.
  - o The equivalent of a high school diploma may be accepted in lieu of a high school diploma.(See Financial Aid: **ACADEMIC QUALIFICATIONS**, page 53)
  - o Students may be provisionally accepted on a partial high school transcript, but an official high school transcript validating graduation must be on file before registration.
6. Students under 24 years of age must complete and pass the Wonderlic test or submit an ACT score of 18 or higher, or SAT score of 960 or higher.
  - o The ACT or SAT test must have been taken within 5 years of the academic term for which the student is applying.

### **High School Completion**

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

- A copy of a high school diploma
- An official high school transcript that shows the date when the diploma was awarded
- A copy of the "secondary school leaving certificate" or similar document from the proper government agency for students who completed secondary school in a foreign country. If Visible doesn't have the expertise to evaluate foreign secondary school credentials or chooses not to do so, there are evaluation services available.
- A copy of a General Educational Development (GED) certificate or official GED transcript that indicates the student passed the exam.
- Certification of a passing score on a test that the student's state authorizes and recognizes as the equivalent of a high school diploma. This includes tests similar to the GED, such as the High School Equivalency Test or the Test Assessing Secondary Completion. Test transcripts are acceptable documentation if they indicate that the final score is a passing score or that the student's state considers the test results to meet its high school equivalency requirements.
- An official academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree at any participating school. You do not have to collect proof of high school status for graduate students if admission into their program requires the completion of at least two years of undergraduate coursework.

- For homeschooled students, a copy of an official secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to get that credential. If it is not required, an official transcript or the equivalent signed by the parent or guardian that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.
- When documentation of high school completion is unavailable—e.g., the school is closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased— Visible may accept alternative documentation, such as a military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates that the student is a high school graduate or equivalent. However, a student's self-certification is not acceptable except in rare instances for refugees, asylees, and victims of human trafficking

### **AUDITION PROCESS**

The audition process is designed to evaluate prospective students and determine their reasonable ability for success at Visible Music College. During this process, the applicant's skills and talents are evaluated. Each department and/or division have their own audition requirements that are provided to all applicants during the application process. They can also be accessed on Visible's website under the desired program page.

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

### **STUDENT LIFE INTERVIEW**

Applicants will be required to meet with the Office of Students for a Student Life interview. The student life interview is one of the most important aspects of the student's admissions application. It is designed to assess the student's character, their level of faith, and their commitment to completing their college education at Visible. Questions about background and faith journey will be a part of this interview. The entire interview process is intended to help qualify prospective students for possible entrance into the college as well as to inform them concerning all that will be expected of him or her as a Visible Music College student. Students who do not pass the Student Life Interview may be denied acceptance to Visible on this one criteria, only.

### **ACADEMIC INTERVIEW**

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

Following this interview, the Director of Academic Affairs will make their recommendation on whether or not the prospective student is likely to succeed. Students who do not pass the Academic Interview may be denied acceptance to Visible on this one criteria, only.

## **ADMISSIONS ACCEPTANCE CATEGORIES**

The Director of Academic Affairs, Director of Student Life and Vice President of Admissions will determine to which category an applicant is accepted, based on the following criteria:

### **Full Acceptance**

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

### **Conditional Acceptance**

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

### **Provisional Acceptance**

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

### **Denial of Acceptance**

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

### **Wait List**

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

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

## Re-Enrollment

### **RE-ENROLLMENT AND RE-ADMITTANCE OF 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. Complete the Returning Student Application with:
  - 2.1. One new reference and
  - 2.2. One letter detailing what she/he learned and accomplished during his/her absence from Visible Music College.
3. Meet with his/her designated advisor to begin the registration process.

## **Re-Admittance Status**

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

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

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

## **Audition Requirement**

If the former student would like to change the program or degree that they are wanting to pursue from their previous enrollment at Visible, then an audition for the new program will be required.

## **Disciplinary Action**

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

## **Catalog policy**

When a student is re-enrolled through the admissions process, he or she will be assigned to and bound by the policies of the current catalog year, rather than that of their original enrollment.

## Special Designations and Non-Degree Seeking

### **AUDITING STATUS**

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

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

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 students an opportunity to earn college credit by enrolling in the Dual Enrollment Program. This program is designed for students who have:

- a 3.0 (B) average.
- demonstrated sufficient maturity to profit from college work.
- currently enrolled in high school as a junior or senior.

To enroll in the Dual Enrollment Program, the student:

1. Must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Complete and submit the Dual Enrollment application form, answering all questions.
3. Read and sign in agreement with the Visible Code of Conduct and Statement of Faith (located in the application).
4. Submit an official high school transcript.
5. Complete and pass the Wonderlic test or submit an ACT score of 18 or higher, or SAT score of 960 or higher.
6. Complete and pass their interview with the Office of Academics.

Once approved, an advisor will be assigned to the student for the duration of their time as a dual enrollment student. The advisor must approve the student's course selections each semester. It is recommended that the student take no more than 6 credit hours per semester, however this will be evaluated on a case-by-case basis with their advisor. The student may select from a limited number of options or tracks. These tracks include specific sets of courses from the Certificate and Bachelor's programs. Depending on the course selections, additional qualifying work may be required including a Music Theory Placement Exam or Instrument Skill level assessment by a Division Head from the Modern Music Department.

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

The cost for Dual Enrollment courses at Visible Music College is at a 50% discounted rate of \$312.50/per credit hour.

## ABILITY-TO-BENEFIT (ATB)

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

## ABILITY TO SUCCEED

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

### Undue Hardship

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

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

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

## NON-DEGREE SEEKING

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

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

### *Non-Degree For Credit (NDFC)*

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

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

### *Non-Degree No Credit (NDNC)*

Students who wish to observe a class for their own personal enrichment may request an audit status for classes through the Academic Office. NDNC students who audit a class will not receive a grade for the class and will be required to retake the course if they reclassify as a degree seeking student or a NDFC student. The NDNC status is an audit-only student. A NDNC student is not one that is concurrently enrolled full time in courses for credit at Visible.

### **Admissions Process for Non-Degree Students**

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

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

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

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

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

### **Cost and Aid**

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

Some institutional aid or scholarships may be available to non-degree students.

Regular tuition cost per credit hour applies to NDFC students.

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

### **Limitations**

#### *Credits*

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

#### *Course offerings*

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

### Services

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

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

### Graduate Program Admissions

#### **MINIMUM GRADUATE ADMISSIONS REQUIREMENTS**

1. Students must give credible witness of a personal salvation experience and a growing relationship with Jesus Christ.
2. Students must complete an Interview with MAL or MAW Program Coordinators.
3. Students must submit official undergraduate transcripts demonstrating a completed Bachelor's degree from a regionally or nationally accredited institution. If the student is short of completing a Bachelor's degree, they may apply for the degree completion path which includes finishing a Bachelor's degree at Visible (see below).
4. Undergraduate GPA must be a minimum of 2.5. If a student's undergraduate GPA is less than 2.5, they may be eligible to be accepted into the program conditionally.

#### **Application Process - MAL**

These are the five steps a student needs to start the Masters in Leadership program.

1. Complete the online Master's Application
2. Submit official undergraduate transcript(s)
3. Provide a Professional Reference
4. Interview with MAL Program Director
5. Submit two (2) of the following:
  - A. Professional Résumé
  - B. Professional Portfolio
  - C. Academic Writing sample, e.g., undergraduate thesis, senior project, research paper.

MAL does not require a GRE or GMAT testing

#### **Application Process - MAW**

These are the five steps a student needs to start the Masters in Worship program.

1. Complete the online Application
2. Submit official undergraduate transcript(s)
3. Submit an academic writing sample (e.g., undergraduate thesis, research paper)
4. Provide a Professional Reference
5. Interview with MAW Program Director

MAW does not require a GRE or GMAT testing

#### **INTERNATIONAL STUDENTS**

Currently, only the MAL program is eligible for F1 Visas for international students wanting to complete the degree while living in the United States.

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

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

### **MAL DEGREE CONCENTRATION APPROVAL**

All students admitted to the Master's in Leadership program are entered into the Creative Leadership Concentration by default. Placement into one of the other 3 concentrations –Modern Music, Music Business, or Music Production – requires students to satisfy concentration readiness expectations. These readiness evaluations are conducted by concentration-specific faculty and cover concepts in Music Theory, Music Production, or Music Business. Concentration readiness can be evaluated prior to program admittance. Students admitted to a program requesting a Modern Music, Music Production, or Music Business concentration may need to take additional coursework at the undergraduate level prior to enrolling in certain concentration specific classes.

### **Criminal Background Policy**

Visible Music College is committed to maintaining a healthy and safe learning environment that supports and protects students in their quest for educational and personal achievement. In addition to complying with federal safety requirements and as part of supporting a safe campus, the college requires all applicants who have been convicted of a felony or has a pending felony charge to disclose this information. An applicant who has been convicted of a felony or has a pending felony charge is required to provide details of their conviction and official court documentation to the nature of the crime. It is important for the college to know any conditions of probation or parole and any restrictions or obligations placed on the applicant before making an admissions decision. The following will be required if the applicant has been convicted of a crime:

1. Court documentation or police records detailing the conviction(s)
2. Student Life Interview to discuss the nature of the crime and determine what mode of education would be reasonable for the student as well as keeping the safety of the student body in mind.

Following the Student Life Interview, along with the minimum admission requirements for the desired program, the prospective student's case will be reviewed by the VP of Admissions, VP of Academics and the Director of Student Life. **Applicants will not be denied admission based solely on their disclosure of conviction.**

The following decisions may be enforced based on the information collected surrounding the conviction:

1. Acceptance denied

2. Conditional acceptance
  - a. Commuter status only (no student housing allowed)
  - b. Online status only (no campus access allowed)
  - c. Pastoral Care agreement
3. Full acceptance
4. If Visible determines that an applicant answered “no” to the felony question, but did in fact have or currently have a felony charge or conviction, Visible may determine this as grounds for denial or expulsion if already admitted to the college.

## FINANCIAL AID

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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, and scholarships. Any questions or concerns regarding Financial Aid may be directed to the Financial Aid Representative ([financialaid@visible.edu](mailto:financialaid@visible.edu)). We look forward to serving you in this capacity.

### **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 raise support to train for the ministry.

### **US Federal Financial Aid (Title IV Programs)**

**Visible Music College voluntarily DOES NOT participate in Title IV aid.**

### **Payment Plans**

Since every student has a different financial need, Payment Plans are utilized to cover the entire cost of tuition within the school year with minimal interest and charges. Families can plan payments over the ten months in monthly increments by contacting [financial@visible.edu](mailto:financial@visible.edu). See more below.

### **PRIVATE STUDENT LOANS**

Visible Music College has alternative private loan options. 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. Visible has worked well with College Avenue at [www.collegeave.com](http://www.collegeave.com) and LendKey at [www.lendkey.com](http://www.lendkey.com).

### **UNISA LOANS**

Visible Music College has alternative private loan options. The UNISA alternative loans are the last option for students to finance college and have various loan limits, so students can borrow as much money as they need to cover the cost of education. If students demonstrate that they are ineligible for Private Student Loans above, they may apply to UNISA loans through the Visible Business Office. UNISA is a service provider for Visible Music College to offer loans through the college's own resources. UNISA services the loans and if students do not keep current, they can be considered having not paid the college regularly and be subject to removal from class. Students must be enrolled at least full-time and be working towards a degree, as well as meet certain credit criteria in order to be approved for this loan, such as failure to get a Private Loan. A cosigner may be required. Interest rates are variable.

It is a loan offered by the college, serviced by UNISA, and subject to similar rules as a Payment Plan and may incur a charge to start. Be aware that all loans and servicing agreements require regular payment or potential reporting to credit bureaus.

## **Institutional Aid**

### **SCHOLARSHIPS**

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

### **PAYMENT PLAN**

Additionally, Visible Music College offers payment plans with proper application made through the Business Office ([financial@visible.edu](mailto: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.

### **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>. Subject to program specific VA approval (see WEAMS).

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

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

Visible Music College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that

a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Beginning August 1, 2019, and despite any policy to the contrary, Visible Music College will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Beginning with terms starting on or after December 17, 2021, if a student is using Post-9/11 GI Bill® benefit they are required to verify their enrollment at the end of each month to receive their Monthly Housing Allowance (MHA) and/or kicker payments.

By verifying that they are still enrolled in the same courses or training every month, they help avoid overpayments caused by changes to their training schedule and safeguard their GI Bill entitlement by preventing entitlement charges for training they did not attend.

Visible encourages students to opt into text messaging, which is a simple, quick option for verifying monthly enrollment and ensuring you receive their MHA/kicker payments uninterrupted. All impacted students with a US mobile phone number on file should receive an opt-in text message after being enrolled in their courses. They must respond to that text within 14 days. After opting in, they can simply reply to a VA text message each month to verify their enrollment. If they opt out of text message verification or do not respond to the opt-in text, they will be automatically enrolled in email verification with the email address on file with VA.

For more information, contact your School Certifying Official or refer to the enrollment verification webpage where many helpful resources are highlighted, including Frequently Asked Questions.

### **Applying for Financial Aid**

Contact the Business Office ([financial@visible.edu](mailto:financial@visible.edu)) to go through the process for confirming scholarship eligibility.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) FOR RECEIVING FINANCIAL AID**

Students must meet the requirements of the Satisfactory Academic Progress (SAP) policy in order to remain eligible to receive, state, and/or institutional aid. (*see: Satisfactory Academic Progress*)

Students failing to meet Satisfactory Academic Progress (SAP) 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. *34 C.F.R. §668.22(g) and (j)*

### **ACADEMIC QUALIFICATIONS NEEDED TO BE ELIGIBLE FOR AID**

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

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

Additional types of High School diploma equivalence

- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- An associate's degree;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
- An enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program

### **STUDENT RESPONSIBILITY FOR LOAN REPAYMENT**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

## BUSINESS OFFICE

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### Tuition, Housing, and Charges

#### **Bachelor's Programs**

Tuition, charges, and expenses listed are for the 2025-2026 academic year.

Tuition (part time students) \$675/credit hour

Tuition (new students) \$22,000/year (flat rate)

**One-Time Refundable at Graduation Book Deposit \$500**

Housing \$3,500/semester

**One-Time Refundable Housing Deposit \$500**

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

The flat rate tuition covers up to 43 credit hours in an Academic Year. Beyond that is charged at the part time rate of \$675/credit hour.

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

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

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

#### **ESTIMATED AVERAGE COSTS (BACHELOR'S PROGRAM)**

	Per Semester	Per Year
Tuition (MM, MP, MB, CL)	\$11,000	\$22,000
Tuition (DAN)	\$11, 000	\$22, 000
Housing* (where available)	\$3,500	\$7,000
Estimated Annual Cost		\$29,000**

\*Where available single occupancy rooms are available. They may cost up to double the cost of double occupancy.

\*\*Estimated total charges for entire Program Cost for in accelerated three year format including housing: \$87,000 (lowered by access to grants and institutional scholarships)

### CHARGES

Charge Type (Bachelors)	Amount
Application Fee	\$40
Change of Major: Modern Music, Software	\$300
Change of Major: Music Business, Software	\$150
Change of Major: Music Production, Software	\$400
Change of Major: Creative Leadership, Software	\$400
One-Time Refundable Housing Deposit	\$500
One-Time Refundable (at graduation) Books Deposit	\$500
In House test-out charge (per credit hour)	\$100
Audit Charge (per credit hour)*	\$100
Non Degree, Not for Credit (NDNC) (per credit hour)	\$675
Non Degree, For Credit (NDFC) (per credit hour)	\$675
Independent Study Charge (add't'l per credit hour)	\$100
Payment Plan Charge (2 payments)	\$50
Payment Plan Charge (3 payments)	\$100
Wire Transfer Charge	\$15
Late withdrawal administrative charge	\$100
Breaking student housing contract	\$500
Late Registration Cost (n/a student's 1st semester)	\$25/credit hour
Transcript Request	\$15
Payments returned for any reason (i.e. NSF, Returned payment)/Stop Payment/Check Reissue	\$35
UNISA Origination Charge	\$25
Collection Charges	Collection Expenses Incurred
External Study Program Charges	Expenses Incurred

\*Only available for current, full time students

## Certificate Program

Tuition, fees, and expenses listed are for the 2025-2026 academic year.

### ESTIMATED COSTS (CERTIFICATE PROGRAM)

Charge Type (Certificate)	Per Semester	Per Year
Certificate in Modern Music (online) Tuition	\$4,250	\$8,500
Certificate in Music Production (online) Tuition	\$4,250	\$8,500
Certificate in Music Business (online) Tuition	\$4,250	\$8,500
Certificate in Creative Leadership (online) Tuition	\$4,250	\$8,500
Certificate in Modern Music (in person) Tuition	\$6,000	\$12,000
Certificate in Music Production (in person) Tuition	\$6,000	\$12,000
Certificate in Music Business (in person) Tuition	\$6,000	\$12,000
Certificate in Creative Leadership (in person) Tuition	\$6,000	\$12,000
Certificate in Dance Tuition (Kansas)	\$7,250	\$14,500
Certificate in Dance Tuition (Kansas) - 24 credit version	\$4,750	\$9,500
Housing (Memphis Only)	\$3,500	\$7,000

The flat rate tuition covers up to 30 credit hours for Modern Music, Music Production, Music Business & Creative Leadership (the whole program). Students retaking failed classes will be charged at an additional cost of \$350 per certificate credit\*. Part time students (less than 12 credits/semester) will be charged \$350 per certificate credit.\*

Tuition for the Certificate program does not include computer hardware. Tuition does include the cost to access all required textbooks and software, ensuring that the student does not have any additional textbook or software fees. Students have access to textbooks through the library loan program for textbooks. Students changing concentrations may not attend major-specific courses without obtaining the required software.

On-Campus Housing is not required for Certificate students but is available (in Memphis, 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.

### Additional Charges

Charge Type (Certificate)	Amount
Application Fee	\$40
Change of Major: Modern Music, Software	\$300
Change of Major: Music Business, Software	\$150
Change of Major: Music Production, Software	\$400
Change of Major: Creative Leadership, Software	\$400
One-Time Refundable Housing Deposit	\$500

One-Time Refundable (at graduation) Books Deposit	\$500
In House test-out charge (per credit hour)	\$100
Audit Charge (addtl per credit hour)*	\$100
Non Degree, Not for Credit (NDNC) (per credit hour)	\$350 or \$490**
Non Degree, For Credit (NDFC) (per credit hour)	\$350 or \$490**
Independent Study Charge (per credit hour)	\$100
Payment Plan Charge (2 payments)	\$50
Payment Plan Charge (3 payments)	\$100
Wire Transfer Charge	\$15
Late withdrawal administrative charge	\$100
Late Registration Cost (n/a student's 1st semester)	\$25/credit hour
Breaking student housing contract	\$500
Transcript Request	\$15
Payments returned for any reason (i.e. NSF, Returned payment)/Stop Payment/Check Re-issue	\$35
UNISA Origination Charge	\$25
Collection Charges	Collection Expenses Incurred
External Study Program Charges	Expenses Incurred

\*Only available for current, full time students

\*\*Depending on the program as explained above

## Graduate Program

### ESTIMATED COST (MASTER'S DEGREE)

#### Tuition, Housing, And Fees

Tuition, fees, and expenses listed are for the 2025-2026 academic year.

Tuition \$22,000/program\*  
Books are responsibility of students

Housing (if applicable) \$3,500/semester  
**One-Time Refundable Deposit \$500**

Tuition does not cover the cost of required textbooks for the Master's program. If copies are available in the library, you may loan the textbook copies from the library. Students changing majors may not attend major-specific courses without obtaining the required software and technology at their own expense.

On Campus Housing is not required for Master's level students but is available upon request and as rooms are available. The refundable deposit will ensure a space in Campus Housing, and will be used to repair any damages that the student is responsible for.

*\*Tuition is subject to change for subsequent years*

The following demonstrates the average cost of the standard, full-time program coursework taking 6-9 credit hours/semester over two years:

	Per Semester	Per Year (average)
Masters of Arts (\$675/credit hour; if Part-Time); Full-Time = 6 credit hours per semester  (Flat Rate includes up to 18 cr. per year). Retakes of failed classes billed at \$675/credit hour	\$5,500	\$11,000
Housing	\$3,500	\$7,000

Charge Type	Amount
Application Fee	\$40
Change of Major: Modern Music, Software	\$300
Change of Major: Music Business, Software	\$150
Change of Major: Music Production, Software	\$400
Change of Major: Creative Leadership, Software	\$400
<b>One-Time Refundable (at departure) Housing Deposit</b>	<b>\$500</b>
In House test-out charge (per credit hour)	\$100

Audit Charge (per credit hour)*	\$100
Non Degree, Not for Credit (NDNC) (per credit hour)	\$675
Non Degree, For Credit (NDFC) (per credit hour)	\$675
Independent Study Charge (addtl per credit hour)	\$100
Payment Plan Charge (2 payments)	\$50
Payment Plan Charge (3 payments)	\$100
Late withdrawal administrative charge	\$100
Late Registration Cost (n/a student's 1st semester)	\$25/credit hour
Breaking student housing contract	\$500
Transcript Request	\$15
Payments returned for any reason (i.e. NSF, Returned payment)/Stop Payment/Check Re-issue	\$35
UNISA Origination Charge	\$25
Collection Charges	Collection Expenses Incurred
External Study Program Charges	Expenses Incurred

\*Only available for current, full time students

### Refund Policy

#### **Tuition Refund**

- 1) Students are solely responsible for the accuracy of their registration; the college is not responsible for errors in the student's registration.
- 2) The official course drop or withdraw date is based on the date the Office of Academics receives the student's completed paperwork.
- 3) The following circumstances warrant a 100% refund of tuition and housing:
  - a) A student drops a course or courses or withdraws from the college before the drop date.
  - b) The institution cancels a course
  - c) A student who serves in the military is activated for service. In such cases, a copy of the official military orders must be provided with the student's withdrawal form
  - d) The death of a student.
- 4) Students who receive Veterans Affairs benefits will receive a prorated 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**

See Housing Contract in the 2025-2026 Student Handbook for details on contract termination provisions and refunds.

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

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

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

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

## **DELINQUENT ACCOUNTS & PAYMENTS**

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

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

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

If a student has an outstanding balance and receives compensation through the college a minimum of 50% will be applied to their outstanding balance. Any remainder (if applicable) will be issued to the student via check.

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

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

## Accident/Personal Injury

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

### **PRE-DISPUTE ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE**

Visible Music College resolves academic and student life disputes or claims (grievances) from students against a student or staff or the college in a manner that addresses an individual student's complaint in an efficient and caring manner, following the guidelines set forth here.

### **STUDENT GRIEVANCE PROCEDURE**

**Step 1:** While complainants are not required to directly confront the person who is the source of a grievance, report, or question, before notifying any of those individuals listed in this Grievance Procedure, students are requested to resolve grievances with other students or staff directly. Students are required to make a reasonable effort to file their grievance in a timely manner as outlined in this policy. Academic grievances go to the Director of Academic Affairs, student life grievances go to the Director of Students, and grievances against the college directly go to the Director of Business.

**Step 2:** The student submits a written statement of grievance to the appropriate Director. The written statement must include the following: the name of the student or staff member whose action gave rise to the matter; the type of grievance alleged; a statement of the injury; the type of solution sought. In the event that the grievance concerns actions taken by the appropriate Director, the process will be conducted by the Vice President of Business.

**Step 3:** The Director shall refer the charge to the appropriate department head or director of the area involved. The department head or director shall seek to quickly (within 24 hours) mediate the charge with personal meetings and a written statement, and thereby affect an informal resolution of the matter. Failing resolution, after consultation with both parties, the department head or director shall make a decision concerning the charge that shall be conveyed in writing to both parties and the appropriate Director that helped bring the grievance for the student. This phase of the grievance procedure shall be completed within (15) days of the initial written grievance.

**Step 4:** If the unresolved grievance concerns a staff member, an additional letter of formal complaint should be lodged with the Vice President of Business by the appropriate Director. The appropriate Director will be responsible for notifying the Vice President of Business of complaints not immediately resolved and will pursue all complaints toward a proper and timely conclusion, bearing in mind academic and student life responsibility for the whole community.

**Step 5:** All grievances that do not involve Title IX or the Clery Act will be resolved within 15 days satisfactorily. A file on written complaints will be kept in the Director of Academic Affairs and Director of Students offices.

A student who enrolls at Visible Music College agrees, as a condition of his or her enrollment, to resolve any dispute that is unresolvable within the aforementioned framework through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii)."

### Office of Students

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

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

Housing  
Pastoral Care  
Student Government Association  
Community Outreach

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

### Computer Resources and Requirements

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

### **Bachelor's Program**

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

### **Certificate Program**

Tuition for the Certificate program does not include computer hardware. Tuition does include the cost to access all required software.

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

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

### **COMPUTER USAGE POLICY**

All students are required to sign a Computer Usage Policy upon arrival at 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 offices are off limits to students at all times, unless staff is present, or if the student is specifically authorized by staff 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.

### **STUDENT IDENTIFICATION CARDS**

All on-campus students are assigned Student Identification Cards at the time of their matriculation. This allows access to the Memphis Campus as well as the dorms, if applicable. If a card is lost, stolen or misplaced, it should be immediately reported to the IT Director, Operations Manager, or Director of Students.

### **HEALTH SERVICES**

At this time, Visible Music College does not offer any specific on-site health services. A listing of local health services, including reduced-fee services, is available from the Office of Students. Visible Music College does provide support, as available, in counseling and mental health services. While the college does not employ a full-time Licensed Professional Counselor (LPC) and/or Mental Health Service Provider (MHSP), we may bring such a person on a contractual, monthly basis or refer students to such a local and trusted resource. For more information about this, please contact the Office of Students.

### **TEXTBOOK LOAN PROGRAM**

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

### **ADDITIONAL STUDENT LIFE POLICIES**

Additional policies related to student life or building access at the Redding campus or for students enrolled in the Full-stack web development online certificate may be found in the Bethel College Student Handbook which supplements the policies found here in the catalog for students enrolled in one of the Redding campus programs.

Visible Music College places a very high value on professional development and students being equipped to either create or find work in the field in which they have trained. In addition to all the courses having a high practical focus in all our classes, we make significant time for labs and internships where students will get to work through their class content in real world situations.

Visible Music College faculty take an active role in coaching students on their careers. In addition we have development staff who create new job opportunities, partnerships and internship opportunities for students and alumni to further support their careers and ministry.

## DEGREE PROGRAMS

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### 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 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:

<b>Visible</b>	<b>Music</b>	<b>College</b>
<i>Spiritual</i>	<i>Professional</i>	<i>Academic</i>

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

### INTENSITY

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

### IMMERSION

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

### INVESTMENT

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

### Educational Philosophy and Intellectual Freedom

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

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

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

### Philosophy of Core Curriculum

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

### Areas of Study

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

#### ***Bachelor of Arts in Modern Music***

with Concentrations available in  
Instrumental Performance,  
Vocal Performance,

Worship Leadership, or Songwriting

#### ***Bachelor of Arts in Music Business***

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

#### ***Bachelor of Arts in Music Production***

with Concentrations available in  
Recording, Live Production, or Electronic  
Music

#### ***Bachelor of Arts in Creative Leadership***

Concentration: Ministry or Content

#### ***Bachelor of Arts in Acting\****

#### ***Bachelor of Arts in Dance Certificate in Modern Music***

With Specializations available in  
Instrumental Performance,

Vocal Performance,

Worship Leadership, or Songwriting

#### ***Certificate in Music Business***

#### ***Certificate in Music Production***

#### ***Certificate in Creative Leadership***

#### ***Certificate in Acting\****

#### ***Certificate in Dance***

#### ***Master of Arts in Leadership\*\****

#### ***Master of Arts in Worship\*\****

\*Not currently offered

\*\*For policy details on MA Programs, see the Graduate Program section below.

### **New Program Levels**

Beginning in the Fall of 2021, Visible has added an Advanced Certificate and Associates of Arts to our list of accredited and authorized programs. The Associate of Arts degree is offered for the following majors: Modern Music, Music Production, Music Business, Creative Leadership and Acting, with the same concentrations as the B.A. In addition, an Associates of Arts and Bachelor of Arts in Dance has been added to the list of accredited programs.

### ***Certificate Distinctions and Credits***

The Visible One Advanced Certificate consists of the first Fall and Spring terms of the accelerated format BA program. The cost and admissions requirements of the Visible One Advanced certificate is identical to that of the BA program.

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

### **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. Students may not receive a double major within the same major due to course overlap (ie. a BA in Modern Music, Worship Leadership and a BA in Modern Music, voice). We recommend students consider using the dual enrollment program in the 3rd year to start a MA program at Visible. This allows the student to finish their BA and MA in as little as 4 years.

### **Standard Program Length and Cost**

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

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

While each student is placed into a 3-year path for B.A., if a student finds the course load too much, they are able to take less than the accelerated degree credit format. If a student reduces the credit load from the accelerated format, they may need to utilize semesters

from their fourth year to complete the 120 credits which will mean the overall cost of the program will be higher than if the student completes the accelerated format.

### Core Curriculum

#### **CORE CURRICULUM REQUIREMENTS (BA ONLY)**

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

<b>CORE CURRICULUM</b>			
<b>English/Communications (6 credits)</b>		<b>Math/Natural Science (3 credits)</b>	
ENG1113 English Composition 1	3	BUS2143 Personal Finance	3
ENG2113 English Composition 2	3	<b>Behavioral/Social Science (3 credits)</b>	
<b>Humanities (24 credits)</b>		LDR4333 Leadership Development and Care	3
HUM3043 Survey of Music History	3	<b>Visible Community (6 credits)</b>	
HUM3053 History of Popular Music in American Society	3	BTM1001 Six semesters of Visible Community	6
BTM1043 Introduction to Worship*	3	<b>OPTIONS (Choose 6 credits from below)</b>	
BTM1563 Spiritual Formation*	3	SCI2143 Acoustical Physics	3
BTM1143 Old Testament Survey*	3	PSY2143 Introduction to Psychology	3
BTM 1243 New Testament Survey*	3	PHI2243 Philosophy of Religion	3
BTM2363 Introduction to Christian Theology*	3	COM1063 Public Communication	3
BTM4763 Missional Life*	3	<b>TOTAL CORE CURRICULUM</b>	
			<b>48</b>

\*These courses also go toward Biblical Discipleship Minor.

Acoustical Physics is strongly recommended for Music Production majors.

Public Communication and Philosophy of Religion are strongly recommended for Creative Leadership majors.

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

#### **ELECTIVE CREDITS (BA ONLY)**

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

## Modern Music

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

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

Further, all Modern Music students will be required to complete four semesters of Music Theory and Aural Theory, alongside a required fifth semester of Composition and Arranging. These classes are designed to equip the student with not only the skills to conceptualize music theory, but also the ability to properly notate, create, and hear music more skillfully.

Each division also features four required semesters of specialization courses that help equip the student with skills specific to their concentration. These skills may include but are not limited to technique, repertoire, performance coaching, pedagogy, ensemble leadership, artistic concepts, etc.

The final Modern Music departmental core curriculum courses are Electronic Music and Conducting/Ensemble Leadership. These classes serve to supplement all divisions in pertinent skills required for modern music performers and leaders.

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 perspectives 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 overall musical skills. The student will be tasked to practice in various genres and styles which can equip students in vocal technique, band development, rehearsal leadership, recording, arranging, and performing within the context of the music industry and ministry. Specific attention will be paid to vocal technique and vocal health, in classical vocal models alongside jazz and rock vocal models. This focus is intended to ultimately lead to deeper lyrical expression and communication skills to help find the heart of God and self through singing.

## **WORSHIP LEADERSHIP**

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

## **SONGWRITING**

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

## MODERN MUSIC BACHELOR'S DEGREE REQUIREMENTS

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

Core Curriculum 48 Credits

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

Electives 9 Credits

Major 63 Credits

### **Music Theory (18)**

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

### **Lessons (8)**

MUS1#31 Applied Lesson 1  
MUS2#31 Applied Lesson 2  
MUS3#31 Applied Lesson 3  
MUS4#31 Applied Lesson 4  
Eight (8) credits of lessons dependent on concentration\*

### **Bands/Choir (6)**

MUS1011 Applied Lab: Bands  
MUS2011 College Choir\*\*

### **Advanced Music Courses (9)**

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

### **Internships (3 cr; min. 2 courses)**

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

### **Business and Sound (6)**

AUD1373 Introduction to Live Sound  
BUS1043 Intro. to Music Business

### **Senior Concert (1)**

MUS4091 Senior Concert

### **Concentration Courses (12)**

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

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

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

\*For **Worship Leadership concentrations**, the student will take eight 0.5-credit lessons in Worship Leadership (one each semester). They will also take eight 0.5-credit lessons, split evenly between Vocals and an instrument (either guitar or keyboard). All WLs must pick either guitar or keys as an instrument of focus.

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

### MODERN MUSIC MINOR

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

Minor in Modern Music							
Fall Semester				Spring Semester			
✓	Emphasis			✓	Emphasis		
	MUS1843	Music Theory 1: Foundations of Music	3		MUS2843	Music Theory 2: Beginning Harmony	3
	MUS1811	Aural Theory 1	1		MUS2811	Aural Theory 2	1
	MUS1411	Piano Proficiency 1	1		MUS2411	Piano Proficiency 2	1
	MUS1____	Specialization 1	3		MUS2____	Specialization 2	3
	MUS____	Lesson*	1		MUS____	Lesson*	1
	MUS1011 MUS2011	Applied Lab: Bands College Choir**	1		MUS1011 MUS2011	Applied Lab: Bands College Choir**	1
	Semester Hour Total		10		Semester Hour Total		10
Total semester hours required for Minor in Modern Music							20
*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) each semester.							
**Those completing a Minor in Vocals, and based at our Memphis campus, will need to take two semesters.							
NEED							

## MODERN MUSIC CERTIFICATE LAYOUT

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

Upon completion, the student will:

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

Visible PRO Certificate in Modern Music			
First Term			
✓	Module 1 - Core		
	GEN0000	Visible Music College Orientation	0
	BTM1014	Visible Community	1
	BTM1344*	Biblical Foundations	3
	Module 1 - Specialization		
	MUS1834	Foundations of Music Theory 1	2
	MUS1____**	Applied Lab:	2
✓	Module 2 - Core		
	BTM1024	Visible Community	1
	BUS1134*	Fundamentals of Music Business 1 (or 2)	2
	Module 2 - Specialization		
	MUS1814	Ear and Keys Training 1	2
	MUS1014	Applied Lab: Modern Music 1 (or 2)	2
	Term Credit Total		15
Second Term			
✓	Module 3 - Core		
	BTM1034	Visible Community	1
	BTM1144*	Worship Foundations	3
	Module 3 - Specialization		
	MUS1844	Foundation of Music Theory 2	2
	MUS1_24**	Applied Lab: _____ 2	2
✓	Module 4 - Core		
	BTM1044	Visible Community	1

	BUS1154*	Fundamentals of Music Business 2 (or 1)	2
	Module 4 - Specialization		
	MUS1824	Ear and Keys Training 2	2
	MUS1024	Applied Lab: Modern Music 2 (or 1)	2
	Term Credit Total		15
	Program Credit Total		30
**Applied Lab options for Module 1 and 3: Worship Leadership, Vocal, Guitar, Bass, Drums, Songwriting and Keys.			
Applied Lab: Modern Music courses, as well as FoMB courses, are independent and do not require being taken in a specific order.			

Visible ONE Certificate in Modern Music			
First Term			
✓	Core Curriculum		
	GEN0000	Visible Music College Orientation	0
	GEN1001	Academic Success	0
	BTM1001	Visible Community	1**
	BTM1043	Introduction to Worship (Blitz)	3
✓	Specialization		
	MUS1843	Music Theory 1: Foundations of Music	3
	MUS1811	Aural Theory 1	1
	MUS1_13	Specialization 1*	3
	MUS1_31	Applied Lesson*	1**
	MUS1011	Applied Lab: Bands	1**
	Term Credit Total		13
Second Term			
✓	Core Curriculum		
	BTM1001	Visible Community	1**
	BTM1563	Spiritual Formation	3
✓	Specialization		
	MUS2843	Music Theory 2: Beginning Harmony	3
	MUS2811	Aural Theory 2	1
	MUS2_13	Specialization 2*	3
	MUS1_31	Applied Lesson*	1**
	MUS1011	Applied Lab: Bands	1**
	Term Credit Total		13
	Program Credit Total		30

\*Certificate in Modern Music specializations include vocals, drums, keys, guitar, bass or commercial instruments

\*\*Does not transfer to BA in Modern Music

## Music Business

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

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

Upon graduation, the student will be:

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

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

### **FINANCE**

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

### **LEADERSHIP**

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

### **MARKETING AND BRANDING**

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

## MUSIC BUSINESS BACHELOR'S DEGREE REQUIREMENTS

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

Core Curriculum 48 Credits

### General Education (30)

### Bible, Theology and Ministry (18)

Electives 9 Credits

Major (63)

### Applied Lab (18) (3 credits each)

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

### Internships (3 cr; min. 2 courses)

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

### Projects (3)

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

### Business Core Classes (30)

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

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

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

## MUSIC BUSINESS CERTIFICATE LAYOUT

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

Upon graduation, the student will:

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

Visible PRO Certificate in Music Business			
First Term (Fall)			
✓	Module 1 - Core		
	GEN0000	Visible Music College Orientation	0
	GEN1001	Academic Success 101	0
	BTM1014	Visible Community	1
	BTM1344*	Biblical Foundations	3
	Module 1 - Specialization		
	BUS1234	Basics of Project Management 1	2
	BUS1304	Basics of Publicity and Promotion 1	2
✓	Module 2 - Core		
	BTM1024	Visible Community	1
	BUS1134*	Fundamentals of Music Business 1	2
	Module 2 - Specialization		
	BUS1254	Basics of Project Management 2	2
	BUS1114	Applied Lab: Music Business Basics 1	2
	Term Credit Total		15
Second Term (Spring)			
✓	Module 3 - Core		
	BTM1034	Visible Community	1
	BTM1144*	Worship Foundations	3
	Module 3 - Specialization		
	BUS1204	Basics of Merchandise Management	2
	BUS1314	Basics of Publicity and Promotion 2	2
✓	Module 4 - Core		
	BTM1044	Visible Community	1
	BUS1154*	Fundamentals of Music Business 2	2
	Module 4 - Specialization		
	BUS1214	Basics of Tour Management	2
	BUS1124	Applied Lab: Music Business Basics 2	2

	<b>Term Credit Total</b>	<b>15</b>
	<b>Program Credit Total</b>	<b>30</b>

Visible ONE Certificate in Music Business			
First Term (Fall)			
✓	Core Curriculum		
	GEN0000	VMC Orientation	0
	BTM1001	Visible Community	1*
	BTM1043	Introduction to Worship (Blitz)	3
	BUS1043	Introduction to Music Business	3
	Specialization		
	BUS1013	Applied Lab 1: Foundations in Music Business 1	3
	BUS2243	Tour Management	3
	BUS1082	Professional Internship	2*
	Term Credit Total		15
Second Term (Spring)			
	Core Curriculum		
	BTM1001	Visible Community	1*
	BTM1563	Spiritual Formation	3
	Specialization		
	BUS1023	Applied Lab 2: Publicity and Promotions	3
	BUS1163	Publicity and Promotions	3
	BUS1353	Project Management	3
	BUS1082	Professional Internship	2*
	Term Credit Total		15
	Program Credit Total		30

\*Does not transfer to BA in Music Business

## 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 digital audio workstations Pro Tools and Logic Pro.

Upon graduation, the student will

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

## **RECORDING**

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

## **LIVE PRODUCTION**

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

## **ELECTRONIC MUSIC**

The objective of the Electronic Music Concentration is to prepare students to create unique compositions of their own and to be able to commission musical compositions for artists that the students work with. The Electronic Music Concentration courses focus on the history of electronic music, basic sequencing and MIDI techniques, sampling and synthesis, and composition skills for various electronic music genres.

## MUSIC PRODUCTION BACHELOR'S DEGREE REQUIREMENTS

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

Core Curriculum 48 Credits

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

Electives 9 Credits

Major (63)

### **Applied Lab (6)**

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

### **Music Production Core Classes (39)**

AUD1243 Fundamentals of Audio  
AUD1253 Introduction to Digital Audio Workstations  
AUD1263 Introduction to Live Sound  
AUD1373 Introduction to Recording  
AUD2243 Recording Techniques  
AUD2263 Digital Audio Workstations  
AUD1143 Audio Production 1: Producer Basics  
AUD2143 Audio Production 2: Studio Arranging  
AUD2373 Live Sound Mixing  
AUD3243 Mixing Techniques  
AUD4043 Audio History and Aesthetics  
AUD4143 Audio for Multimedia  
AUD4243 Audio Business Administration

### **Concentration (9) - Choose 1 Concentration Set**

#### *Recording*

AUD4263 Mixing & Mastering  
AUD3263 Advanced Digital Audio Workstations  
AUD4163 Commercial Release Seminar

#### *Electronic Music*

AUD2163 Electronic Music Fundamentals  
AUD3143 Synthesis and Sampling  
AUD3153 Electronic Music Composition

### **Internships (5 cr; min. 2 courses)**

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

### **Senior Project (1)**

AUD4091 Senior Project: Music Prod.

### **Business (3)**

BUS1043 Introduction to Music Business

#### *Live Sound*

AUD3443 Stage Production  
AUD4343 Sound Reinforcement  
AUD4363 Sound System Design

### MUSIC PRODUCTION MINOR

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

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

## MUSIC PRODUCTION CERTIFICATE LAYOUT

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

Upon graduation, the student will:

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

Visible PRO Certificate in Music Production			
First Term			
✓	Module 1 - Core		
	GEN0000	Visible Music College Orientation	0
	GEN1001	Academic Success 101	0
	BTM1014	Visible Community	1
	BTM1344*	Biblical Foundations	3
	Module 1 - Specialization		
	AUD1194**	Basics of Audio (Full Term)	4
✓	Module 2 - Core		
	BTM1024	Visible Community	1
	BUS1134*	Fundamentals of Music Business 1	2
	Module 2 - Specialization		
	AUD1394**	Basics of Recording (Full Term)	4
	Term Credit Total		15
Second Term			
✓	Module 3 - Core		
	BTM1034	Visible Community	1
	BTM1144*	Worship Foundations	3
	Module 3 - Specialization		
	AUD1294*	Basics of Live Sound (Full Term)	4
✓	Module 4 - Core		
	BTM1044	Visible Community	1
	BUS1154**	Fundamentals of Music Business 2	2
	Module 4 - Specialization		

Visible PRO Certificate in Music Production			
	AUD1494**	Basics of Digital Audio Workstations (Full Term)	4
	Term Credit Total		15
	Program Credit Total		30
AUD1494 NEVER offered in first 2 Modules for a new student.			
**AUD courses ending in **94 are iterations of courses in which part 1 and part 2 are combined <b>THESE ARE LISTED UNDER THE FULL TERM</b>			
**(AUD1114 + AUD1124 = AUD1194; AUD1214 + AUD1224 = AUD1394; AUD1314 + AUD1324 = AUD1294; AUD1234 + AUD1244 = AUD1494			

Visible ONE Certificate in Music Production			
First Term			
✓	Core Curriculum		
	GEN0000	VMC Orientation	0
	BTM1001	Visible Community	1*
	BTM1043	Introduction to Worship (Blitz)	3
	MUS1134	Fundamentals of Music Business 1	2
✓	Specialization		
	AUD1011	Applied Lab: Audio Production 1	1*
	AUD1243	Fundamentals of Audio	3
	AUD1253	Introduction to Digital Audio Workstations	3
	AUD1373	Introduction to Live Sound	3
	Term Credit Total		16
Second Term			
✓	Core Curriculum		
	BTM1001	Visible Community	1*
	BTM1563	Spiritual Formation	3
	BUS1154	Fundamentals of Music Business 2	2
✓	Specialization		
	AUD1021	Applied Lab: Audio Production 2	1*
	AUD1263	Introduction to Recording	3
	AUD2263	Digital Audio Workstations	3
	AUD1081	Professional Internship	1*
	Term Credit Total		14
	Program Credit Total		30

\*Does not transfer to BA in Music Production

### CREATIVE LEADERSHIP

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

Upon graduation, the student will

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

### MINISTRY

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

### CONTENT

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

### Transfer from Certificate Programs

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

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

## CREATIVE LEADERSHIP BACHELOR'S DEGREE REQUIREMENTS

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

Core Curriculum 48 Credits

### **General Education (30 Credits)**

### **Bible, Theology and Ministry (18 Credits)**

### **Electives (9 Credits)**

Major (63)

### **Creative Leadership Core (30)**

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

### **Internships (2)**

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

### **Senior Project (1)**

BTM4091/MED4091 Senior Project

### **Concentration (30) - Choose 1 Concentration**

#### **Ministry**

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

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

### CREATIVE LEADERSHIP - PROGRAM FLEXIBILITY

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

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

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

#### Alternative Minimum One

The 39 credits must include:

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

#### Alternative Minimum Two

The 30 credits must include:

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

### CREATIVE LEADERSHIP MINOR

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

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

## CREATIVE LEADERSHIP CERTIFICATE LAYOUT

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

Upon graduation, the student will:

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

Visible PRO Certificate in Creative Leadership			
First Term			
✓	Block 1 - Core		
	GEN0000	Visible Music College Orientation	0
	BTM1014	Visible Community	1
	BTM1344*	Biblical Foundations	3
	Block 1 - Specialization		
	BTM1054	Basic Ministries of the Church	2
	BTM1064	Applied Lab: Church Ministry	2
✓	Block 2 - Core		
	BTM1024	Visible Community	1
	BUS1134	Fundamentals of Music Business 1	2
	Block 2 - Specialization		
	MED1504	Basics of Theology & Media	2
	MED1514	Applied Lab: Theology & Media	2
	Term Credit Total		15
Second Term			
✓	Block 3 - Core		
	BTM1034	Visible Community	1
	BTM1144*	Worship Foundations	3
	Module 3 - Specialization		
	MED1534	Basics of Creative Writing & Church Media	2
	MED1544	Applied Lab: Writing & Media	2
✓	Module 4 - Core		
	BTM1044	Visible Community	1
	BUS1154	Fundamentals of Music Business 2	2
	Module 4 - Specialization		
	BTM1604	Basics of Bible Study Methods	2
	BTM1614	Applied Lab: Bible Study	2
	Term Credit Total		15

	<b>Program Credit Total</b>	<b>30</b>
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Visible ONE Certificate in Creative Leadership - Ministry			
First Term			
✓	Core Curriculum		
	GEN0000	VMC Orientation	0
	BTM1001	Visible Community	1*
	BTM1043	Introduction to Worship (Blitz)	3
✓	Specialization		
	BTM1643	Creative Leadership 1: Theology and Media	3
	MED1543	Story and Cinema	3
	AUD1373	Introduction to Live Sound	3
	BTM1082	Professional Internship	2*
	Term Credit Total		15
Second Term			
✓	Core Curriculum		
	BTM1001	Visible Community	1*
	BTM1563	Spiritual Formation	3
	Specialization		
	MED1553	Creative Writing for Church Media	3
	BTM1742	Creative Leadership 2: Intercultural Studies	3
	BTM1573	Ministries of the Church	3
	BTM1082	Professional Internship	2*
	Term Credit Total		15
	Program Credit Total		30

<b>Visible ONE Certificate in Creative Leadership - Content</b>			
<b>First Term</b>			
✓	<i>Core Curriculum</i>		
	GEN0000	VMC Orientation	0
	BTM1001	Visible Community	1*
	BTM1043	Introduction to Worship (Blitz)	3
✓	<i>Specialization</i>		
	BTM1643	Creative Leadership 1: Theology and Media	3
	MED1543	Story and Cinema	3
	AUD1373	Introduction to Live Sound	3
	BTM1082	Professional Internship	2*

Visible ONE Certificate in Creative Leadership - Content			
	Term Credit Total		15
Second Term			
✓	Core Curriculum		
	BTM1001	Visible Community	1*
	BTM1563	Spiritual Formation	3
	Specialization		
	MED1553	Creative Writing for Church Media	3
	BTM1742	Creative Leadership 2: Intercultural Studies	3
	MED2163	Digital Film Techniques	3
	BTM1082	Professional Internship	2*
	Term Credit Total		15
	Program Credit Total		30

\*Does not transfer to BA in Creative Leadership

### CERTIFICATE IN CREATIVE LEADERSHIP SPECIALIZATION

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

#### **Specializations**

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

## Dance

### **DANCE BACHELOR'S DEGREE REQUIREMENTS**

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

#### **Dance Major (Dance Ministry Concentration): 63 Credits**

##### **Dance Technique (20 credits required)**

DAN1201 Foundational Ballet Technique (1)  
DAN\_211/\_221 Ballet Technique I, II, III, IV (1)  
DAN\_212/\_222 Ballet Technique I, II, III, IV (2)  
DAN1431 Men's Ballet Technique (1)  
DAN1291 Survey of Ballet Techniques (1)  
DAN\_231/\_241 Pointe I, II, III (1)  
DAN3411/3421 Women's Variations (1)  
DAN3441/3451 Men's Variations (1)  
DAN1301/2301 Foundational Modern Dance Technique (1)  
DAN\_311/\_321 Modern Dance Technique I, II, III, IV (1)  
DAN\_312/\_322 Modern Dance Technique I, II, III, IV (2)  
DAN3391 Survey of Modern Dance Techniques (1)  
DAN4401 Modern Dance Rep (1)  
DAN3301 Contemporary Modern Technique (1)

##### **Dance Ministry Concentration (13)**

DAN1751 Worship Dance (1)  
DAN2753 Dance Ministry Practicals (3)  
DAN3752 Dance Ministry Outreach (3)  
DAN2831 Costuming (1)  
DAN3832 Storytelling and Design (2)  
BTM4743 Global Leadership (3)

##### **Dance Electives (Choose 7 credits)**

DAN3901 Performance V (1)  
DAN3911 Performance VI (1)  
DAN1391/2391 Non Traditional Partnering (1)  
DAN1041 Pilates with Props (1)  
DAN1031 Pilates Mat (1)  
DAN2811 Applied Lab: Costuming (1)

##### **Dance Core required for all concentrations (20)**

DAN1011 Pilates I (1)  
DAN1021 Pilates II (1)  
DAN1531 Physical Theatre (1)  
DAN1501 Improvisation/Musicality for Dancers (1)  
DAN1542 Production (2)  
DAN1602 Choreography Comp I (2)  
DAN2602 Choreography Comp II (2)  
DAN3532 Dance Pedagogy (2)  
DAN2532 Careers in Dance (2)  
DAN1901 Performance I (1)  
DAN1911 Performance II (1)  
DAN2901 Performance III (1)  
DAN2911 Performance IV (1)  
DAN4051 Senior Project Practicum (1)  
DAN4061 Senior Project Capstone (1)

##### **Internship (3 credits required)**

DAN4081 Professional Internship (1)  
DAN4082 Professional Internship (2)  
DAN4083 Professional Internship (3)

DAN1101/2101 Jazz Technique I or II (1)  
DAN1511/2511 Tap Technique I or II (1)  
DAN3232 Ballet Pedagogy (2)  
DAN3332 Modern Pedagogy (2)  
DAN3602 Choreography Comp III (2)  
BTM1743 Creative Leadership 2: Intercultural Studies (3)

#### **Core Curriculum: 57 Credits**

##### **General Education Core (30)**

ENG1113 English Composition 1 (3)  
ENG2113 English Composition 2 (3)  
MTH2113 College Algebra (3)  
COM1063 Public Communication (3)  
PSY2143 Introduction to Psychology (3)

##### **Bible, Theology and Ministry Core (27)**

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

DAN2633 Dance History 1 (3)  
DAN3633 Dance History 2 (3)  
SCI1033 Dancer Health and Wellness (3)  
SCI3043 Dance Kinesiology (3)  
LDR4333 Leadership Development & Care (3)

BTM1422 Christianity and Culture (2)  
BTM1432 Christianity and the Arts (2)  
BTM1332 Wellness for the Artist (2)  
BTM4773 Missional Life for Creatives (3)

## **Dance Major (Performance and Choreography Concentration): 63 Credits**

### **Dance Technique (27 credits required)**

DAN1201 Foundational Ballet Technique (1)  
DAN\_212/\_222 Ballet Technique I, II, III, IV (2)  
DAN\_211/\_221 Ballet Technique I, II, III, IV (1)  
DAN1431/1441/1451 Men's Ballet Technique (1)  
DAN1291 Survey of Ballet Techniques (1)  
DAN\_231/\_241 Pointe I, II, III (1)  
DAN3411/3421/3431 Women's Variations (1)  
DAN3441/3451/3461 Men's Variations (1)  
DAN1301/2301 Foundational Modern Dance Technique (1)  
DAN\_312/\_322 Modern Dance Technique I, II, III, IV (2)  
DAN\_311/\_321 Modern Dance Technique I, II, III, IV (1)  
DAN3391 Survey of Modern Dance Techniques (1)  
DAN4401 Modern Dance Rep (1)  
DAN3301 Contemporary Modern Technique (1)

### **Performance Concentration (9)**

DAN1101/2101 Jazz Technique I or II (1)

DAN2011 Pilates Mat (1)  
DAN2021 Pilates with Props (1)  
DAN1391 Non Traditional Partnering (1)  
DAN3901 Performance V (1)  
DAN3911 Performance VI (1)  
DAN3232 Ballet Pedagogy (2) or  
DAN3332 Modern Pedagogy (2)  
DAN4411/4421/4431 Pas De Deux (1)

### **Choreography Concentration (9)**

DAN2011 Pilates Mat (1)  
DAN1101/2101 Jazz Technique I or II (1)  
DAN1391 Non Traditional Partnering (1)  
DAN3602 Choreography Comp III (2)  
DAN3832 Storytelling and Design (2)  
DAN2831 Costuming (1)  
DAN2811 Applied Lab: Costuming (1)

\*Electives for Performance Concentration

\*\*Electives for Choreography Concentration

### **Dance Core required for all concentrations (20)**

DAN1011 Pilates I (1)  
DAN1021 Pilates II (1)  
DAN1531 Physical Theatre (1)  
DAN1501 Improvisation/Musicality for Dancers (1)  
DAN2542 Production (2)  
DAN1602 Choreography Comp I (2)  
DAN2602 Choreography Comp II (2)  
DAN3532 Dance Pedagogy (2)  
DAN2532 Careers in Dance (2)  
DAN1901 Performance I (1)  
DAN1911 Performance II (1)  
DAN2901 Performance III (1)  
DAN2911 Performance IV (1)  
DAN4051 Senior Project Practicum (1)  
DAN4061 Senior Project Capstone (1)

### **Internship (3 credits required)**

DAN4081 Professional Internship (1)  
DAN4082 Professional Internship (2)  
DAN4083 Professional Internship (3)

### **Electives (Choose 4 credits)**

DAN3011 Pilates Equipment (1)  
DAN1751 Worship Dance (1)  
DAN1511/2511 Tap Technique I, II (1)  
DAN2831 Costuming (1)\*  
DAN2811 Applied Lab: Costuming (1)\*  
DAN3832 Storytelling and Design (2)\*  
DAN3901 Performance V (1)\*\*  
DAN3911 Performance VI (1)\*\*  
DAN4411/4421 Pas De Deux (1)\*\*  
DAN2021 Pilates and Props (1)\*\*  
DAN3232 Ballet Pedagogy (2)\*\*  
DAN3332 Modern Pedagogy (2)\*\*

## **Core Curriculum: 57 Credits**

### **General Education Core (30)**

ENG1113 English Composition 1 (3)  
ENG2113 English Composition 2 (3)  
MTH2113 College Algebra (3)  
COM1063 Public Communication (3)  
PSY2143 Introduction to Psychology (3)

### **Bible, Theology and Ministry Core (27)**

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

DAN2633 Dance History 1 (3)  
DAN3633 Dance History 2 (3)  
SCI1033 Dancer Health and Wellness (3)  
SCI3043 Dance Kinesiology (3)  
LDR4333 Leadership Development & Care (3)

BTM1422 Christianity and Culture (2)  
BTM1432 Christianity and the Arts (2)  
BTM1332 Wellness for the Artist (2)  
BTM4773 Missional Life for Creatives (3)

### DANCE CERTIFICATE LAYOUT

The Certificate in Dance program offers training in skill and character for artists who wish to obtain entry level training in the field of dance. The curriculum is designed to give the student a dance technique knowledge base, vocational experience, and spiritual growth needed to succeed as dancers in the church and as professionals.

Course Number	Course Title	Course Credit
<b>Fall Term 2023</b>		
KAN0000	Störling Conservatory Orientation	0
BTM1332	Wellness for the Artist (BLITZ)	2
KAN1014	Störling Community	1
		2
SCI1033	Dancer Health and Wellness	3
DAN1011	Pilates I	1
DAN1501	Improvisation for Dancers	1
DAN2542	Production	2
DAN1901	Dance Performance I	1
DAN1301	Foundational Modern Dance Technique	1
DAN1311	Modern Dance Technique I	1
DAN1212	Ballet Technique I	2
DAN1211	Ballet Technique I	1
DAN1751	Worship Dance	1
<b>Term Hour Total</b>		<b>19</b>
<b>Spring Term 2023</b>		
KAN1014	Störling Community	1
BTM1432	Christianity and the Arts	2
ENG1113	English Composition I	3
DAN1021	Pilates II	1
DAN1531	Physical Theatre	1
DAN1602	Choreography Composition I	2
DAN1911	Dance Performance II	1
DAN1222	Ballet Technique I	2
DAN1221	Ballet Technique I	1
DAN2301	Foundational Modern Dance Technique	1
DAN1322	Modern Dance Technique I	2
DAN1391	Non Traditional Partnering	1
<b>Term Hour Total</b>		<b>18</b>
		<b>37</b>

## Biblical Discipleship Minor

### **BIBLICAL DISCIPLESHIP MINOR**

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

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

## Blitz Courses

### **BLITZ COURSES**

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

The following applies to the registration for Blitz courses:

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

## Distance Education

### **OVERVIEW**

The distance education program covers two modes of delivery: 1) Remote Delivery (Synchronous) and 2) Online (Asynchronous). Remote delivery classes use video-conferencing technology to deliver a live course from the primary teaching location to additional locations including teaching sites, branch campuses and online students. Online courses have course content and assessments delivered through one of our online delivery platforms. Students can attend Visible Music College at the Remote (REM) campus or take a certificate course load as an Online (ONL) asynchronous student.

### **Remote Delivery (REM)**

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 (ONL)**

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

### **Rationale for Delivery Method**

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

### **Changes to Online Classes**

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

### **Financial Aid and Credit Load**

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

### **Online Class Support**

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

### **Online Course restrictions for Students on Probation**

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

## Online Class Participation

### **Attendance and Participation Requirements for Online Class**

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

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

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

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

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

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

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

### **Lack of Participation During a Term**

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

determined by the length of the term. For example, a student will be withdrawn from an online course after 14 continuous days of non-participation during a 15-week term.

#### **Length of Continuous Non-Participation by Term**

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

#### **Non-Participation During Scheduled Breaks and Weekends**

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

#### **Reinstatement After Automatic Withdrawal from Online Course**

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

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

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

#### **Limits to Online Course Enrollments**

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

#### [Remote Access Policy](#)

#### **Remote Access to Classes with Live Video Broadcast**

##### *Overview and Rationale*

This policy addresses requests to access course sessions from an off-campus location for students not in the online campus. It is the intention to provide a campus classroom space for all intercampus courses; however, some special situations and circumstances necessitate providing a means for students to remotely access their courses from an off-site location. Off Campus Remote Access requests can be granted for a temporary period of time or for the duration of a given term on a course by course and class by class basis.

#### *Acceptable Reasons for Requesting Remote Access*

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

#### *Reasons that your Request for Remote Access will be Denied*

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

#### *Requesting Remote Access*

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

#### *Expectations for Students Remotely Accessing Courses*

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

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

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

### **INTERCAMPUS TRANSFER**

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

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

The transfer request will initiate a review from the various offices to determine how the transfer will affect a student's billing and aid, their housing, the instructors and advisors,

etc. Once the review is completed, the Summary document will be provided to the student that describes any impact from the campus transfer and if the transfer is approved. The student must sign and return the Intercampus Summary document to the Registrar and the student's records will be updated. A transfer request must be submitted no later than 6 week prior to the start of classes the term of the transfer.

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

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

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

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

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

- Have or maintain a GPA of 2.50 or greater
- Will need to complete a minimum of 12 credits
- Internship documentation completed and approved by Department Chair if earning internship credit
- Completed Request External Study Programs (ESP) Form with description of opportunity

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

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

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

*Examples of External Study Programs are:*

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

### TEACHING SITE LIMITATIONS

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

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

### PROFESSIONAL ADVANCEMENT

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

#### **Professional Advancement Expectations**

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

Understanding of the Constant Attention™ System from Madison Line Records

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

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

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

Events where music serves an underserved population or is donated

6 Visible Music College Conferences over a three year period

"Non-VMC" Professional Music organization rehearsals

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

Grammy U events

External-to-Visible music events

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

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

At least 2 internships

Evidence of 2 job interviews in music or ministry field

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

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

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

### PROFESSIONAL INTERNSHIPS

As a focus of Visible Music College, practical training is an integral part of all our programs. We expect that any student who is registered for courses at Visible Music College is also involved in a practicum within their major area of study. This practicum also serves to support their work in the classroom and give them needed experience as part of their pursuit of excellence in their field.

The degree programs at Visible typically require a minimum of two internships and a credit requirement of 3 total credits. Students are not allowed to let 1 longer (higher credit amount) internship satisfy the credit requirements. The two placements are meant to broaden the student's experiences and network to better prepare them for their time after college.

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

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

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

## GRADUATE PROGRAM

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### Master of Arts in Leadership Program Layout

#### ***Concentrations***

Modern Music  
Music Business  
Music Production  
Creative Leadership

The Master of Arts in Leadership program trains creatives to lead other creatives in **character, communication, conviction and craftsmanship**. The four MAL core values are applied to advanced training in one of four concentrations: Modern Music, Music Business, Music Production, and Christian Ministry. The curriculum is designed to give students quality leadership training from a biblical and Christ-centered angle, while also providing high-level instruction in their particular field of music and/or ministry.

Upon completion, the student will be equipped:

- For leadership service in the church and/or music industry;
- For a career in the church and/or music industry;
- With advanced skills in their particular concentrated field.

#### Full-Time Status for 2-year Track

International students are required to be enrolled for 9 credits each term except the final term. Any student in the two year track may take CRE6253 multiple times to get full-time standing to 9 credits. The CRE6253 course may be repeated as needed with the additional practicum experience and outcomes adding to the research culminating in the Master's Capstone class. Tuition charges may apply, so students repeating this course should connect with the business office and MAL program coordinator. For the 1-year track, CRE6253 is also offered during summer term.

#### Graduate Assistantships

International students may be considered Full-time at 6 credits if they are also active with a Graduate assistantship. Graduate Assistantships may be awarded to students as a tuition break/discount based on completing related responsibilities of the G.A (8-10 hours per week overseen by a supervisor). Graduate Assistantships categorized as 1) teaching or grading assistant - with defined courses and instructors or 2) admin assistant with job descriptions and supervisors.

#### Track Readiness Placement

Students may be admitted into the MAL program but still, require additional work to be ready for certain classes within concentrations.

#### **Music Business Requirement**

If a student does not have significant professional experience in business or have an undergraduate degree in the music business or a business-related degree, the student will be required to take a music business readiness exam consisting of 100 T/F; Matching; and

Multiple choice questions. Students must receive a 60% or above in order to be admitted into the program.

### Music Production Requirement

If a student does not have an undergraduate degree in music production, in order to be considered for the MAL program he or she must submit professional-level recordings and evidence of live sound engineering experience for consideration by the Music Production Department Chair. A student that does not have the prerequisite experience may be required to complete undergraduate-level music production courses as an additional requirement for completing the MAL.

### Modern Music Requirement

If a student does not have an undergraduate degree in music, in order to be considered for the MAL program he or she must pass a music theory entrance exam (60%) and a live audition (please see live audition requirements). In addition the submission of any musical performance evidence is encouraged. A student that does not have the prerequisite experience may be required to complete undergraduate-level music courses as an additional requirement for completing the MAL.

### Program Concentrations

#### Modern Music Concentration

The Modern Music Concentration's objective is to provide students with advanced knowledge and skills to be successful, leading musicians in the church and music industry. Students will gain a strong foundation in leadership qualities from a biblical standpoint, while also receiving advanced training in areas of church music, music theory, musical instrumentation and music technology.

### MAL Music Professional (2 Year) Track Degree Map and Checklist

Master of Arts in Leadership: Modern Music							
Semester 1				Semester 2			
	CRE5000	Master's Orientation	0				
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		BTM5133	Biblical Leadership	3
	MUS6433	Music, Media and Technology	3		MUS5313	Advanced Music Theory	3
	MUSXXX	Lesson	1		MUSXXX	Lesson	1
		<b>Semester Hour Total</b>	<b>7</b>			<b>Semester Hour Total</b>	<b>7</b>

Semester 3				Semester 4			
	BTM5433	Missional Leadership (Intensive)	3				
	MUSXXX	Lesson	1		HUM3053	History of Pop Music	3
	MUS6513	Advanced Composition and Arranging	3		MUSXXX	Lesson	1
	BUS5143	Management and Mentoring	3		CRE6362	Leadership Capstone/Concert	2

Semester 3				Semester 4			
		<b>Semester Hour Total</b>	<b>10</b>			<b>Semester Hour Total</b>	<b>6</b>
<b>Total Semester Hours for M.A. in Leadership, Modern Music Track: 30</b>							

## MAL Music Presto (1 Year) Track Degree Map and Checklist

Master of Arts in Leadership: Modern Music Track							
Semester 1 (FALL)				Semester 2 (SPRING)			
	CRE5000	Master's Orientation	0		BTM5133	Biblical Leadership	3
	BTM5433	Missional Leadership (Blitz)	3		MUS5313	Advanced Music Theory	3
	MUS6433	Music, Media and Technology	3		HUM3053	History of Pop Music	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		MUS5XXX	Lesson	1
	MUS6513	Advanced Composition and Arranging	3		MUS5XXX	Lesson	1
					CRE6362	Leadership Capstone/Concert	2
	MUS5XXX	Lesson	1		BUS5143	Management and Mentoring	3
	MUS5XXX	Lesson	1				
		<b>Semester Hour Total</b>	<b>14</b>			<b>Semester Hour Total</b>	<b>16</b>
<b>Total Semester Hours for Master of Arts in Leadership, Modern Music Track: 30</b>							

### Music Business Concentration

The Music Business Concentration's objective is to prepare students to transform the music industry through entrepreneurial innovation, all from a Christian worldview. Students will gain a strong foundation in leadership qualities from a biblical standpoint, while also receiving advanced training in specific areas such as management of artists, planning, business strategy, the creative marketplace, entrepreneurial efforts and more.

## MAL Business Professional (2 Year) Track Degree Map and Checklist

Master of Arts in Leadership: Music Business Track							
Semester 1 (FALL)				Semester 2 (SPRING)			
	CRE5000	Master's Orientation	0				
	BTM5433	Missional Leadership (Blitz)	3		BTM5133	Biblical Leadership	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		BUS5143	Management and Mentoring	3
	BUS6433	Strategy and Entrepreneurship	3				
		<b>Semester Hour Total</b>	<b>9</b>			<b>Semester Hour Total</b>	<b>6</b>

Semester 3 (FALL)				Semester 4 (SPRING)			
	BUS5313	Creative Marketplace Management	3		BUS5133	Artist Services	3

	BUS6333	Market Research and Application	3		CRE6363	Leadership Capstone	3
	CRE6253	Professional Leadership Practicum	3				
		<b>Semester Hour Total</b>	<b>9</b>			<b>Semester Hour Total</b>	<b>6</b>
<b>Total Semester Hours for Master of Arts in Leadership, Music Business Track: 30</b>							

## MAL Music Business Presto (1 Year) Track Degree Map and Checklist

<b>Master of Arts in Leadership: Music Business Track</b>							
<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>			
	CRE5000	Master's Orientation	0		CRE6253	Professional Leadership Practicum	3
	BTM5433	Missional Leadership (Blitz)	3		BUS5143	Management and Mentoring	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		BTM5133	Biblical Leadership	3
	BUS6433	Strategy and Entrepreneurship	3		BUS5133	Artist Services	3
	BUS6333	Market Research and Application	3		CRE6363	Leadership Capstone	3
	BUS5313	Creative Marketplace Management	3				
		<b>Semester Hour Total</b>	<b>15</b>			<b>Semester Hour Total</b>	<b>15</b>
<b>Total Semester Hours for Master of Arts in Leadership, Music Business Track: 30</b>							

### Music Production Concentration

The Music Production Concentration's objective is to provide audio engineers and producers with advanced vocational readiness from a Christian perspective. Students will gain a strong foundation in leadership qualities from a biblical standpoint, while also receiving advanced training in the tools and techniques used to produce music in the modern recording studio. The student will gain an in-depth knowledge of current technology, recording techniques, and music production skills. 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.

## MAL Production Professional (2 Year) Track Degree Map and Checklist

<b>Master of Arts in Leadership: Music Production Track</b>							
<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>			
	CRE5000	Master's Orientation	0				
	BTM5433	Missional Leadership (Blitz)	3		BUS5143	Management and Mentoring	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		AUD5313	Applied Leadership: Ensemble Recording	3
		<b>Semester Hour Total</b>	<b>6</b>			<b>Semester Hour Total</b>	<b>6</b>
<b>Semester 3 (FALL)</b>				<b>Semester 4 (SPRING)</b>			
	AUD5513	Advance Topics in Music Production	3		AUD5323	Advanced Sound Reinforcement	3
	AUD5623	Practical Acoustics for	3		BTM5133	Biblical Leadership	3

		Music Production				
	CRE6253	Professional Leadership Practicum	3		CRE6363	Leadership Capstone
		<b>Semester Hour Total</b>	<b>9</b>			<b>Semester Hour Total 9</b>
<b>Total Semester Hours for Master of Arts in Leadership, Music Production Track: 30</b>						

## MAL Production Presto (1 Year) Track Degree Map and Checklist

<b>Master of Arts in Leadership: Music Production Track</b>						
<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>		
	CRE5000	Master's Orientation	0		CRE6253	Professional Leadership Practicum
	BTM5433	Missional Leadership (Blitz)	3		BUS5143	Management and Mentoring
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		AUD5313	Applied Leadership: Ensemble Recording
	AUD5513	Advance Topics in Music Production	3		AUD5323	Advanced Sound Reinforcement
	AUD5623	Practical Acoustics for Music Production	3		BTM5133	Biblical Leadership
					CRE6363	Leadership Capstone
		<b>Semester Hour Total</b>	<b>12</b>			<b>Semester Hour Total 18</b>
<b>Total Semester Hours for Master of Arts in Leadership, Music Production Track: 30</b>						

### Creative Leadership Concentration

The Creative Leadership Concentration's objective is to provide high-level training for emerging church and nonprofit leaders. Students will gain a strong foundation in leadership qualities from a biblical standpoint and particularly as leadership relates to Christian ministry, life management skills, spiritual care of others, and small group leadership.

## MAL Creative Leadership Professional (2 Year) Track Degree Map/Checklist

<b>Master of Arts in Leadership: Creative Leadership Track</b>						
<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>		
	CRE5000	Master's Orientation	0		BTM5133	Biblical Leadership
	BTM5433	Missional Leadership (Blitz)	3		BUS5143	Management and Mentoring
	BTM5343	Philosophy of Religion for Contemporary Mindset	3			
	BTM5233	Principles of Spiritual Direction	3			
		<b>Semester Hour Total</b>	<b>9</b>			<b>Semester Hour Total 6</b>

<b>Semester 3 (FALL)</b>				<b>Semester 4 (SPRING)</b>		
	BTM6233	Ministry Life and Soul Care	3		BTM6143	Leadership Paradigms in Paul's Letters
	CRE6253	Professional Leadership Practicum	3		BTM5313	Applied Leadership: Ministry Contextualization

				CRE6363	Leadership Capstone	3
		<b>Semester Hour Total</b>	<b>6</b>		<b>Semester Hour Total</b>	<b>9</b>
<b>Total Semester Hours for Master of Arts in Leadership, Christian Ministry Track: 30</b>						

### MAL Creative Leadership Presto (1 Year) Track Degree Map and Checklist

<b>Master of Arts in Leadership: Creative Leadership Track</b>						
<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>		
	CRE5000	Master's Orientation	0			
	BTM5433	Missional Leadership (Blitz)	3	BUS5143	Management and Mentoring	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3	BTM5313	Applied Leadership: Ministry Contextualization	3
	BTM5233	Principles of Spiritual Direction	3	BTM6143	Leadership Paradigms in Paul's Letters	3
	BTM6233	Ministry Life and Soul Care	3	BTM5133	Biblical Leadership	3
	CRE6253	Professional Leadership Practicum	3	CRE6363	Leadership Capstone	3
		<b>Semester Hour Total</b>	<b>15</b>		<b>Semester Hour Total</b>	<b>15</b>
<b>Total Semester Hours for Master of Arts in Leadership, Christian Ministry Track: 30</b>						

### Master of Arts in Worship Program Layout

The goal of this Master of Arts in Worship program is to train up men and women to lead the church by equipping them in their character and competency, and teaching them how to make disciples of others. Students will develop their theological framework for worship, learn about the history of worship, grow in their biblical knowledge, and expand their practical worship leading skills.

<b>Master of Arts in Worship (Year A Start)</b>						
<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>		
	CRE5000	Masters Orientation	0			
	MUS6433	Music, Media, and Technology	3	BTM5543	Theology of Worship	3
	BTM5733	Worship Aesthetics and Visual Arts	3	BTMXXX	Congregational Song	3
	MUSXXX	Lesson	1	MUSXXX	Lesson	1
		<b>Semester Hour Total</b>	<b>7</b>		<b>Semester Hour Total</b>	<b>7</b>

<b>Master of Arts in Worship (Year B)</b>						
<b>Semester 3 (FALL)</b>				<b>Semester 4 (SPRING)</b>		
	BTM5433	Missional Leadership (Blitz)	3			
	BTM5533	Worship in America	3	BTM5923	Planning and Leading Worship	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3	CRE6462	Capstone	2

	MUSXXX	Lesson	1		MUSXXX	Lesson	1
		<b>Semester Hour Total</b>	<b>10</b>			<b>Semester Hour Total</b>	<b>6</b>
<b>Total Semester Hours for Master of Arts in Worship: 30</b>							

<b>Master of Arts in Worship (Year B Start)</b>							
<b>Semester 3 (FALL)</b>				<b>Semester 4 (SPRING)</b>			
	CRE5000	Masters Orientation	0				
	BTM5533	Worship in America	3		BTM5923	Planning and Leading Worship	3
	BTM5343	Philosophy of Religion for Contemporary Mindset	3		BTM6XXX	Congregational Song	3
	MUSXXX	Lesson	1		MUSXXX	Lesson	1
		<b>Semester Hour Total</b>	<b>7</b>			<b>Semester Hour Total</b>	<b>7</b>
<b>Total Semester Hours for Master of Arts in Worship: 30</b>							

<b>Semester 1 (FALL)</b>				<b>Semester 2 (SPRING)</b>			
	BTM5433	Missional Leadership (Blitz)	3				
	MUS6433	Music, Media, and Technology	3		BTM5543	Theology of Worship	3
	BTM5733	Worship Aesthetics and Visual Arts	3		CRE6462	Capstone	2
	MUSXXX	Lesson	1		MUSXXX	Lesson	1
		<b>Semester Hour Total</b>	<b>10</b>			<b>Semester Hour Total</b>	<b>6</b>

### Graduate Program Policies

#### Classroom Policies

The Masters of Arts in Leadership and Master of Arts in Worship at Visible Music College are hybrid designed programs. The programs combine elements of online learning and traditional classroom learning. Classes are one night a week online but time synchronous; meaning there is a meeting time but the class is conducted via video conferencing software (Zoom) that allows for real time remote access. The program being time synchronous means attendance is required with the 80% Visible standard applied. Students can expect four (4) hours of live class time for each of the seven (7) weeks per class. All class times are listed as 6-10pm CST (Central Standard Time).

Textbooks are not supplied by Visible Music College. Masters students are required to purchase their own textbooks and have them in-hand by the first night of each class.

#### Credit Hour Definition

Visible Music College defines one 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 and a half hours of instruction and three hours of personal study each

week over the course of a 7-week course. Thus, a student will need to spend an average of 15 hours a week to accomplish the objectives of a typical three credit hour course. Most graduate courses at Visible Music College observe this pattern while Practicum and Capstone are more heavily weighted on individual study with regular meetings with instructors.

### Transfer Credits

Visible Music College will accept up to 18 semester hours of transfer credits toward the Master's degree program. Those credits must come from a regionally or nationally accredited college or university, or at a recognized foreign college or university. No grade less than a "B-" may be transferred. The Registrar oversees all incoming transfer credits. The last 12 semester hours must be taken at Visible Music College. Transfer credits do not affect the student's grade point average at Visible Music College. Once enrolled in the Master's degree program at Visible Music College, credits from other institutions will not be viewed as transferable.

### Double Counting

If a student is dual enrolled into one of the MA programs during their final year of Bachelor's work, they are eligible to have a certain amount of credits count towards both their undergraduate degrees and their graduate degrees. This process is called double counting. In order for a student to double count credits, they must:

- Be admitted into the dual enrollment program for the graduate program
- Be approved by one of the MA program directors to be enrolled in the graduate level class
- Complete the graduate level expectations of any classes that are cross-listed as 4000/5000 level classes.

The limit of credits that may be double counted between the BA and MA programs is 9 credits. Generally, the MA classes will be taken and fulfill the elective requirements for the BA program. However, in some cases, the MAL concentration class can be counted towards the concentration requirements of the BA program.

Specific courses that can count towards double:

MAL:

BTM5433	Missional Life	3
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MAW:

BTM5613	The Character of the Worship Pastor	3
BTM5623	The Craft of the Worship Pastor	3
BTM5633	The Community of the Worship Pastor	3

### Satisfactory Academic Progress, Academic Probation, Academic Suspension

Visible Music College's Satisfactory Academic Progress (SAP) policy determines whether students are making reasonable progress toward completing their degree. After completion of 9 graduate hours at Visible Music College, a graduate student whose cumulative GPA from courses taken at Visible Music College for graduate credit is below 2.7 will be placed on academic probation. A graduate student whose GPA from courses taken at Visible Music

College is below 2.0 will be suspended from the graduate degree program. Following suspension from the degree program, the student may, in an effort to improve the GPA, repeat courses in which a grade of C or F has been received. When the student's GPA has been raised to 2.5 or higher, the student may apply for readmission to the degree program.

### Graduation Requirements

Earning the Master's degree calls for the completion of the following:

- Completion of all 30 semester credit hours
- Must complete all credit hours with no more than 45 attempted credits (67% pass rate).
- A written thesis or performed final project as the final "Master's Capstone" of the degree program
- A professional practicum for one full semester if pursuing MAL
- Have a minimum cumulative GPA of 2.7 or higher.
- Have no grades lower than a "C-" for courses required for the degree.
- Complete the last 12 hours of the degree at Visible Music College.
- Complete the checkout/exit interview process.
- Completed financial obligations to college and others.

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.

### Exiting the College

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

### Transcripts

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

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

## ACADEMIC OFFICE

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### Advising and Registration

#### ADVISING

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

#### REGISTRATION

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

#### **Late Registration**

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

#### SEMESTER LOAD AND ENROLLMENT STATUS

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

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

### **COURSE REPEATS**

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

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

### **COURSE CANCELLATIONS**

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

### **INDEPENDENT STUDY**

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

### **SUMMER TERM**

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

### **CHANGE OF STUDY**

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

### **PLACEMENT AID**

Placement aid is provided through the following:

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

### Add, Drop, and Withdrawal Procedures

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

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

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

#### **DROP / ADD**

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

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

#### **WITHDRAWAL**

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

Students wishing to withdraw from the college should:

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

#### **DROP/WITHDRAWAL GRADES**

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

## Course Credits

### **CLASS STANDING**

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

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

### **CREDIT HOUR DEFINITION**

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

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

### **TRANSFER CREDITS**

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

#### **Traditional Credit Transfer**

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

## **Non-Traditional Credit Transfer**

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

## **Transfer Credits Post-Enrollment**

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

## **Credit for Coursework**

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

## **Credit for Testing**

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

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

### **Transfer Credits for Certificate Program**

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

### **Credit for Prior Learning**

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

### **General Education**

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

### **Articulation Agreements**

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

[www.visible.edu/about-us/accreditationauthorization](http://www.visible.edu/about-us/accreditationauthorization)

### **TRANSFERABILITY OF CREDIT DISCLOSURE**

#### **\*NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION\***

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

### Disabilities

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

### **DISABILITY ACCOMMODATIONS**

It is the policy of Visible Music College to comply with Section 504 of the Rehabilitation Act of 1973 (PL 93-1112), as amended (PL 93-516), and with Title II of the Americans with

Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities. Visible Music College is committed to providing reasonable accommodations to all students who properly disclose and document disabilities to the Academic Support Office.

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

### **TYPES OF ACCOMMODATION**

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

#### **Reasonable Accommodation Examples**

- **Academic Support:** Visible coordinates a range of student support services to help ensure they have every opportunity to succeed. Support is holistic and addresses

time management skills, financial worries, emotional and pastoral support, and curriculum support. Instructors, advisors and staff from the Office of Students and Business all work to surround students who exhibit struggles with their academic success.

- **Advising:** A student's advisors is able to meet regularly each term with a student and additional advising can be provided by Academic support office for students who need it.
- **Academic Monitoring and notification:** Visible pulls weekly reports on attendance and grades and identifies students struggling or potentially struggling and notifies the student, instructor and advisors to seek additional help if needed.
- **Note Taking:** Academic support can coordinate with a student in class to take notes and coordinate with student on accommodation to receive class notes.
- **Taping of Lectures:** Utilizing a recording app or tape recorded (or zoom video recording when possible) can be done if helpful.
- **Alternative Testing:** Academic support can help coordinate alternative space and testing environments for students based on accommodation plan.
- **Tutors:** Group tutoring times are arranged by topic and coordinates with Instructors and department chairs to provide supplemental time around homework and course material. Peer mentors can be arranged for students to have check-in times each week of 30 min to review assignments, lectures, and course material.

### **Unreasonable Accommodation Examples**

Accommodation request would be considered unreasonable if they:

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

### **VOCAL REST**

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

Vocal Rest prescribed by the Vocal Division Head

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

Vocal Rest prescribed by a medical professional

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

### Academic Support

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

### Grading Procedures

#### **GRADING SYSTEM**

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

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

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

#### GRADE SCALE

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

#### GPA CALCULATIONS

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

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

3. Add all Quality Points.
4. Divide the total number of Quality Points by the total number of Attempted hours.

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

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

### GRADE LOCK

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

### Attendance, Attendance-Based Courses and Technology in Class

#### ATTENDANCE

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

The following policies govern class attendance:

1. Students will not be awarded credit in any course where their attendance percentage falls below 80%, regardless of the reason(s) for absence. If the student's final attendance percentage is below 80%, he or she will automatically receive a failing grade.
2. If at any time after the fifth week of the semester a student obtains automatic "F's" in 50% of his or her classes due to non-attendance, the academic office will review the student's term and can decide to place the student on either Academic Support Plan or Academic Suspension. If suspended, the student may be asked to leave Visible Music College campus and housing within 48 hours after notification.
3. If a student has two consecutive weeks of missed class, they must be administratively withdrawn from the college.
4. Students may track their attendance percentages on each course's Populi page.
5. In the case of absences due to (1) unforeseen emergencies, (2) illness with a doctor's note, (3) significant family events-does not include vacation (weddings, funerals, etc.), or (4) planned school related trips, the student may request an excused absence by completing the "Request for Excused Absence" form. For emergencies and illnesses, the request must be filed within 5 business days of the student's return. For planned absences, the request must be filed at least 1 business day in advance. Documentation is required for all students requesting an excused absence.

6. Instructors determine what constitutes a tardy; however, they cannot excuse absences. The Registrar approves requests for excused absences and will notify the student and the student's instructor(s) by email.
7. Students who are granted an excused absence are responsible for notifying instructors of their absence and obtaining any missed work or class materials, which must be coordinated with the instructor within five school days of the student's return to school.
8. It is Visible Music College's policy that three (3) tardies equals one (1) absence. The Instructor determines what constitutes as a tardy.

### **PERSONAL ELECTRONIC DEVICES IN CLASSROOM**

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

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

### **ATTENDANCE BASED COURSES**

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

### **MAKE-UP POLICY: ATTENDANCE BASED COURSES & GRADUATION REQUIREMENTS**

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

#### **Worship and Accountability**

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

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

#### **Life Group**

While the student is still enrolled at the college, per semester failed, he or she will read a book related to the topic of discipleship as assigned by the Office of Students. The student

will formulate regular response papers answering questions that relate to chapters and topics within the assigned book. The same make-up policy stands for any student that has already walked at their Commencement.

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

### **Professional Advancement Seminar**

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

### **IndieVisible Performances**

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

### **City Eyes Hours**

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

### **CLASS CANCELLATION DUE TO WEATHER**

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

## Awards and Honors

### **SEMESTER HONORS**

#### **Dean's List**

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

### **GRADUATION AWARDS AND HONORS**

#### **Graduation Honors**

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

- *Summa Cum Laude:* 3.90 to 4.00 cumulative GPA
- *Magna Cum Laude:* 3.75 to 3.89 cumulative GPA
- *Cum Laude:* 3.50 to 3.74 cumulative GPA
- *Valedictorian:* Highest GPA of the graduating class.
- *Salutatorian:* Second-highest GPA of the graduating class.

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

### **Department Excellence Awards**

#### *Excellence in Music Business Award*

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

#### *Excellence in Music Production Award*

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

#### *Excellence in Modern Music Award*

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

#### *Excellence in Creative Leadership Award*

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

### **Certificate Excellence Award**

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

### **Masters Excellence Award**

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

### **Leadership Award for the Visible Community**

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

**Cost of Discipleship Award**

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

## Satisfactory Academic Progress, Probation, and Suspension

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

#### **Qualitative (Minimum Cumulative GPA: 2.0)**

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

#### **Quantitative (Minimum Earned Hours: 67%)**

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

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

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

Attempted Hours	Earned Hours	Attempted Hours	Earned Hours	Attempted Hours	Earned Hours
21.5	14.5	16	11	10	7
21	14	15	10.5	9	6.5

20	13.5	14	9.5	8	5.5
19	13	13	9	7	5
18	12.5	12	8.5	6	4.5
17	12	11	7.5	5	5

### **Evaluation of Academic Progress**

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

### **Withdrawals, Incompletes and Transfer credits**

Transfer credits do not affect the student's grade point average at Visible Music College, however, credit hours that are accepted from another institution toward the student's educational program will be counted as both attempted and completed hours.

The grade of "I" is a temporary placeholder that denotes incomplete coursework. 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

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.

### **Individual Course Retake Support Policy**

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

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

Visible wants each student to have an opportunity to retake a course when an issue has arisen in taking a course for the first time. Students routinely retake courses with additional attention to them from their advisor on first retake or second attempt. A second retake, or third attempt, requires the student to sign up for the course as a paid Independent Study so an academic coach can be assigned to them for a successful third attempt. All retakes will be counted as both attempted and completed hours affecting both quantitative and qualitative measures.

## ACADEMIC REHABILITATIVE MEASURES

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

### Academic Warning

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

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

Academic Warning may include, but is not limited to:

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

### Academic Probation

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

Academic Probation may include, but is not limited to:

1. One or more meetings with the Lead Academic officer of the student's campus or teaching site.
2. Mandatory reduction of attempted credits to no more than 17 credits for Fall (3 Blitz + 14 during normal semester), 14 credits for Spring, and 6 credits for Summer.
3. Weekly meetings with the student's advisor/academic progress faculty member.
4. Mandatory participation in the creation and implementation of an academic support plan and/or pastoral care plan.
5. Attend a 7 week (maybe longer, if continuing to struggle academically) Academic Success 101 course, held on Friday of each week from 10a to 12p.
6. Not being allowed to perform or serve at promotional events on behalf of the college (this does not affect the student's ability to perform in events related to curricular requirements).

## **Academic Suspension**

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

A student may petition for re-enrollment following his or her Academic Suspension, Automatic Suspension, or Academic Dismissal. The student must submit this form with appropriate supporting documentation to the Vice President of Academics. The appeal will be reviewed by the Academic Development Team. All decisions regarding the petition are final. The student will be notified of the Team's decision via e-mail and postal mail.

The student must provide compelling evidence that he or she is committed and able to achieve and surpass Satisfactory Academic Progress. Essay responses to the statements below must be attached to the form. Incomplete forms will not be considered.

1. Discuss your desire to return to Visible Music College at this time.
2. Identify the factors which led to your academic suspension & explain whether or not those factors are still a concern.
3. Please provide a specific plan for your academic success at Visible Music College.
4. Describe your current spiritual walk.

If the petition is approved, the student will be placed on Academic Probation for one semester. Unusual or mitigating circumstances for which an appeal might be filed 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.

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 aid. The eligibility of student 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 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 aid for the following semester.

### **COMPULSORY WITHDRAWALS**

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

### Academic Misconduct

### **ACADEMIC DISHONESTY**

#### **Definition of Academic Dishonesty**

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

#### **Plagiarism**

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

#### **Double-dipping / Self-plagiarism**

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

### **Cheating**

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

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

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

### **Sanctions for Academic Dishonesty**

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

### **Procedures Related to Receiving Academic Dishonesty Sanction**

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

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

## PERSONAL MISCONDUCT

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

## Graduation Requirements

### BACHELOR'S DEGREE PROGRAM

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

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

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

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

- The remaining 6 hours must be completed at Visible Music College in the Summer term immediately following the Commencement in which the senior participated. Only in special circumstances, the student may be approved to transfer their final coursework from another institution, in order to complete their degree.
- One specific course that must be completed in order to walk at Commencement is the student's Senior Concert or Senior Project. Certain mitigating circumstances can be

considered and approved by the Department Chair, with input from the Academic Development Team.

- Seniors who have not completed the coursework requirements will not be awarded academic honors at Commencement. Those will be determined once all credits have been completed.
- If the remaining 6 hours of coursework are not completed at Visible Music College by the end of the Fall Semester immediately following the Commencement in which the senior participated, the student will be administratively withdrawn.
- If a senior has failed attendance-based course requirements, see our policy on attendance-based courses.
- In the event that the student with the highest earned GPA does not attend Commencement, the Salutatorian will take the place of Valedictorian. With the third highest earned GPA will then become the new Salutatorian.

### **CERTIFICATE PROGRAM**

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

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

### **Proceeding from Certificate Program to Bachelor's Program**

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

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

All programs (8 Credits)

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

Modern Music (16 Credits)

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

#### Music Production (16 Credits)

##### Electives (3 Credits)

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

#### Music Business (16 Credits)

##### Elective (7 credit hours)

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

#### Creative Leadership (16 Credits)

##### Electives (3 Credits)

- BTM1643 Creative Leadership 1: Theology and Media (3 credit hours)
- MED1553 Creative Writing for Church Media (3 credit hours)
- MED1543 Story and Cinema (3 credit hours)
- And either
- BTM1573 Ministries of the Church (3 credit hours)
- BTM1011 Applied Lab 1: Pastoral Role with Creatives (Identity) (1 credit hour)
- Or
- MED1163 Digital Film Production (3 credit hours)
- MED1011 Applied Lab 1: Creative Media (Concept) (1 credit hour)

### Exiting the College

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

### Transcripts

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

## 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, Academic Directors, the Department Chairs, and faculty representative(s)) may convene to consider the appeal or grievance.

1. The student must notify the Vice President of Academics (VPA) in writing of his/her intent to appeal a sanction due to Academic misconduct or to pursue the grievance within 30 days of the student's notification of the sanction or the event of personal grievance. If student does not provide this written notice, with applicable documentation, within 30 days of the sanction notice or event, he or she waives the right to pursue the appeal/grievance.
2. The Vice President of Academics will present the grievance as determined by the nature of the grievance:
  - a. **Academic Dishonesty Sanction:** The Vice President of Academics will provide a copy of the appeal to the instructor involved and convene the Academic Development Team to review the student's appeal and render a decision.
  - b. **Personal Grievance:** The Vice President of Academics will provide a copy of the grievance to the staff member involved and convene the Academic Development Team to review the student's appeal and render a decision. The Academic Development Team may decide to gather more information from the student and a peer (student) advocate of the student's choice.
  - c. **Satisfactory Academic Progress sanction:** The student must submit an Academic Suspension Appeal with the required documentation to the Vice President of Academics. The Vice President of Academics will convene the Academic Development Team to review the student's appeal and render a decision. If the student's appeal is accepted, the student will be placed on Academic Probation for the next semester. Unusual or mitigating circumstances for which a suspension may be appealed include, but are not limited to, 1) the death of a relative of the student, 2) debilitating injury or illness of the student, 3) other emergency or special circumstances.
  - d. **Grade Appeal:** Within 30 days of course finalization, 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:

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>

Commission for Independent Education (for Florida based students)  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL. 32399-0400  
Phone: 850-245-3200

Kansas Board of Regents (for Kansas based Students)  
1000 SW Jackson, Suite 520, Topeka, KS 66612-1368,  
Phone: 785-430-4240.  
[https://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

### **California based students - Complaints to BPPE**

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

### Institutional or Program Closure

Visible Music College agrees that in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education the student did not receive. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. Specific arrangements would be determined by the college leadership and board depending on the specific campus location and time of closure.

### Records Retention

Student transcripts and degree or certificate are maintained indefinitely and all other records are maintained for at least 5 years  
The following are the requirements for Student Records:

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

## Library

### **MISSION & PURPOSE**

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

### **ACADEMIC, PROFESSIONAL, SPIRITUAL SUPPORT**

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

### **HOURS & LOCATION**

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

### **Memphis**

The Library is located in Room 111 on the first floor of 200 Madison Avenue, Memphis, TN 38103 and is accessible to students during building hours.

### **THE COLLECTION**

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

### **BORROWING & CIRCULATION**

#### **Library Account**

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

#### **Library Card**

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

#### **Loan Period**

Circulating library materials can be checked out for 14 days.

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

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

### **Late Fees**

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

Late fees for regular circulating materials:

1 day late: No fine

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

### **Lost Materials**

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

### **Damaged Materials**

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

### **Textbook Reserves**

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

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

## **OPEN PUBLIC ACCESS CATALOG**

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

## COURSE RESERVES

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

## ELECTRONIC DATABASES

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

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

## ARCHIVES & SPECIAL COLLECTIONS

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

### Archives

Archives are materials of historical significance to Visible Music College.

### Special Collections

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

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

### Requested Resources

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

## LIBRARY PARTNERSHIPS

### Memphis

Visible Music College has a working relationship with the Cossitt Branch of the Memphis Public Library, located at 33 S Front Street in downtown Memphis, just a 5-minute walk from the campus. Students are encouraged to secure a Library card, which makes available all Memphis Public Library resources at the Cossitt Branch and across the city. Students can obtain a Library card at the Cossitt Branch by showing his or her student ID and proof of residence in Memphis (Visible Music College can provide a letter of residence for all students living on campus). To setup an online account with the Memphis Public Library system, visit their website at [www.memphislibrary.org](http://www.memphislibrary.org), hover your computer's mouse over Account/Catalog, and click on Account Login.

## FERPA

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

### **LIMITATIONS**

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

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

### **EXTERNAL USE OF INFORMATION**

#### **Directory Information**

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

- Student's name\*
- Degrees, honors, and awards received\*
- Enrollment status\*
- Participation in officially recognized activities\*
- Email address
- Photograph
- Major field of study
- Dates of attendance

- Most recent educational agency or institution attended

Directory information is typically used in the following:

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

### **Legal/Professional Compliance**

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

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

### **INTERNAL USE OF INFORMATION**

#### **Legitimate Educational Interest**

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

#### **Student Right to Access**

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

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

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

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

## Course Numbering System for Bachelor's Degree

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

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

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

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

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

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

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

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

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

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

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

Course Number	Course Name
AUD1011	Applied Lab: Audio Production 1
AUD1021	Applied Lab: Audio Production 2
AUD1143	Audio Production 1: Producer Basics
AUD1243	Fundamentals of Audio
AUD1263	Introduction to Recording
AUD1373	Introduction to Live Sound
AUD2011	Applied Lab: Audio Production 3
AUD2021	Applied Lab: Audio Production 4
AUD2143	Audio Production 2: Studio Arranging
AUD2243	Recording Techniques
AUD2263	Digital Audio Workstations
AUD2363	Equipment Maintenance & Repair
AUD2373	Live Sound Mixing
AUD3011	Applied Lab: Audio Production 5
AUD3021	Applied Lab: Audio Production 6
AUD3081	Professional Internship 1
AUD3243	Mixing Techniques
AUD3263	Advanced Digital Audio Workstations
AUD3443	Stage Production
AUD4082	Professional Internship 2
AUD4083	Professional Internship 3
AUD4091	Senior Project: Music Production
AUD4143	Audio for Multimedia
AUD4163	Commercial Release Seminar
AUD4243	Audio Business Administration
AUD4263	Mixing & Mastering
AUD4343	Sound Reinforcement
AUD4363	Sound System Design
BTM1001	Visible Community
BTM1011	Applied Lab 1: Pastoral with Creatives – Identity
BTM1021	Applied Lab 2: Pastoral with Creatives – Story
BTM1031	Störling Community
BTM1041	Ocean's Edge Community
BTM1042	Create
BTM1043	Introduction to Worship
BTM1143	Old Testament Survey
BTM1243	New Testament Survey

BTM1332	Wellness for the Artist
BTM1422	Christianity and Culture
BTM1432	Christianity and the Arts
BTM1353	The Spirit and Acts
BTM1563	Spiritual Formation
BTM1573	Ministries of the Church
BTM1643	Creative Leadership 1: Theology and Media
BTM1743	Creative Leadership 2: Intercultural Studies
BTM2011	Applied Lab 3: Pastoral with Creatives – Content
BTM2021	Applied Lab 4: Pastoral with Creatives – Image
BTM2363	Introduction to Christian Theology
BTM2443	History of the Church
BTM2563	Life and Writings of Bonhoeffer
BTM3011	Applied Lab 5: Pastoral with Creatives – Presentation
BTM3021	Applied Lab 6: Pastoral with Creatives – Team-Building
BTM3081	Professional Internship 1
BTM3143	Psalms and Wisdom Books
BTM3253	Life and Teachings of Christ
BTM3343	Theology of the Kingdom
BTM3373	Biblical Hermeneutics
BTM3863	Contextual Preaching and Teaching
BTM4081	Professional Internship 2
BTM4091	Senior Project: Ministry
BTM4253	Life and Letters of Paul
BTM4563	Conflict Resolution in Community
BTM4763	Missional Life
BTM4773	Missional Life for Creatives
BTM4743	Global Leadership
BUS1013	Applied Lab 1: Music Business Foundations
BUS1023	Applied Lab 2: Publicity and Promotion
BUS1043	Introduction to Music Business
BUS1163	Publicity & Promotions Seminar
BUS1353	Project Management
BUS2013	Applied Lab 3: Concert Booking
BUS2023	Applied Lab 4: Artist Management and Marketing
BUS2243	Tour Management
BUS2263	Concert Booking and Promotion
BUS2353	Artistic Management and Representation

BUS2643	Music Marketing, Distribution, and Merchandising
BUS3013	Applied Lab 5: Business Planning and Grant Writing
BUS3023	Applied Lab 6: Graphic Design
BUS3043	Business Administration
BUS3081	Madison Line Records Internship
BUS3091	Madison Line Records Project
BUS3463	Graphic Design and Content Management
BUS4082	Professional Internship 2
BUS4083	Professional Internship 3
BUS4092	Major Industry Contribution Project
BUS4443	Music Publishing Administration
BUS4543	Strategy and Entrepreneurship
BUS4553	Business Strategy and the Future
BUS4643	Marketing Research
BUS4653	Brands and Branding
BUS4743	Financial Accounting
BUS4753	Entrepreneurial Finances and Private Equity
COM1063	Public Communication
DAN1011	Pilates I
DAN1021	Pilates II
DAN1101	Jazz Technique I
DAN1211	Ballet Technique I
DAN1212	Ballet Technique I
DAN1221	Ballet Technique I
DAN1222	Ballet Technique I
DAN1231	Pointe I
DAN1301	Foundational Modern Dance Technique
DAN1311	Modern Dance Technique I
DAN1312	Modern Dance Technique I
DAN1391	Non Traditional Partnering
DAN1501	Improvisation and Musicality for Dancers
DAN1531	Physical Theatre
DAN1602	Choreography Composition I
DAN1751	Worship Dance
DAN1901	Dance Performance I
DAN1911	Dance Performance 2
DAN2101	Jazz Technique II

DAN2211	Ballet Technique II
DAN2212	Ballet Technique II
DAN2221	Ballet Technique II
DAN2222	Ballet Technique II
DAN2231	Pointe II
DAN2301	Foundational Modern Dance Technique
DAN2312	Modern Dance Technique II
DAN2532	Careers in Dance
DAN2542	Production
DAN2901	Dance Performance III
DAN2911	Dance Performance IV
DAN3211	Ballet Technique III
DAN3212	Ballet Technique III
DAN3221	Ballet Technique III
DAN3222	Ballet Technique III
DAN3602	Choreography Composition III
DAN4081	Professional Internship
DAN4082	Professional Internship
DAN4083	Professional Internship
ENG1113	English Composition 1
ENG2113	English Composition 2
GEN0000	Visible Music College Orientation
GEN1000	Professional Development Seminar
HUM3043	Survey of Music History
HUM3053	History of Popular Music in American Society
KAN0000	Störlling Conservatory Orientation
KAN1014	Störlling Community
LDR4333	Leadership Development and Care
MED1011	Applied Lab 1: Creative Media – Concept
MED1021	Applied Lab 2: Creative Media – Writing
MED1163	Digital Film Production
MED1543	Story and Cinema
MED1553	Creative Writing for Church Media
MED2011	Applied Lab 3: Creative Media – Production
MED2021	Applied Lab 4: Creative Media – Video Marketing
MED3011	Applied Lab 5: Creative Media – Live Audio/Video
MED3021	Applied Lab 6: Creative Media – Sales

MED2163	Digital Film Techniques
MED3081	Professional Internship 1
MED3173	Digital Film Post-Production
MED3273	Web Design
MED4081	Professional Internship 2
MED4091	Senior Project: Content
MED4343	Media Marketing Strategies
MTH2113	College Algebra
MUS1001	Songwriting Critique & Evaluation
MUS1011	Applied Lab: Bands
MUS1013	Applied Lab: Commercial Woodwinds Specialization 1
MUS1031	Applied Lesson: Commercial Woodwinds 1
MUS1113	Applied Lab: Guitar Specialization 1
MUS1130	Applied Lesson: Guitar 1 (for non-majors)
MUS1131	Applied Lesson: Guitar 1
MUS1170	Applied Group Lesson 1: Guitar (for non-majors)
MUS1213	Applied Lab: Bass Specialization 1
MUS1230	Applied Lesson: Bass 1 (for non-majors)
MUS1231	Applied Lesson: Bass 1
MUS1313	Applied Lab: Drums Specialization 1
MUS1331	Applied Lesson: Drums 1
MUS1411	Piano Proficiency 1
MUS1413	Applied Lab: Keyboard Specialization 1
MUS1430	Applied Lesson: Keyboard 1 (for non-majors)
MUS1431	Applied Lesson: Keyboard 1
MUS1470	Applied Group Lesson 1: Keyboard
MUS1513	Applied Lab: Vocal Specialization 1
MUS1530	Applied Lesson: Vocal 1 (for non-majors)
MUS1531	Applied Lesson: Vocal 1
MUS1570	Applied Group Lesson 1: Vocals
MUS1613	Applied Lab: Songwriting Specialization 1
MUS1630	Applied Lesson: Songwriting 1
MUS1713	Applied Lab: Worship Leadership Specialization 1
MUS1811	Aural Theory 1
MUS1813	Applied Lab: Commercial Brass Specialization 1
MUS1831	Applied Lesson: Commercial Brass 1
MUS1843	Music Theory 1: Music Foundations
MUS1913	Applied Lab: Commercial Strings Specialization 1

MUS1931	Applied Lesson: Commercial Strings 1
MUS2011	College Choir
MUS2013	Applied Lab: Commercial Woodwinds Specialization 2
MUS2031	Applied Lesson: Commercial Woodwinds 2
MUS2113	Applied Lab: Guitar Specialization 2
MUS2130	Applied Lesson: Guitar 2 (for non-majors)
MUS2131	Applied Lesson: Guitar 2
MUS2170	Applied Group Lesson 2: Guitar (for non-majors)
MUS2213	Applied Lab: Bass Specialization 2
MUS2230	Applied Lesson: Bass 2 (for non-majors)
MUS2231	Applied Lesson: Bass 2
MUS2313	Applied Lab: Drums Specialization 2
MUS2331	Applied Lesson: Drums 2
MUS2411	Piano Proficiency 2
MUS2413	Applied Lab: Keyboard Specialization 2
MUS2430	Applied Lesson: Keyboard 2 (for non-majors)
MUS2431	Applied Lesson: Keyboard 2
MUS2470	Applied Group Lesson 2: Keyboard
MUS2513	Applied Lab: Vocal Specialization 2
MUS2530	Applied Lesson: Vocal 2 (for non-majors)
MUS2531	Applied Lesson: Vocal 2
MUS2570	Applied Group Lesson 2: Vocal
MUS2613	Applied Lab: Songwriting Specialization 2
MUS2630	Applied Lesson: Songwriting 2
MUS2713	Applied Lab: Worship Leadership Specialization 2
MUS2811	Aural Theory 2
MUS2813	Applied Lab: Commercial Brass Specialization 2
MUS2831	Applied Lesson: Commercial Brass 2
MUS2843	Music Theory 2: Beginning Harmony
MUS2913	Applied Lab: Commercial Strings Specialization 2
MUS2931	Applied Lesson: Commercial Strings 2
MUS3013	Applied Lab: Commercial Woodwinds Specialization 3
MUS3031	Applied Lesson: Commercial Woodwinds 3
MUS3043	Survey of Western Music History
MUS3063	Electronic Music and Technology
MUS3081	Professional Internship 1
MUS3113	Applied Lab: Guitar Specialization 3
MUS3130	Applied Lesson: Guitar 3 (for non-majors)

MUS3131	Applied Lesson: Guitar 3
MUS3213	Applied Lab: Bass Specialization 3
MUS3230	Applied Lesson: Bass 3 (for non-majors)
MUS3231	Applied Lesson: Bass 3
MUS3313	Applied Lab: Drums Specialization 3
MUS3331	Applied Lesson: Drums 3
MUS3413	Applied Lab: Keyboard Specialization 3
MUS3430	Applied Lesson: Keyboard 3 (for non-majors)
MUS3431	Applied Lesson: Keyboard 3
MUS3513	Applied Lab: Vocal Specialization 3
MUS3530	Applied Lesson: Vocal 3 (for non-majors)
MUS3531	Applied Lesson: Vocal 3
MUS3613	Applied Lab: Songwriting Specialization 3
MUS3630	Applied Lesson: Songwriting 3
MUS3713	Applied Lab: Worship Leadership Specialization 3
MUS3730	Applied Lesson: Worship Leadership 3
MUS3811	Aural Theory 3
MUS3813	Applied Lab: Commercial Brass Specialization 3
MUS3831	Applied Lesson: Commercial Brass 3
MUS3843	Music Theory 3: Intermediate Harmony
MUS3913	Applied Lab: Commercial Strings Specialization 3
MUS3931	Applied Lesson: Commercial Strings 3
MUS4013	Applied Lab: Commercial Woodwinds Specialization 4
MUS4031	Applied Lesson: Commercial Woodwinds 4
MUS4043	Conducting & Ensemble Leadership
MUS4053	Composition and Arranging
MUS4082	Professional Internship 2
MUS4083	Professional Internship 3
MUS4091	Senior Concert
MUS4113	Applied Lab: Guitar Specialization 4
MUS4130	Applied Lesson: Guitar 4 (for non-majors)
MUS4131	Applied Lesson: Guitar 4
MUS4213	Applied Lab: Bass Specialization 4
MUS4230	Applied Lesson: Bass 4 (for non-majors)
MUS4231	Applied Lesson: Bass 4
MUS4313	Applied Lab: Drums Specialization 4
MUS4331	Applied Lesson: Drums 4
MUS4413	Applied Lab: Keyboard Specialization 4

MUS4430	Applied Lesson: Keyboard 4 (for non-majors)
MUS4431	Applied Lesson: Keyboard 4
MUS4513	Applied Lab: Vocal Specialization 4
MUS4530	Applied Lesson: Vocal 4 (for non-majors)
MUS4531	Applied Lesson: Vocal 4
MUS4613	Applied Lab: Songwriting Specialization 4
MUS4630	Applied Lesson: Songwriting 4
MUS4713	Applied Lab: Worship Leadership Specialization 4
MUS4730	Applied Lesson: Worship Leadership 4
MUS4811	Aural Theory 4
MUS4813	Applied Lab: Commercial Brass Specialization 4
MUS4831	Applied Lesson: Commercial Brass 4
MUS4843	Music Theory 4: Extended Harmony
MUS4913	Applied Lab: Commercial Strings Specialization 4
MUS4931	Applied Lesson: Commercial Strings 4
PHI2243	Philosophy of Religion
PSY2143	Introduction to Psychology
SCI1033	Dancer Health and Wellness
SCI2143	Acoustical Physics

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

### Course Descriptions

Some courses have prerequisite requirements. A student may register for a course with prerequisite requirements if the prerequisite requirement has been successfully completed or if the student and the student's advisor reasonably believe that the prerequisite 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 prerequisite requirements must be approved by the Office of Academics and the Department Chair.

## **CORE CURRICULUM (GENERAL EDUCATION & CREATIVE LEADERSHIP)**

### **BTM1000 - Visible Community** (0 semester hours)

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

### **BTM1001 - Visible Community** (1 semester hour)

Visible Community allows students to come together for the corporate expression of praise and worship. Along with discussion, prayer, and spiritual growth, Visible Community focuses

on building and sustaining community with an emphasis on academic and professional development.

**BTM1031 Störling Community** (0 semester hours)

Störling Community is designed for students to gather for the corporate expression of praise and worship. Along with teaching, discussions, prayer, and breaking bread, Störling Community focuses on sustaining a spiritual community with an emphasis on professional development and life skills.

**BTM1043 - Introduction to Worship** (3 semester hours)

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

**BTM1041: Oceans Edge Community**

Oceans Edge Community is a course that provides development in the global, spiritual, professional and academic ethos of the college. Students will gather for structured times of corporate worship, department or division-led accountability, life together groups, professional development seminars and service opportunities through the college's community outreach program, City Eyes. Six completed semesters of Ocean's Edge Community are required to earn a Bachelor's degree at Visible Music College

**BTM1042: Create**

There are no rules in songwriting – only guidelines and principles. This course will explore, discuss and implement these guidelines and principles through short topical lessons and practical application of these fundamentals in group settings.

**BTM1143 - Old Testament Survey** (3 semester hours)

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

**BTM1243 - New Testament Survey** (3 semester hours)

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

**BTM1332 - Wellness for the Artist (BLITZ)** (2 semester hours)

This course provides practical resources to promote holistic living and increased well being in body, soul and spirit. Biblical principles on our identity, purpose, self-care and the pillars of health for optimal performance.

**BTM1422 - Christianity and Culture** (2 semester hours)

An overview of the role our Christian faith plays in creating art and culture. Students will develop a biblical worldview and a biblical understanding of art, culture, and creativity. Students will study a Christian worldview and apologetics in contrast to competing worldviews in contemporary culture. Staff will use both Biblical and historical examples, asking the students to find contemporary examples to affirm their understanding of the content. A defense will be made for Christianity's ability to provide the most dignified environment for human thriving possible to mankind based on the Biblical reality that God and a relationship with God can provide. In contrast, students will consider opposing viewpoints and how rejecting the Judeo-Christian worldview produces division, destruction and isolation.

**BTM1432 - Christianity and the Arts** (2 semester hours)

An overview of the role our Christian faith plays in creating art and culture. Students will develop a biblical worldview and a biblical understanding of art, culture, and creativity. Curriculum will include an overview of how artists throughout history have enabled ideas, both Christian and non-Christian, through their work. There will be an emphasis on the power of ideas to shape contemporary cultures and the responsibility and position of the artist in the flow of that process. Students will be asked to draw on historical examples in order to pinpoint current examples of art and artists who are influencing the shape and direction of today's culture. The class will draw on the curriculum from Christianity and Culture in order to train students to see ideas in their culture clearly and project expected outcomes.

**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 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.

**BTM4773 - Missional Life for Creatives** (3 semester hours)

Missional Life for Creatives is a guided study for creative artists on living out a missional lifestyle whether they pursue a career in the marketplace, education, Christian missions, or service in the church worship culture. The aim of this study is to help shape a congruent Christian mindset and vision for missional artistry, which can be applied in any career direction the student may be passionate about. Our study will focus on the Biblical vision,

values, and character necessary to empower a sense of destiny and confidence for 'artists on mission' for our postmodern world.

**COM1063 - Public Communication** (3 semester hours)

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

**ENG1113 - English Composition 1** (3 semester hours)

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

**ENG2113 - English Composition 2** (3 semester hours)

*Prerequisite: ENG1113 - English Composition 1.*

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

**GEN0000 - Visible Music College Orientation** (0 semester hours)

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

**HUM3043 - Survey of Music History** (3 semester hours)

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

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

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

**LDR4333 - Leadership Development and Care** (3 semester hours)

*Prerequisites: BTM1563 - Spiritual Formation.*

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

aspects related to the spiritual care of others. Much of the course will be practical application of the material learned in the class setting.

**MTH2113 - College Algebra** (3 semester hours)

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

**PHI2243 - Philosophy of Religion** (3 semester hours)

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

**PSY2143 - Introduction to Psychology** (3 semester hours)

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

**SCI2143 - Acoustical Physics** (3 semester hours)

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

**CREATIVE LEADERSHIP**

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

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

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

BTM1011 - Applied Lab 1: Pastoral with Creatives – Identity

BTM1021 - Applied Lab 2: Pastoral with Creatives – Story

BTM2011 - Applied Lab 3: Pastoral with Creatives – Content

BTM2021 - Applied Lab 4: Pastoral with Creatives – Image

BTM3011 - Applied Lab 5: Pastoral with Creatives – Presentation

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

**BTM1353 - The Spirit and Acts (3 credits)**

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

**BTM1573 - Ministries of the Church (3 credits)**

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

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

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

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

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

**BTM2443 - History of the Church (3 credits)**

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

**BTM2563 - Life and Writings of Bonhoeffer (3 credits)**

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

**BTM3253 - Life and Teachings of Christ (3 credits)**

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

**BTM3081 - Professional Internship 1 (1 credit)**

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

**BTM3143 - Psalms and Wisdom Books (3 credits)**

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

**BTM3253 - Life and Teachings of Christ (3 credits)**

A study of the life and teachings of Jesus Christ. The four gospels will be examined to gain an understanding of the history, background, setting and theological themes of each of the

gospels. Special attention will be given to Christ's message and mission in regards to leadership development.

**BTM3343 - Theology of the Kingdom (3 credits)**

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

**BTM3373 - Biblical Hermeneutics (3 credits)**

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

**BTM3863 - Contextual Preaching and Teaching (3 credits)**

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

**BTM4081 - Professional Internship 2 (1 credit)**

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

**BTM4091 - Senior Project: Ministry (1 credit)**

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

**BTM4253 - Life and Letters of Paul (3 credits)**

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

**BTM4563 - Conflict Resolution in Community (3 credits)**

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

**BTM4743 - Global Leadership (3 credits)**

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

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

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

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

MED1011 - Applied Lab 1: Creative Media – Concept

MED1021 - Applied Lab 2: Creative Media – Writing

MED2011 - Applied Lab 3: Creative Media – Production

MED2021 - Applied Lab 4: Creative Media – Video Marketing

MED3011 - Applied Lab 5: Creative Media – Live Audio/Video

MED3021 - Applied Lab 6: Creative Media – Sales

**MED1163 - Digital Film Production**

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

**MED1543 - Story and Cinema (3 credits)**

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

**MED1553 - Creative Writing for Church Media (3 credits)**

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

**MED2163 - Digital Film Techniques (3 credits)**

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

**MED3081 - Professional Internship 1 (1 credit)**

Professional Internship focuses on the creative ministry professional's role in church, creative production, the contemporary work environment, culture, and Christian community. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. The student will be instructed in the preparation of the learning contract and will meet with both a faculty and field

supervisor to tailor the internship to the student's individual needs. Internship approval by faculty supervisor is required. This course may be repeated for credit.

### **MED3173 - Digital Film Post-Production (3 credits)**

*Prerequisite: MED2163 - Digital Film Techniques.*

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

### **MED3273 - Web Design (3 credits)**

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

### **MED4081 - Professional Internship 2 (1 credit)**

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

### **MED4091 - Senior Project: Content (1 credit)**

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

### **MED4343 - Media Marketing Strategies (3 credits)**

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

## **MODERN MUSIC**

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

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

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

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

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

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

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

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

MUS1513 - Applied Lab: Vocal Specialization 1  
MUS2513 - Applied Lab: Vocal Specialization 2  
MUS3513 - Applied Lab: Vocal Specialization 3  
MUS4513 - Applied Lab: Vocal Specialization 4

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

MUS1713 - Applied Lab: Worship Leadership Specialization 1  
MUS2713 - Applied Lab: Worship Leadership Specialization 2  
MUS3713 - Applied Lab: Worship Leadership Specialization 3  
MUS4713 - Applied Lab: Worship Leadership Specialization 4

MUS1813 - Applied Lab: Commercial Brass Specialization 1  
MUS2813 - Applied Lab: Commercial Brass Specialization 2  
MUS3813 - Applied Lab: Commercial Brass Specialization 3  
MUS4813 - Applied Lab: Commercial Brass Specialization 4

MUS1913 - Applied Lab: Commercial Strings Specialization 1  
MUS2913 - Applied Lab: Commercial Strings Specialization 2  
MUS3913 - Applied Lab: Commercial Strings Specialization 3  
MUS4913 - Applied Lab: Commercial Strings Specialization 4

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

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

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

Available Applied Lesson Numbers, to be assigned by instructor:

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

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

MUS1030**	Comm. WdW level 1, .5 s.h.	MUS1031	Comm. WdW level 1, 1 s.h.
MUS2030**	Comm. WdW level 2, .5 s.h.	MUS2031	Comm. WdW level 2, 1 s.h.
MUS3030**	Comm. WdW level 3, .5 s.h.	MUS3031	Comm. WdW level 3, 1 s.h.
MUS4030**	Comm. WdW level 4, .5 s.h.	MUS4031	Comm. WdW level 4, 1 s.h.
MUS1130	Guitar level 1, .5 s.h.	MUS1131	Guitar level 1, 1 s.h.
MUS2130	Guitar level 2, .5 s.h.	MUS2131	Guitar level 2, 1 s.h.
MUS3130	Guitar level 3, .5 s.h.	MUS3131	Guitar level 3, 1 s.h.
MUS4130	Guitar level 4, .5 s.h.	MUS4131	Guitar level 4, 1 s.h.
MUS1230	Bass level 1, .5 s.h.	MUS1231	Bass level 1, 1 s.h.
MUS2230	Bass level 2, .5 s.h.	MUS2231	Bass level 2, 1 s.h.
MUS3230	Bass level 3, .5 s.h.	MUS3231	Bass level 3, 1 s.h.
MUS4230	Bass level 4, .5 s.h.	MUS4231	Bass level 4, 1 s.h.
MUS1330**	Drums level 1, .5 s.h.	MUS1331	Drums level 1, 1 s.h.
MUS2330**	Drums level 2, .5 s.h.	MUS2331	Drums level 2, 1 s.h.
MUS3330**	Drums level 3, .5 s.h.	MUS3331	Drums level 3, 1 s.h.
MUS4330**	Drums level 4, .5 s.h.	MUS4331	Drums level 4, 1 s.h.
MUS1430	Keyboard level 1, .5 s.h.	MUS1431	Keyboard level 1, 1 s.h.
MUS2430	Keyboard level 2, .5 s.h.	MUS2431	Keyboard level 2, 1 s.h.
MUS3430	Keyboard level 3, .5 s.h.	MUS3431	Keyboard level 3, 1 s.h.
MUS4430	Keyboard level 4, .5 s.h.	MUS4431	Keyboard level 4, 1 s.h.
MUS1530	Vocal level 1, .5 s.h.	MUS1531	Vocal level 1, 1 s.h.
MUS2530	Vocal level 2, .5 s.h.	MUS2531	Vocal level 2, 1 s.h.
MUS3530	Vocal level 3, .5 s.h.	MUS3531	Vocal level 3, 1 s.h.
MUS4530	Vocal level 4, .5 s.h.	MUS4531	Vocal level 4, 1 s.h.
MUS1630	Songwriting level 1, .5 s.h.	MUS1631**	Songwriting level 1, 1 s.h.
MUS2630	Songwriting level 2, .5 s.h.	MUS2631**	Songwriting level 2, 1 s.h.
MUS3630	Songwriting level 3, .5 s.h.	MUS3631**	Songwriting level 3, 1 s.h.
MUS4630	Songwriting level 4, .5 s.h.	MUS4631**	Songwriting level 4, 1 s.h.

MUS1730*	Wrshp. Ldr. level 1, .5 s.h.	MUS1731**	Wrshp. Ldr. level 1, 1 s.h.
MUS2730*	Wrshp. Ldr. level 2, .5 s.h.	MUS2731**	Wrshp. Ldr. level 2, 1 s.h.
MUS3730	Wrshp. Ldr. level 3, .5 s.h.	MUS3731**	Wrshp. Ldr. level 3, 1 s.h.
MUS4730	Wrshp. Ldr. level 4, .5 s.h.	MUS4731**	Wrshp. Ldr. level 4, 1 s.h.
MUS1830**	Comm. Brass level 1, .5 s.h.	MUS1831	Comm. Brass level 1, 1 s.h.
MUS2830**	Comm. Brass level 2, .5 s.h.	MUS2831	Comm. Brass level 2, 1 s.h.
MUS3830**	Comm. Brass level 3, .5 s.h.	MUS3831	Comm. Brass level 3, 1 s.h.
MUS4830**	Comm. Brass level 4, .5 s.h.	MUS4831	Comm. Brass level 4, 1 s.h.
MUS1930**	Comm. Stgs level 1, .5 s.h.	MUS1931	Comm. Stgs level 1, 1 s.h.
MUS2930**	Comm. Stgs level 2, .5 s.h.	MUS2931	Comm. Stgs level 2, 1 s.h.
MUS3930**	Comm. Stgs level 3, .5 s.h.	MUS3931	Comm. Stgs level 3, 1 s.h.
MUS4930**	Comm. Stgs level 4, .5 s.h.	MUS4931	Comm. Stgs level 4, 1 s.h.

### **MUS1001 - Songwriting Critique & Evaluation** (0 semester hours)

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

### **MUS1011 - Applied Lab: Bands** (1 semester hour)

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

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

### **MUS1043: Introduction to Music Education** (3 semester hours)

Introduction to Music Education explores the fundamentals and techniques of being a professional musician/educator. Students will learn teaching methods on band and orchestra instruments and voice while gaining knowledge of the history and development of music education and practical ways to incorporate these into a new teacher classroom or private studio.

### **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.

### **MUS 1523 Foundations of Vocal Pedagogy** (3 semester hours)

This course is an independent study focusing on the practical understanding and application of vocal pedagogy both in the private voice studio and classroom setting.

### **MUS1811 - Aural Theory 1** (1 semester hour)

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

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

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

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

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

**MUS2011 - College Choir (1 semester hour)**

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

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

**MUS2411 - Piano Proficiency 2** (1 semester hour)

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

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

**MUS2811 - Aural Theory 2** (1 semester hour)

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

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

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

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

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

**MUS3063 - Electronic Music and Technology** (3 semester hours)

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

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

**MUS3081 - Professional Internship 1** (1 semester hours)

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

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

**MUS3811 - Aural Theory 3** (1 semester hour)

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

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

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

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

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

**MUS4043 - Conducting and Ensemble Leadership** (3 semester hours)

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

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

**MUS4053 - Composition and Arranging** (3 semester hours)

*Prerequisites: MUS4843 Music Theory 4 and MUS4811 Aural Theory 4.*

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

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

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

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

**MUS4091 - Senior Concert** (1 semester hours)

*Prerequisites: 4000-level lesson enrollment and 80 completed credits. Co-Requisite: Concurrent enrollment in the applied lesson.*

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

**MUS4811 - Aural Theory 4** (1 semester hour)

*Prerequisites: MUS3843 Music Theory 3 and MUS3811 Aural Theory 3, or faculty placement.*

*Co-Requisite: Concurrent enrollment in or successful completion of MUS4843 Music Theory 4.*

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

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

*Prerequisites: MUS3843 Music Theory 3 and MUS3811 Aural Theory 3, or faculty placement.*

*Co-Requisite: Concurrent enrollment in or successful completion of MUS4811 Aural Theory 4.*

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

## MUSIC BUSINESS

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

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

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

BUS1013 - Applied Lab 1: Foundations in Music Business

BUS1023 - Applied Lab 2: Publicity and Promotion

BUS2013 - Applied Lab 3: Concert Booking

BUS2023 - Applied Lab 4: Artist Management and Marketing

BUS3013 - Applied Lab 5: Business Planning and Grant Writing  
BUS3023 - Applied Lab 6: Graphic Design

**BUS1043 - Introduction to Music Business** (3 semester hours)

*\*Required for all students*

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

**BUS1163 - Publicity and Promotions Seminar** (3 semester hours)

*Prerequisite: BUS1043 Introduction to Music Business.*

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

**BUS1353 - Project Management** (3 semester hours)

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

**BUS2243 Tour Management** (3 semester hours)

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

**BUS2263 - Concert Booking and Promotion** (3 semester hours)

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

**BUS2353 - Artist Management and Representation** (3 semester hours)

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

**BUS2643 - Music Marketing, Distribution, and Merchandising** (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 innovative strategies and how to accurately measure brand strength, loyalty and reach. Students will talk about brand curve and how to convert casual consumers into 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 accounting's role in financial position, operating results, cash flows, and financial strength. Students will study Generally Accepted Accounting Principle and their applications for decision-making.

**BUS4753 - Entrepreneurial Finance and Private Equity** (3 semester hours)

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

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

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

AUD1011 - Applied Lab: Audio Production 1

AUD1021 - Applied Lab: Audio Production 2

AUD2011 - Applied Lab: Audio Production 3

AUD2021 - Applied Lab: Audio Production 4

AUD3011 - Applied Lab: Audio Production 5

AUD3021 - Applied Lab: Audio Production 6

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

Audio Production Lab allows the student to apply techniques he or she learns in audio courses to real-world situations. The student will record and mix VMC band songs and

songwriter demos during the lab time. The student will also provide live sound support during band rehearsals, worship times, and live concerts and events.

**AUD1243 - Fundamentals of Audio** (3 semester hours)

Fundamentals of Audio introduces the student to the concepts and techniques used in modern audio production. The course focuses on fundamental sound theory, analog and digital audio basics, audio equipment, and production processes. The course also includes a substantial focus on ear training, including frequency, compression, distortion, and time modulation recognition. This course is fully online.

**AUD1263 - Introduction to Recording** (3 semester hours)

Introduction to Recording introduces the student to the equipment and techniques used in the modern recording studio. The student will gain a basic understanding of signal flow, channel strips, inputs and outputs, and various approaches to recording using analog consoles, DAWs, patchbays, studio microphones, and professional processing equipment.

**AUD1373 - Introduction to Live Sound** (3 semester hours)

*\*Required for all students*

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

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

*Prerequisite: AUD1143 Audio Production 1.*

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

**AUD2163: Electronic Music Fundamentals** (3 semester hours)

This course serves as the starting point for electronic music studies. The course covers MIDI fundamentals, basic types of software instruments, and simple electronic music arranging. The course also surveys the history of electronic music and utilizes critical listening examples to familiarize the student with different styles of electronic music composition.

**AUD2243 - Recording Techniques** (3 semester hours)

*Prerequisite: AUD1243 Fundamentals of Audio.*

Recording Techniques advances the student in the current tools and techniques used to record the most common musical instruments in the modern recording studio. The student will gain theoretical knowledge and practical experience through participating in class and working on assigned audio projects in a recording studio. Critical listening of commercial productions will be utilized for reference purposes.

**AUD2263 - Digital Audio Workstations** (3 semester hours)

*Prerequisite: AUD1263 Introduction to Recording.*

Digital Audio Workstations exposes the student to the tools and skills pertaining to digital audio software. The student will learn Avid Pro Tools and Apple Logic Pro. The curriculum focuses on editing, arranging, mixing, and composing in both programs. The student will be

prepared to take the basic certification exams for both Pro Tools and Logic Pro at the end of the course. This course is fully online.

**AUD2363 - Equipment Maintenance and Repair** (3 semester hours)

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.

**AUD3143: Synthesis and Sampling** (3 semester hours)

Course Description:

Synthesis and sampling are the primary sound design tools for electronic musicians. This course will explore different types of synthesizers, how they generate sound, and how they can be manipulated to create unique sound designs. The course also covers the process of sampling, including recording, looping, editing, sequencing, and processing samples.

**AUD3153: Electronic Music Composition**

This course will study advanced arrangements and rhythmic techniques used in the composition of electronic music. The course will analyze common techniques used in different genres of electronic music, such as House, Techno, Trap, Trip-Hop, and Dubstep. The course is heavily project based and students will release an electronic music project at the end of the semester.

**AUD3243 - Mixing Techniques** (3 semester hours)

*Prerequisite: AUD2243 Recording Techniques 2.*

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

**AUD3263 - Advanced Digital Audio Workstations** (3 semester hours)

*Prerequisite: AUD3263 Digital Audio Workstations.*

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

**AUD3443 - Stage Production** (3 semester hours)

Stage Production exposes the student to the visual and logistical components of live event production. Topics include lighting systems and design, video recording and playback systems, stage management, and set design.

**AUD4043 - Audio History and Aesthetics** (3 semester hours)

*Prerequisite: AUD2143 Audio Production 2.*

Audio History and Aesthetics surveys the history of audio technology and music production while engaging the student in analysis and discussion of the techniques and philosophies used to create seminal and award-winning records. The student will develop an ear for different music production styles and be able to apply and adapt the techniques to his or her own projects.

**AUD408X - Professional Internship 2** (1-3 semester hours)

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

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

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

**AUD4143 - Audio for Multimedia** (3 semester hours)

*Prerequisite: AUD3243 Mixing Techniques.*

Audio for Multimedia introduces the student to the tools of audio production beyond the music studio. Concentration is centered on radio and podcast production, basic recording for film and television, post-production techniques, film scoring, and sound design for film and video games. The student will complete multiple creative projects to demonstrate comprehension and application of course content.

**AUD4161 - Commercial Release Seminar 1** (1 semester hour)

*Prerequisite: AUD2143 Audio Production 2.*

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

**AUD4172 - Commercial Release Seminar 2** (2 semester hours)

*Prerequisite: AUD4161 Commercial Release Seminar 1.*

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

**AUD4243 - Audio Business Administration** (3 semester hours)

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

**AUD4263 - Mixing & Mastering** (3 semester hours)

*Prerequisite: AUD3243 Mixing Techniques.*

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

**AUD4343 - Sound Reinforcement** (3 semester hours)

*Prerequisite: AUD2363 Equipment Maintenance and Repair*

Sound Reinforcement advances the student's knowledge of the science, craft, and art of audio signal mixing in a live concert setting. Advanced concepts of electronics, room design, speaker enclosure construction, and amplification will be covered. Consoles used will include a variety of analog and digital mixing consoles in various room types and music productions. Students will be working on concerts and events for Visible Music College and on location as needed.

**AUD4363 - Sound System Design** (3 semester hours)

*Prerequisite: AUD4343 Sound Reinforcement.*

Sound System Design covers the tools and techniques used in modern sound reinforcement design for both portable and permanent systems. Topics include wiring, digital networking, equipment selection and optimization, acoustical design, and multimedia integration.

## DANCE

**KAN1014/1001 - Störling Community** (1 semester hour)

Störling Community is designed for students to gather for the corporate expression of praise and worship. Along with teaching, discussions, prayer, and breaking bread, Störling Community focuses on sustaining a spiritual community with an emphasis on professional development and life skills.

**SCI1032 - Dancer Health and Wellness** (2 semester hours) Information on self-care strategies is at the heart of this course as students can directly apply these techniques to

their work in dance. Understanding anatomical/kinesiological principles, dynamic alignment, and applying psychological skill strategies complete this course. Practical applications of assisted physical testing and supervised conditioning exercises, supported by reading and lecture, helps students understand human anatomy as well as structure and function of the body.

**DAN1011 - Pilates I** (1 semester hour)

Introduction to contemporary Pilates methodology and curriculum for dancers and other movers. Students will gain a basic understanding of the history of Pilates as a form of exercise, the mechanics of anatomical movement and the principles of Pilates, and an extensive knowledge for Pilates exercises and how they can supplement other movements for the purpose of building strength and control and preventing injury.

**DAN1021 - Pilates II** (1 semester hour)

Continuation of Intro to Pilates I. Students will continue to grow their knowledge of Pilates movement as a tool to incorporate into their movement training, for the purpose of building strength and control and preventing injury. Prerequisite: Pilates I

**DAN1101 - Jazz Technique I** (1 semester hour)

Introduction to the foundations of concert jazz dance technique including isolations, rhythm, sequencing, extension. Musicality is emphasized through accents and sustained movements. *This class may be repeated for credit.*

**DAN1211/DAN1221 - Ballet Technique I** (1 semester hour)

Acquire and apply intermediate ballet skills and steps while further developing correct placement and technique. The students gain insight into the approach behind the technique by mastering a movement vocabulary that explains how to execute a step and why a step is important to the development of strong classical ballet technique. The class consists of exercises at the barre and in the center. Material is presented by means of demonstration and discussion. *This course may be repeated for credit. Prerequisite: Placement*

**DAN1212/DAN1222 - Ballet Technique I** (2 semester hours)

Acquire and apply intermediate ballet skills and steps while further developing correct placement and technique. The students gain insight into the approach behind the technique by mastering a movement vocabulary that explains how to execute a step and why a step is important to the development of strong classical ballet technique. The class consists of exercises at the barre and in the center. Material is presented by means of demonstration and discussion. Prerequisite: Placement

**DAN1231/1241 - Pointe I** (1 semester hour)

The study of classical ballet technique as it pertains to pointe work. Students focus on strengthening the alignment between the torso and hips with those of the feet and ankles. Particular emphasis will be placed on increasing the strength and suppleness of the feet necessary to execute proper pointe technique. Exercises are designed to reinforce foundational concepts already learned in the daily technique class and to expand on those concepts through the use of the full pointe. *This course may be repeated for credit. Prerequisite: Placement class. Co-requisite: Ballet Technique I or above. This course may be repeated for credit.*

**DAN1301 - Foundational Modern Dance Technique** (1 semester hour)

Introduction to the basic concepts of modern dance with focus on developing a foundational knowledge of the technique. The class consists of exercises on the floor and in the centre.

Material is presented by means of demonstration and discussion. Practice and repetition are the primary means of learning and are accompanied by correction and clarification.

**DAN1311 - Modern Dance Technique I** (1 semester hour) Develop modern dance technique and vocabulary. Dancers will focus on articulation of the spine including spirals, basic floor work, and elemental concepts of space, time, and force. *Prerequisite: Placement class. This course may be repeated for credit.*

**DAN1312 - Modern Dance Technique I** (1 semester hour)  
Develop modern dance technique and vocabulary. Dancers will focus on articulation of the spine including spirals, basic floor work, and elemental concepts of space, time, and force. *Prerequisite: Placement class. This course may be repeated for credit.*

**DAN1391 - Non Traditional Partnering** (1 semester hour)  
Develop technical, kinesthetical awareness and sensory skills for contact improvisation and partnering. Increase awareness of energy, weight shifting, nonverbal communication, proactive anticipation for safety and continuous flow.

**DAN1501 - Improvisation and Musicality for Dancers** (1 semester hour)  
Introduction to principles of improvisation, utilizing basic elements of movement, movement qualities, spatial awareness, partnering and weight-sharing, and spontaneous creative decisions to generate movement. Special attention will be given to musicality and counting.

**DAN1531 - Physical Theatre** (1 semester hour)  
Enhance performance skillset in a class focused on "acting for dancers." It will delve into motivation behind the movement, character development, physical storytelling, and the all important: Why are you doing what you're doing? It will be a fun exploration and practical application of storytelling through dance.

**DAN1602 - Choreography Composition I** (2 semester hours)  
Introduction to choreographic elements and creative process for solo projects. Learn traditional choreographic structures while exploring space, time, and effort, select and utilize a variety of source material through the use of critical evaluation skills and the use of improvisation for generating movement. *Prerequisite: Improvisation and Musicality*

**DAN1751 - Worship Dance** (1 semester hour)  
Introduction to dance as a form of Christian worship and prayer in church and religious settings.

**DAN1901 - Dance Performance I** (1 semester hour)  
Learn and be a part of one or more new choreographic works from several guest choreographers as well as faculty throughout the year. This will include but not limited to: understudying, learning from a video, collaborating, learning a piece over the course of both several days or several weeks depending on the choreographer. This will prepare students for real life rehearsal situations in a professional dance company.

**DAN1911 - Dance Performance II** (1 semester hour)  
Learn and be a part of one or more new choreographic works from several guest choreographers as well as faculty throughout the year. This will include but not limited to: understudying, learning from a video, collaborating, learning a piece over the course of both several days or several weeks depending on the choreographer. This will prepare students for real life rehearsal situations in a professional dance company.

**DAN2101 - Jazz Technique II** (1 semester hour)

Refine concert jazz dance technique. Train in versatility, consistency, rhythm, precision and expressiveness. *This class may be repeated for credit.*

**DAN2211/DAN2221 - Ballet Technique II** (1 semester hour) Increase knowledge and understanding of ballet concepts and skills while honing the students' artistry. It is designed to further develop the student's own movement potential within the framework of classical ballet technique. Focus will be on the accomplishment of intermediate/advanced ballet steps while gaining more knowledge and understanding of correct placement and alignment, as well as styles. *Prerequisite: Placement class. This course may be repeated for credit.*

**DAN2212/DAN2222 - Ballet Technique II** (2 semester hours)

Increase knowledge and understanding of ballet concepts and skills while honing the students' artistry. It is designed to further develop the student's own movement potential within the framework of classical ballet technique. Focus will be on the accomplishment of intermediate/advanced ballet steps while gaining more knowledge and understanding of correct placement and alignment, as well as styles. *Prerequisite: Placement class This course may be repeated for credit.*

**DAN2231/2241 - Pointe II** (1 semester hour)

Continuation of Pointe I. The study of classical ballet technique as it pertains to pointe work. This course is designed with the emphasis placed on the improvement of physical strength and skill necessary at an intermediate/advanced level of training and will include discussion on various theories, thereby providing a more thorough knowledge and understanding of the classical technique as a whole. *Prerequisite: Placement class. Co-requisite: Ballet Technique I or above This course may be repeated for credit.*

**DAN2301 - Foundational Modern Dance Technique** (1 semester hour)

Introduction to the basic concepts of modern dance with focus on developing a foundational knowledge of the technique. The class consists of exercises on the floor and in the center. Material is presented by means of demonstration and discussion. Practice and repetition are the primary means of learning and are accompanied by correction and clarification.

**DAN2312 - Modern Dance Technique II** (2 semester hours)

Continue training in modern dance technique and vocabulary. Focus on the use of breath, flexibility, strength, changing directions, movement weight (light vs. strong). *Prerequisites: Placement and assignment of course number by primary instructor based on the student's completion of lesson benchmarks. Prerequisite: Placement class. This course may be repeated for credit.*

**DAN2532 - Careers in Dance** (2 semester hours)

Discover professional career options for dancers, how to seek employment, develop application and promotional material and other preparations for diverse career options in dance.

**DAN2542 - Production** (1 semester hour)

Gain practical hands-on experience of putting a show together from a technical standpoint. Emphasis will be placed on terminology, stage management and how all the elements of design cooperate together to create the final product of a show ready for an audience. The semester will culminate with the opportunity to apply these skills for a Conservatory show.

**DAN2901 - Dance Performance III** (1 semester hour)

Learn and be a part of one or more new choreographic works from several guest choreographers as well as faculty throughout the year. This will include but not limited to: understudying, learning from a video, collaborating, learning a piece over the course of both several days or several weeks depending on the choreographer. This will prepare students for real life rehearsal situations in a professional dance company.

**DAN2911 - Dance Performance IV** (1 semester hour)

Learn and be a part of one or more new choreographic works from several guest choreographers as well as faculty throughout the year. This will include but not limited to: understudying, learning from a video, collaborating, learning a piece over the course of both several days or several weeks depending on the choreographer. This will prepare students for real life rehearsal situations in a professional dance company.

**DAN3211/DAN3221 - Ballet Technique III** (1 semester hour)

Develop the student's own movement potential and artistic voice within the framework of classical ballet technique, equipping those who would pursue professional goals with the necessary technical skills and artistic awareness essential to the professional artist. The accomplishment of this objective will be met through the application of advanced ballet skills and steps with particular focus being placed on quality and personal interpretation of movement. Material is presented by means of demonstration and discussion. *Prerequisite: Placement class. This course may be repeated for credit.*

**DAN3212/DAN3222 - Ballet Technique III** (2 semester hour)

Develop the student's own movement potential and artistic voice within the framework of classical ballet technique, equipping those who would pursue professional goals with the necessary technical skills and artistic awareness essential to the professional artist. The accomplishment of this objective will be met through the application of advanced ballet skills and steps with particular focus being placed on quality and personal interpretation of movement. Material is presented by means of demonstration and discussion. *Prerequisite: Placement class. This course may be repeated for credit.*

**DAN3602 - Choreography Composition III** (2 semester hours)

Research-based study of artistic approaches to choreographic works. Students will learn about famous choreographer's artistic approach, the incorporation of theatrical elements, and the connection or disconnection to sound and text. *Prerequisite: Choreography II.*

**DAN4081/DAN4082/DAN4093 - Professional Internship** (1-3 semester hours)

Obtain practical experience in either: Performance, Choreography, or Dance Ministry. This may include an internship with a dance company, ministry, arts organization, performing or choreographic opportunity, or assisting with technical aspects for a production. The student and faculty advisor will prepare a learning contract which will guide and help evaluate the student's progress in the professional internship. Internship approval by the faculty supervisor is required. *This course may be repeated for credit.*

## Certificate Course Numbering System

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

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

AUD - Music Production  
 BTM - Creative Leadership  
 BUS - Music Business

MED - Media Content  
 MUS - Music

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

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

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

#	BTM	MED	MUS	BUS	AUD
0	General; Applied Lab		Applied Lab	Applied Lab	Applied Lab
1	Worship	Media	Guitar	General; Management	General
2	Spiritual Formation		Bass	Project; Strategy	Studio
3	Bible Foundations		Drums	Management	Live Sound
4	Missions / Outreach		Keyboard	Publishing, Design & Content	
5	Bible Study		Vocals	Leadership, Strategy	
6	Communication		Songwriting	Marketing	
7	Church		Worship Leadership	Finance	
8			Theory; Ear/Instrument		
9					

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

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

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

4 - Denotes a Certificate level

Course Number	Course Name
AUD1014	Applied Lab: Production 1
AUD1024	Applied Lab: Production 2
AUD1114	Basics of Audio
AUD1194	Fundamentals of Audio
AUD1214	Basics of the Recording Studio
AUD1234	Basics of Digital Audio Workstations
AUD1294	Introduction to Live Sound
AUD1314	Basics of Live Sound
AUD1394	Basics of Recording
AUD1494	Digital Audio Workstations
BTM1014	Visible Community
BTM1024	Visible Community
BTM1034	Visible Community
BTM1044	Visible Community
BTM1054	Applied Lab: Creative Leadership 1
BTM1064	Applied Lab: Creative Leadership 2
BTM1144	Worship Foundations
BTM1244	Practices of Spiritual Formation
BTM1344	Biblical Foundations
BTM1404	Extreme Tour Community
BTM1414	Your Calling and Art
BTM1424	Cross Cultural Outreach
BTM1434	Cross Cultural Engagement Strategy
BTM1444	Applied Lab: Outreach Administration
BTM1454	History of Counter Culture Missions
BTM1474	Establishing Community Initiatives
BTM1484	Applied Lab: Outreach Team Management
BTM1544	Bible Study Methods
BTM1644	Creative Communication Methods
BTM1744	Foundations of Church Ministries
BUS1114	Applied Lab: Business 1
BUS1124	Applied Lab: Business 2
BUS1134	Fundamentals of Music Business
BUS1144	Business Planning
BUS1224	Leadership Management
BUS1234	Project Management Fundamentals

BUS1244	Music Business Strategy
BUS1534	Vision and Strategy
BUS1734	Budgeting and Administration
MED1134	Basics of Digital Film
MED1144	Creative Media for Church
MUS1001	Songwriting Critique & Evaluation
MUS1014	Applied Lab: Modern Music 1
MUS1024	Applied Lab: Modern Music 2
MUS1114	Applied Lab: Guitar 1
MUS1124	Applied Lab: Guitar 2
MUS1214	Applied Lab: Bass 1
MUS1224	Applied Lab: Bass 2
MUS1314	Applied Lab: Drums 1
MUS1324	Applied Lab: Drums 2
MUS1414	Applied Lab: Keyboard 1
MUS1424	Applied Lab: Keyboard 2
MUS1514	Applied Lab: Vocal 1
MUS1524	Applied Lab: Vocal 2
MUS1614	Applied Lab: Songwriting 1
MUS1624	Applied Lab: Songwriting 2
MUS1714	Applied Lab: Worship Leadership 1
MUS1724	Applied Lab: Worship Leadership 2
MUS1814	Ear and Keyboard Training 1
MUS1824	Ear and Keyboard Training 2
MUS1834	Foundations of Music Theory 1
MUS1844	Foundations of Music Theory 2

\*Additional Course Names and Abbreviations for Dance, Acting, Creative Leadership and Web-development are included in the Addendum.

### Course Descriptions

Some courses have prerequisite requirements. A student may register for a course with prerequisite requirements if the pre-requisite requirement has been successfully completed or if the student and the student's advisor reasonably believe that the prerequisite 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 prerequisite requirements must be approved by the Vice President of Academics and the Department Chair.

## CREATIVE LEADERSHIP

### **BTM10\_4 - Visible Community** (0 credit hours)

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

BTM1014 - Visible Community (Module 1)

BTM1024 - Visible Community (Module 2)

BTM1034 - Visible Community (Module 3)

BTM1044 - Visible Community (Module 4)

### **BTM1054 - Applied Lab: Creative Leadership 1** (3 credit hours)

The Applied Lab allows the student to apply techniques he or she learns in the Creative Leadership courses to real-world situations. The student will lead pastorally focused projects for peer students during the lab time. The student will also provide artist care support during student events such as worship times, rehearsals and live concerts.

### **BTM1064 - Applied Lab: Creative Leadership 2** (3 credit hours)

The Applied Lab allows the student to apply techniques he or she learns in Creative Leadership courses to real-world situations. The student will lead video and content projects for peer students during the lab time. The student will also provide video and content support during student events such as worship times, rehearsals and live concerts.

### **BTM1144 - Worship Foundations** (3 credit hours)

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

### **BTM1244 - Practices of Spiritual Formation** (3 credit hours)

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

### **BTM1344 - Biblical Foundations** (3 credit hours)

This course will provide an overview of the literary, historical, geographical, and religious dimensions of the Old and New Testaments. The approach used is intended to give a general but complete view of the entire Bible. The student will be guided to an understanding of God's hand in the lives and history of humanity.

### **BTM1404: Extreme Tour Community**

Allows students to come together for the corporate expression of praise, worship, prayer, teaching, and activities around spiritual growth. Along with discussion, prayer, and spiritual growth, Extreme Tour Community focuses on building and sustaining community with an emphasis on academic and professional development.

### **BTM1414: Your Calling and Art**

A comprehensive study of the purpose and importance of Calling in a Believer's life and the role an artistic or creative gifting can play in the pursuit of that Calling. This course will take an in-depth look at Principles the Bible teaches for finding and pursuing the Divine Purpose

we were created for and examines how our creative talents and expressions equip us for this life and Calling.

#### **BTM1424: Cross Cultural Outreach**

This course will teach students to better understand the mainstream and secular world they hope to reach as they pursue their Calling as Artists and Creatives. Students will learn ways to define the culture they feel called to reach, how to study that culture to develop understanding that equips them for effective ministry, how to better avoid common differences and misunderstandings that often undermine outreach efforts, and how to develop Vision, essential understandings, philosophies and practices that will help Artists and Creatives be more effective communicators and ministers, outside religious settings and in secular culture.

#### **BTM1434: Cross Cultural Engagement Strategy**

This course will guide students through a comprehensive study of essential philosophies and practical steps for defining, developing, executing and establishing a Vision for outreach efforts to secular or other foreign cultures or people groups. Drawing on lessons learned from Scripture, as well as the development of the Extreme Tour, The Objective, Stitch's and other ministries, students will be taught ways to discern the culture they may be called to, how to properly observe and learn about that culture in order to prepare, how to engage members of the culture and communicate effectively, how to build and maintain relationships for long term ministry, how to establish safe and healthy structures for ongoing development, how to handle challenges and struggles, and how to endure to the end on the mission field.

#### **BTM1444: Applied Lab: Outreach Administration**

The Applied Lab allows the student to apply techniques he or she learns in the Creative Leadership courses to real-world situations. The student will lead pastorally focused projects for peer students during the lab time. The student will also provide artist care support during student events such as worship times, rehearsals and live concerts.

#### **BTM1454: History of Counter Culture Missions**

This course will examine past religious missions and efforts to reach the secular world, as well as reviewing documented feedback and response to those efforts by members of the culture being targeted. Students will learn to evaluate those efforts, explore what can be learned from the successes or failures of those ministry strategies and efforts, and compare that with an in-depth look at what the Bible teaches regarding how Jesus ministered and what His example demonstrates for ministries that hope to reach hurting people who are outside the walls of the church.

#### **BTM1474: Establishing Community Initiatives**

This course will provide a comprehensive step-by-step guide for students to use to develop and produce an outreach event or initiative in their community. Using the Extreme Tour Event as a model, students will learn essential philosophies, practices, protocols and procedures for presenting a Vision, building and managing a team to execute that vision, creating community partnerships to facilitate collaboration, meeting practical needs in order to accomplish the vision, developing policies and procedures to ensure security, safety and effectiveness, working with local government and institutions, and preparing for follow up and future growth. As part of the course, students will have the opportunity to work hands-on and participate in producing an Extreme Tour Outreach in their own local area. This course will help students learn fundamentals of developing, initiating, and completing outreach efforts on a local level.

**BTM1484: Applied Lab: Outreach Team Management**

The Applied Lab allows the student to apply techniques he or she learns in the Creative Leadership courses to real-world situations. The student will lead pastorally focused projects for peer students during the lab time. The student will also provide artist care support during student events such as worship times, rehearsals and live concerts.

**BTM1544 Bible Study Methods** (3 credit hours)

This course teaches introductory hermeneutical practices for understanding, interpreting and applying the Bible's teaching. Attention will be given to the examination of specific passages of Scripture. Creative Leadership students can choose either this course or AUD1114 Basics of Audio.

**BTM1644 - Creative Communication Methods** (3 credit hours)

This course emphasizes basic communication principles and skills. Topics include interpersonal communication, public speaking, story-telling and culture and media. Creative Leadership students can choose either this course or MED1934 Basics of Digital Film.

**BTM1744 - Foundations of Church Ministries** (3 credit hours)

This course focuses on developing foundational leaders for church and ministry. Contemporary church models and ministry practices will be examined in light of Scripture.

**MED1944 - Creative Media for Church** (3 credit hours)

Development of personal creative writing techniques for contemporary ministry. Students will be guided into original work for both individual and common storytelling for ministry and leadership.

**MED1934 - Basics of Digital Film** (3 credit hours)

This course is designed to teach the concepts and processes used in making a digital short film. Students will learn the elements of a good story and ultimately produce a digital short film. Creative Leadership students can choose either this course or BTM1644 Creative Communication Methods.

**MODERN MUSIC****MUS1001 - Songwriting Critique & Evaluation** (0 semester hours)

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

**MUS1014 - Applied Lab: Modern Music 1** (3 credit hours)

Applied Lab for Modern Music consists of being in a band as an instrumentalist or vocalist and working through musicianship as well as rehearsal and performance techniques.

**MUS1024 - Applied Lab: Modern Music 2** (3 credit hours)

Continuation of Applied Lab: Modern Music 1. Continued development of musicianship and performance with a focus on studio work and recording.

**MUS1\_14 - Applied Lab: \_\_\_\_\_ 1** (3 credit hours)

Applied Lab 1 is a group lesson directed toward a chosen discipline -instrumental performance, vocal performance, worship leadership, or songwriting.

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

**MUS1\_24 - Applied Lab: \_\_\_\_\_ 2 (3 credit hours)**

Applied Lab 2 builds on the practical curriculum of Applied Lab 1. Specifically, this is a group lesson directed toward a chosen discipline - instrumental performance, vocal performance, worship leadership, or songwriting.

MUS1124 - Applied Lab: Guitar 1  
MUS1224 - Applied Lab: Bass 1  
MUS1324 - Applied Lab: Drums 1  
MUS1424 - Applied Lab: Keyboard 1  
MUS1524 - Applied Lab: Vocal 1  
MUS1624 - Applied Lab: Songwriting 1  
MUS1724 - Applied Lab: Worship Leadership 1

**MUS1814 - Ear and Keyboard Training 1 (3 credit hours)**

*Concurrent Enrollment: MUS1834 Foundations of Music Theory 1.*

This course focuses on the fundamentals of writing and analyzing music through an elementary understanding of melody, harmonic progression, musical structure and style. Taken concurrently with Foundations of Music Theory 1, the skills gained will be practiced in a band ensemble context.

**MUS1824 - Ear and Keyboard Training 2 (3 credit hours)**

*Prerequisite: MUS1814 Ear and Keyboard Training 1; MUS1834 Foundations of Music Theory 1.  
Concurrent Enrollment in MUS1844 Foundations of Music Theory 2.*

Students will continue to develop additional musical abilities related to techniques of listening and ear analyzation of certain genres of music. Continued piano proficiency will be gained. Taken concurrently with Foundations of Music Theory 2, the skills gained will be practiced in a band ensemble context.

**MUS1834 - Foundations of Music Theory 1 (3 credit hours)**

*Concurrent Enrollment: MUS1814 Ear and Keyboard Training 1.*

This course focuses on the fundamentals of writing and analyzing music through an elementary understanding of melody, harmonic progression, musical structure and style.

**MUS1844 - Foundations of Music Theory 2 (3 credit hours)**

*Prerequisite: MUS1814 Ear and Keyboard Training 1; MUS1834 Foundations of Music Theory 1.  
Concurrent Enrollment in MUS1824 Ear and Keyboard Training 2.*

This course progresses from an elementary understanding of harmonic progression through an intermediate grasp of functional progression, harmonic analysis, chromaticism in the common practice, and musical form and analysis.

## MUSIC BUSINESS

### **BUS1114 - Applied Lab: Business 1** (3 credit hours)

This course is the application of the knowledge students learned in order to gain practical experiences in event management and promotions, artist management and publishing.

### **BUS1124 - Applied Lab: Business 2** (3 credit hours)

*Prerequisite: BUS1114 Applied Lab: Business 1.*

This course is the application of the knowledge students learned in order to gain practical experiences in event management and promotions, artist management and publishing.

### **BUS1134 - Fundamentals of Music Business** (3 credit hours)

This course is an introductory survey of the institutions, practices, and principles found in the music industry and how they affect your artistic endeavors.

### **BUS1144 - Business Planning** (3 credit hours)

This course is a presentation of business operational and strategic practices. Subject areas covered include accounting, business planning, finance, management, leadership, and marketing.

### **BUS1224 - Leadership Management** (3 credit hours)

This course lays out an introduction to specific leadership and management principles within the music industry.

### **BUS1234 - Project Management Fundamentals** (3 credit hours)

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

### **BUS1244 - Music Business Strategy** (3 credit hours)

*Prerequisite: BUS1134 Fundamentals of Music Business.*

This course delves into the strategic decision-making and dynamic thinking required to navigate the music business of the future. Students will learn to use strategic planning, intrinsic and extrinsic motivators, evolving business models, and necessary attributes to create a competitive advantage in the digital age of the music business.

### **BUS1534: Vision and Strategy**

The foundation of any initiative, project, ministry, or business model must begin with vision, mission, and strategy. These foundational areas define, design, and sustain any objective within an organization or project. This course will help student to learn how to establish a vision, a mission, and a strategy for any initiative, project, ministry, or business model.

### **BUS1734: Budgeting and Administration**

Budgeting is a basic, but easily overlooked skill set that creative leaders must learn in order to sustain a profitable project, business, or organization. This course will engage students in administration basics as it relates to building a successful project or business. Budgeting and Administration will provide students with the tools for properly building and sustaining a project with a strong foundation of vision, mission, and strategy.

## MUSIC PRODUCTION

### **AUD1014 - Applied Lab: Production 1** (3 credit hours)

This course provides hands-on application for live sound reinforcement skills and techniques learned in other Music Production Certificate courses. Production students will work alongside music and business students to execute live concerts and events utilizing Visible Music College's sound reinforcement systems.

### **AUD1024 - Applied Lab: Production 2** (3 credit hours)

This course provides hands-on application for recording skills and techniques learned in other Music Production Certificate courses. Production students will work alongside music and business students to create recording projects in the recording studio.

### **AUD1114 - Basics of Audio** (3 credit hours)

This course will explain the fundamental principles about how sound and audio work. You will learn the basics of the human hearing system, how sound is converted and recorded as audio, and different technologies used in modern music production. The course also includes ear training to improve your critical listening skills. Creative Leadership students can choose either this course or BTM1544 Bible Study Methods.

### **AUD1194: Fundamentals of Audio**

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. (Part 1)

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. (Part 2)

(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.)

Online (15-week) AUD1194 likely cross-listed with (BA) AUD1243: Fundamentals of Audio

### **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.

**AUD1294: Introduction to Live Sound**

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.

**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.

**AUD1394: Basics of Recording**

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.

**AUD1494: Digital Audio Workstations**

Prerequisite: AUD1114 Basics of Audio

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. The curriculum focuses on editing, arranging, mixing, and composing.

## Master's Degree Course Numbering System

A (Prefix)	B (Level)	C (Category)	D (Kind)	E (Credit)
BTM	5	1	4	3

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

AUD - Music Production  
 BTM - Creative Leadership  
 BUS - Music Business

CRE - Core Curriculum  
 MUS - Modern Music

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

5 - Graduate 1st Year

6 - Graduate 2nd Year

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

#	Core Curr	BTM	MUS	BUS	AUD
1	Research	Biblical	Administration	Management	Topical
2	Teaching	Pastoral Care, Ministry	History	Strategy	Acoustics
3	Capstone		Theory	Marketing	Recording
4		Mission	Media		Sound Reinforcement
5			Instrumentation		
6					
7					
8					
9					

C. **Kind:** This number indicates the nature of the course's instruction.

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

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

0 - 0 semester hours  
 3 - 3 semester hours

Course Number	Course Name
AUD5133	Advance Topics in Music Production
AUD5313	Applied Leadership: Ensemble Recording
AUD6233	Practical Acoustics for Music Production
AUD6433	Advanced Sound Reinforcement
BTM5133	Biblical Leadership
BTM5233	Principles of Spiritual Direction
BTM5213	Applied Leadership: Ministry Contextualization
BTM5433	Missional Leadership
BTM5533	Worship in America
BTM5543	Theology of Church and Worship
BTM5613	The Character of the Worship Pastor (10,000 Fathers)
BTM5623	The Craft of the Worship Pastor (10,000 Fathers)
BTM5633	The Community of the Worship Pastor (10,000 Fathers)
BTM5733	Worship Aesthetics and Visual Arts
BTM5833	Multicultural Worship
BTM5913	The Old Testament and Worship
BTM5923	The New Testament and Worship
BTM6143	Leadership Paradigms in Paul's Letters
BTM6233	Ministry Life and Soul Care
BUS5133	Artist Services
BUS5143	Management and Mentoring
BUS5313	Applied Leadership: Creative Marketplace and Management
BUS6233	Strategy and Entrepreneurship
BUS6333	Market Research and Application
CRE5000	Master's Orientation
CRE6253	Leadership Practicum
CRE6363	Master's Capstone
CRE6463	Master's Capstone for MAW
MUS5133	Church Music Administration
MUS5313	Applied Leadership: Music Theory
MUS6233	Church Music History
MUS6433	Music, Media, and Technology
MUS6513	Advanced Music Instrumentation

## Course Descriptions

### **MAL CORE REQUIREMENTS (ALL STUDENTS COMPLETE)**

#### **BTM5133 Biblical Leadership (3 hours)**

Students will examine the biblical basis of what it means to be a leader. Furthermore, students will survey the works of Christian leaders of varying types - pastoral, non-profit, and academic - all to gain an understanding of what it means to biblically lead, shepherd, and teach. Lastly, students will look at ethical issues that will prepare them for being wise leaders in the 21st century.

#### **BTM5433 Missional Leadership (3 hours)**

Missional Leadership covers the biblical and entrepreneurial leadership as a personal, corporate, and missional response to the reality of the kingdom of God. This course considers the history of leadership, the evolution of western leadership concepts, and various post-modern leadership theories. The qualities and character of a missional leader are implemented. Emphasis is placed on the missional leader's view of Christianity globally, the missional leader's creative and entrepreneurial core, and missional vitality and stewardship responsibility.

#### **BUS5143 Management and Mentoring (3 hours)**

This course explores the foundations of leadership specifically within the professional context. Students will engage with varying management models in order to learn how to create professional patterns of integrity, support, and success. Special attention will also be given to the concept of professional mentoring, while applying this model through the lens of a Christian worldview.

#### **CRE5000 Master's Orientation (0 hours)**

Master's Orientation is required of all first-time incoming Master's level students. Orientation will introduce the student to several overarching facets of the school, including the 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, introduction to resources including laptop training, electronic materials, and familiarization with the Visible Music College Library.

#### **CRE6253 Leadership Practicum (3 hours)**

\*CRE6253 can be repeated for credit.

Students will conduct a practical field experience practicum to demonstrate the students Leadership knowledge and abilities within their fields (Music Performance, Ministry, Business, Production) in a professional or classroom setting. The student's practicum will demonstrate an understanding of Leadership theories and techniques within their field including elements related to policy, relationships, theoretical constructs, and the practical culminating application Leadership knowledge the students have obtained throughout the MAL program. The practicum can be an innovative event or performance; an innovative master class or educational seminar; or an innovative strategy or initiative within an organization (business, church, government or community organization). Unlike other Master's level courses, which are completed over 7-weeks, this course is completed over a full semester. Upon completion of the practicum student's will collect data either through either 5 point likert scale survey of the entire population of participants, randomly selected one on one interviews of participants, or a focus group constructed of a representative sample of the participant population.

**CRE6363 Master's Leadership Capstone (3 hours)**

The Master's Leadership Capstone is a culmination of the student's graduate level degree at Visible Music College. Students will assess the effectiveness of their Leadership practicum and write a 30 page lessons learned thesis that A) Demonstrates their mastery of leadership theories, approaches and frameworks within the students area. B) Scholarly research applied to critically analyze the student's own self-reflection; the advisor's feedback and the participant data collected to provide improvement suggestions building upon the student's practicum. The student must demonstrate a thorough knowledge of the current academic landscape of their field as well as trending leadership theories moving in the field that could be used to improve upon the students Leadership Practicum. This section must use a minimum of 10 academic peer reviewed sources. Unlike other Master's level courses, which are completed over 7-weeks, this course is completed over a full semester. Capstone must be written in third or first person and with a scholarly tone and C) A professional presentation to the Masters Institutional Committee of 30 minutes of the student's project is required upon completion of the Capstone paper.

**MUS6433 Music, Media, and Technology (3 hours)**

This course considers the equipment and materials available in current trends in music technology. Information presented in the course will relate to the practicing worship leader, musician, technician, business professional, and ministry leader. Students will gain knowledge of Digital Audio Workstations and current software that are considered industry standards for usage within the church. The course will also cover the technique and creative process of incorporating music technology into worship experience and methods of adapting technology into worship.

**CONCENTRATION REQUIREMENTS: MODERN MUSIC****MUS5133 Church Music Administration (3 hours)**

The purpose of this course is to encourage leadership in the principles, development and administration of a vibrant local church music and media program. Students will be equipped to confidently recruit and train musicians and technicians, organize praise and worship teams, guide adult and children choirs, and plan comprehensive music and media programs in all areas of the church. Students will additionally learn how to handle church music administrative tasks such as budget preparation, choral and instrumental church music publishing, overseeing equipment and facilities, and licensing music and media content for worship services.

**MUS5313 Applied Leadership: Music Theory (3 hours)**

This course is designed to equip the musical leader with the knowledge of the fundamentals of music. The course will cover the following topics: music notation, rhythm and meter, key signatures, major and minor scales, triads, seventh chords and their basic functions, functional harmony, phrasing, cadences, chord symbols and chord recognition. Special attention will be given to note reading, chord structure, chord symbol recognition, etc.

**MUS6233 Church Music History (3 hours)**

This course is a survey of music beginning with the Old Testament period through the 21st Century Pentecostal movement. By thorough examination of musical literature coupled with listening examples, emphasis will be placed on the analysis of trends in the music of the church. Students will also discuss hymnology and hymnody, in addition to examining the historical connections between music and concurrent theological & socio-cultural movements.

**MUS6513 Advanced Musical Instrumentation (3 hours)**

This course will provide in-depth practical instruction on the student's instrument of choice, also carrying an emphasis on ensemble leadership conducting. Learning will be presented through both group level instruction in the classroom and guided, one-to-one private instruction. The student will take what is learned and apply it through composition and performance of instrumental pieces, as well as leading in an ensemble-band context.

**CONCENTRATION REQUIREMENTS: MUSIC PRODUCTION****AUD5133 Advanced Topics in Music Production (3 hours)**

Current music production techniques and technology are surveyed in this course. The topics will change depending on the current trends in the recording and live sound industries. Topics may cover areas in digital audio, sound reinforcement, recording equipment, production techniques, acoustics, mixing techniques, and audio in media.

**AUD5313 Applied Leadership: Ensemble Recording (3 hours)**

The course explores the skills and techniques needed to be a successful leader in the recording industry. Course content includes the study of leaders and innovators throughout the history of music production. Students will also apply leadership skills as the producers of recording projects, consisting of budgeting, scheduling, and overseeing artists and production teams to deliver professional level audio products.

**AUD6233 Practical Acoustics for Music Production (3 hours)**

The acoustics of a room are often considered more important than the quality of gear in a sound system. This course will look at the science behind room design and discuss various theories for acoustically pleasant sounding spaces. The course covers the science of acoustic design and treatment, and the practical application of acoustic techniques.

**AUD6433 Advanced Sound Reinforcement (3 hours)**

The course focuses on advanced concepts for live sound reinforcement system design and operation. Topics include large installation sound systems and touring rigs. Discussion includes current live sound technologies, advanced techniques for mixing multiple genres of music, live sound recording, and digital audio networking.

**CONCENTRATION REQUIREMENTS: MUSIC BUSINESS****BUS5133 Artist Services (3 hours)**

This course provides the definitive framework of how to coordinate and provide artists services through the avenue of the record label and distribution system, all in a way that is accessible and sustainable for both the artist and the service provider. These services include, securing venture capital, marketing, accounting, artist development, digital distribution, promotions, and branding. Students will study the benefits and drawbacks of the in-house and a la carte approaches to artist services from both the organizational and artist management perspective.

**BUS5333 Strategic Creative Marketplace Management and the Future (3 hours)**

This course provides an integrated analysis of the unique concepts, theories, and strategies to effectively lead creatives in the unfolding marketplace. Students learn general human behavior as well idiosyncrasies, unique psychological tendencies, and socially unique

behaviors at both interpersonal and organizational levels. This course instructs students on how to answer the questions; what is the place of creative products in the digital/technological marketplace?; what are the marketplace opportunities to monetize creative endeavors ?; and what is needed of industry leaders in the global content industry? Students will learn to be knowledge brokers with the transitional dynamics at work in the production of culture between global brands, independent creative companies and the consumer. Students learn both the art and science of guiding creative effectively within multiple organizational settings and the global environment within which businesses operate today and into the future. Specific emphasis is put on leading creatives while maintaining high ethical standards.

**BUS6233 Strategy and Entrepreneurship (3 hours)**

The barriers to entry in the music business have dramatically declined in the past few years. This simultaneously creates unprecedented entrepreneurial opportunities juxtaposed but within 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.

**BUS6333 Market Research and Application (3 hours)**

This course articulates both the benefits and differences between quantitative and qualitative research. The students will gain knowledge in research design and the ability to assess the relationship between variables. Students will be able to ascertain research validity providing the theoretical and practical base to move forward. Students will learn to use research to support business decision making internally as well as understand market trends externally. Students will design, conduct and analyze their own major research project.

**CONCENTRATION REQUIREMENTS: CREATIVE LEADERSHIP**

**BTM5213 Applied Leadership: Ministry Contextualization (3 hours)**

This course explores the leadership concept of understanding and adapting to one's personal ministry context. Students will, first, engage the contextual perspectives of Scripture as well as some major worldviews from the past two millennia. Time will then be given to examine current and practical leadership perspectives for ministry contextualization.

**BTM5333 Principles of Spiritual Direction (3 hours)**

The course guides students in learning the art of spiritual direction. Students will grow in a shepherding-pastoral capacity particularly as they explore how to provide soul care and lead others toward spiritual formation. In doing so, students will gain a grounding in biblical anthropology.

**BTM6143 Leadership Paradigms in Paul's Letters (3 hours)**

The class examines the leadership paradigms as traced through Paul's letters in the New Testament. Particular attention will be given to understanding Paul's apostolic

mandate and pastoral perspective, and how that translates to ministry leadership roles within the 21st century.

**BTM6333 Ministry Life and Soul Care** (3 hours)

This course will assist students in preparing for a life of serving and ministry, both within and outside the church. In particular, students will gain an understanding of caring for themselves as they examine long-standing practices that allow for sustainable ministry leadership.

**MAW Course Requirements**

**BTM5543 Theology of Church and Worship** (3 hours)

This course introduces students to the theologies that lie behind the way we do church and worship and, in the process, provides students the opportunity to explore the complex relationship between worship and history, culture, worship, technology, architecture, the visual arts, and more.

**BTM5533 Worship in America** (3 hours)

This course exams the past, present and projected future of worship in America. After a brief survey of Orthodox and Roman Catholic worship in America, the course will explore several streams of American Protestant Worship including the Hymn Tradition, Revival Tradition, Mercersburg Movement, Liturgical Renewal Movement, Pentecostalism, the Charismatic Movement, the African American Church, the Immigrant Church, and American Evangelicalism (Contemporary Worship).

**BTM5613 The Character of the Worship Pastor** (3 hours)

The Character of the Worship Pastor, a course taught in partnership with the 10,000 Fathers Worship School, is designed to assist students as they seek to understand themselves and prepare to serve Christ's church in ministry. Students immerse themselves in community with fellow students for five days. Student, with their leaders, live, eat, study, pray, worship and play together, creating an atmosphere for authentic community, collegial conversations, transformative mentoring, and intellectual growth. The one-week intensive is followed by 23 weeks of a faculty guided, small-group experience, supplemented with designated readings, guided discussion, and peer reflection/support. This course offers an integrative approach to Christian Ministry, emphasizing the theological, spiritual, ethical, psychological, sociological, and functional dimensions of Christian ministry.

**BTM5623 The Craft of the Worship Pastor** (3 hours)

The Craft of the Worship Pastor, a course taught in partnership with the 10,000 Fathers Worship School, is designed to assist students as they seek to hone their craft as worship leaders and songwriters. They will explore what theologians and musicians throughout history have believed about creativity and art within the Church. Students will practice the art of songwriting individually and with groups. The one-week intensive is followed by 23 weeks of a faculty guided, small-group experience, supplemented with designated readings, guided discussion, and peer reflection/support. These peer groups will offer reflection and support as students work to communicate the truths of the Gospel in their songwriting. Students will also dive deeper into understanding their personality style, spiritual gifts, and calling in ministry.

**BTM5633 The Community of the Worship Pastor ( 3 hours)**

The Community of the Worship Pastor, a course taught in partnership with the 10,000 Fathers Worship School, is designed to assist students as they seek to disciple and train members of their teams. Students will learn to journey with those around them as together they seek to grow in both character and craft. This course explores how Jesus led those around him, and what that means for the worship pastor as they seek to raise up the next generation of worshipers.

**BTM5733 Worship, Aesthetics, and the Arts (3 hours)**

This course introduces students to the dynamic relationship between worship and aesthetics, with a special emphasis on the role of visual arts, including, but not limited to projected images, architecture, space, banners, and dance.

**BTM5833 Multicultural Worship (3 hours)**

This course explores the biblical, historical, and cultural principles of ethnodoxology for cross-cultural workers, community leaders, and worship facilitators, helping them to serve worshiping communities more effectively, whether overseas or in multi-ethnic North American contexts. Students are prepared to design the introduction of new artistic expressions into their own worshiping communities, undergirded by the use of relevant research methodologies and multicultural worship approaches.

**BTM5913 The Old Testament and Worship (3 hours)**

This course will survey the Old Testament as both a historical and literary document before focusing on worship in the Old Testament. Students have the opportunity to discover the Old Testament as a historical and literary document, as well as a valuable resource for biblical models of worship. In the process, they will have the opportunity to grow in the grace and knowledge of the God they worship.

**BTM5923 The New Testament and Worship (3 hours)**

This course will survey the New Testament as both a historical and literary document before focusing on worship in the New Testament. Students have the opportunity to discover the New Testament as a historical and literary document, as well as a valuable resource for biblical models of worship. In the process, they will have the opportunity to grow in the grace and knowledge of the God they worship.

**CRE6463 Capstone Project (3 hours)**

This final course for Master of Arts in Worship degree program provides an opportunity for students to integrate all they have learned about worship, as well as to explore those portions of the worship service that do not involve song, most-notably the sermon and the prayers.

0 - 0 semester hours

3 - 3 semester hours

## LEADERSHIP, BOARD, AND STAFF

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### Executive Leadership

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*[to be filled]*  
Vice President of Students

### Governance and Support

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

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

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

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## Appendix A

### Standard Occupational Classification Codes

<b>CERTIFICATE</b>		
<b>Dance</b>	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2031	Dancers
	27-2099	Entertainers/Sports/Related Workers, All Other
<b>Acting</b>	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2011	Actors
<b>Modern Music</b>	21-2011	Clergy
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2042	Musicians and Singers
	27-2099	Entertainers/Sports/Related Workers, All Other
<b>Music Production</b>	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
<b>Music Business</b>	13-1011	Artists, Performers, and Athletes Agents/Managers
	13-1199	Business Operations Specialists, All Other
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
<b>Creative Leadership</b>		
Specialization in Screenwriting	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2012	Producers and Directors
	27-3099	Media and Communication Workers, All Other

Specialization in Ministry	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
Specialization in Content	15-1134	Web Developers
	21-2099	Religious Workers, All Other
	27-1014	Multimedia Artists and Animators
	27-2012	Producers and Directors
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
	27-4031	Camera Operators, Television, and Motion Picture
	27-4032	Film and Video Editors
<b>BACHELOR</b>		
<b>Acting</b>	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2011	Actors
<b>Modern Music</b>	21-2011	Clergy
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2042	Musicians and Singers
	27-2099	Entertainers/Sports/Related Workers, All Other
<b>Music Production</b>	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
<b>Music Business</b>	13-1011	Artists, Performers, and Athletes Agents/Managers
	13-1199	Business Operations Specialists, All Other
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
<b>Creative Leadership</b>	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other

<b>MASTER</b>		
<b>Leadership</b>		
Concentration in Modern Music	13-1011	Artists, Performers, and Athletes Agents/Managers
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
	27-2042	Musicians and Singers
	27-2099	Entertainers/Sports/Related Workers, All Other
	27-3099	Media and Communication Workers, All Other
Concentration in Music Production	13-1011	Artists, Performers, and Athletes Agents/Managers
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Equipment Technicians
	27-4014	Sound Engineering Technicians
Concentration in Music Business	13-1011	Artists, Performers, and Athletes Agents/Managers
	13-1199	Business Operations Specialists, All Other
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-1019	Artists and Related Workers, All Other
Concentration in Creative Leadership	13-1011	Artists, Performers, and Athletes Agents/Managers
	21-2011	Clergy
	21-2021	Directors, Religious Activities and Education
	21-2099	Religious Workers, All Other
	27-3099	Media and Communication Workers, All Other

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