



# GUITAR CRAFT ACADEMY

===== **NASHVILLE** =====

**2023/2024 COURSE CATALOG**

# *MISSION STATEMENT*

Musicians Institute's Guitar Craft Academy Nashville is dedicated to inspiring excellence in the art of guitar building and design, while preparing students for careers in the music industry. By providing hands-on instruction from top professionals in a state-of-the-art educational environment, we give students the skills necessary to achieve their goals. We strive to develop a diverse array of talented individuals who can enrich the global community by contributing their expertise and craftsmanship.

## *DIVERSITY STATEMENT*

Musicians Institute is committed to fostering an inclusive and diverse environment for the community it serves. Members of the MI community include students, faculty, administration, families, and visiting artists. As an institution that is dedicated to preparing students for careers in the diversified music and entertainment industry, MI strives to cultivate talented individuals from across all backgrounds with conscious efforts to enrich the global public.

# NOTICE

## MUSICIANS INSTITUTE GUITAR CRAFT ACADEMY NASHVILLE

5000 Harding Place  
Nashville, TN 37211  
800-255-7529 (Toll Free)  
615-333-9423 (Local & International)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. It is the responsibility of the student to know and adhere to the policies and rules included in this catalog. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement.

## FACULTY QUALIFICATIONS

In keeping with Musicians Institutes mission, MI recognizes the importance of real-world music industry experience and academic credentials in our teaching positions. In order to provide students with the most current and competitive skill set and career preparation, MI weighs both professional experience and academic accomplishments when evaluating the assets of potential faculty members.

## APPROVAL AND ACCREDITATION

Musicians Institute Guitar Craft Academy Nashville is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Musicians Institute has been an accredited institutional member of the National Association of Schools of Music since 1981. The National Association of Schools of Music is recognized by the United States Department of Education (USDE).

## ACCURACY OF INFORMATION

Information in this catalog is accurate as of the date of printing/publication. Catalogs are updated and published on an annual basis. MI reserves the right to revise or cancel the programs, courses, activities, or services described herein without prior notice. Applicants are advised to confirm their availability prior to enrollment. At all times, the information contained in the digital/online version of the catalog takes precedence over this printed version. Please refer to the index of addenda to this catalog at the end of the online version for information and updates. This catalog is available to students, members of the public, and interested parties via the MI website: [mi.edu/musiciansinstitute-course-catalog/](http://mi.edu/musiciansinstitute-course-catalog/), by request to MI Admissions ([admissions@mi.edu](mailto:admissions@mi.edu)), or by calling MI at (800) 255-7529. In addition to the above, students are provided

digital access to the course catalog during their initial enrollment/ registration process, and on an annual basis during subsequent registration periods. Musicians Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.)

## NO GUARANTEE OF EMPLOYMENT

While Musicians Institute provides no guarantee that employment will result from attending or completing any program offered by the institution, we are dedicated to assisting students in finding professional opportunities. For more information on our Artist Support Center (formerly known as Career Development Office), visit [www.mi.edu](http://www.mi.edu). For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <https://nashville.mi.edu/student-consumer-disclosure/>

## QUESTIONS AND COMPLAINTS

Questions, grievances and complaints regarding the institution may be directed to:

Institutional Director  
Musicians Institute Guitar Craft Academy, Nashville  
5000 Harding Place  
Nashville, TN 37211  
(615) 333-9423

To initiate a formal complaint, please email the Institutional Director and any questions, grievances, or complaints will be addressed within 72 hours of their submission. Should an investigation be necessary, it will begin within 72 hours of its announcement along with an estimated completion time not to exceed 30 days. The decision concerning the question, grievance, or complaint will be made by the Institutional Director with, should it be necessary, the counsel of Musicians Institute administration and delivered to the student via Musicians Institute email.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution.

Tennessee Higher Education Commission  
Division of Postsecondary State Authorization  
312 Rosa L. Parks Ave., 9th Floor  
Nashville, TN 37243  
Telephone: (615) 741-3605







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# ACADEMIC CALENDAR

FALL QUARTER	2023	2024	2025
Re-Registration	August 13 – September 23	August 12 – September 20	August 10 – September 20
Financial Aid Application Deadline	2 weeks prior to registration	2 weeks prior to registration	2 weeks prior to registration
New Student Registration	September 25 – October 6	September 23 – October 4	September 22 – October 3
New Student Orientation	October 5	October 3	October 2
Quarter Begins	October 9	October 7	October 6
*Thanksgiving Break	November 23 – 24	November 28 – 29	November 27 – 28
Final Day of Classes	December 15	December 13	December 12
Final Exams	December 18 – 22	December 16 – 20	December 15 – 19
Quarter Ends	December 22	December 20	December 19
Graduation	December 23	December 21	December 20
Quarter Break	December 24 – January 7	December 22 – January 5	December 21 – January 4
*Christmas Break	December 25 – 26	December 24 – 25	December 24 – 25

WINTER QUARTER	2023	2024	2025
Re-Registration	November 14 – December 23	November 12 – December 23	November 10 – December 21
Financial Aid Application Deadline	2 weeks prior to registration	2 weeks prior to registration	2 weeks prior to registration
New Student Registration	December 27 – January 6	December 27 – January 5	December 23 – January 3
New Student Orientation	January 5	January 4	January 2
*New Year's Day	January 1 – 2	January 1 – 2	December 31 – January 1
Quarter Begins	January 9	January 8	January 6
*Martin Luther King Day	January 16	January 15	January 20
Final Day of Classes	March 17	March 15	March 14
Final Exams	March 20 – 24	March 18 – 22	March 17 – 21
Quarter Ends	March 24	March 22	March 21
Graduation	March 25	March 23	March 22
Quarter Break	March 26 – April 9	March 24 – April 7	March 23 – April 6

*\*School Closed*



# ACADEMIC CALENDAR

SPRING QUARTER	2023	2024	2025
Re-Registration	February 13 – March 24	February 11 – March 23	February 9 – March 22
Financial Aid Application Deadline	2 weeks prior to registration	2 weeks prior to registration	2 weeks prior to registration
New Student Registration	March 27 – April 7	March 25 – April 5	March 24 – April 4
New Student Orientation	April 6	April 4	April 3
Quarter Begins	April 10	April 8	April 7
*Memorial Day	May 29	May 27	May 26
Final Day of Classes	June 16	June 14	June 13
Final Exams	June 19 – 23	June 17 – 21	June 16 – 20
Quarter Ends	June 23	June 21	June 20
Graduation	June 24	June 22	June 21
Quarter Break	June 25 – July 9	June 23 – July 7	June 22 – July 6

SUMMER QUARTER	2023	2024	2025
Re-Registration	May 14 – June 24	May 12 – June 22	May 11 – June 21
Financial Aid Application Deadline	2 weeks prior to registration	2 weeks prior to registration	2 weeks prior to registration
New Student Registration	June 26 – July 7	June 24 – July 5	June 23 – July 3
*Independence Day	July 4	July 4	July 4
New Student Orientation	July 6	July 5	July 2
Quarter Begins	July 10	July 8	July 7
*Labor Day	September 4	September 2	September 1
Final Day of Classes	September 15	September 13	September 12
Final Exams	September 18 – 22	September 16 – 20	September 15 – 19
Quarter Ends	September 22	September 20	September 19
Graduation	September 23	September 21	September 20
Quarter Break	September 24 – October 8	September 22 – October 6	September 21 – October 5

*\*School Closed*

CAMPUS



## MAIN COMPLEX

Musicians Institute Guitar Craft Academy, Nashville is located at:

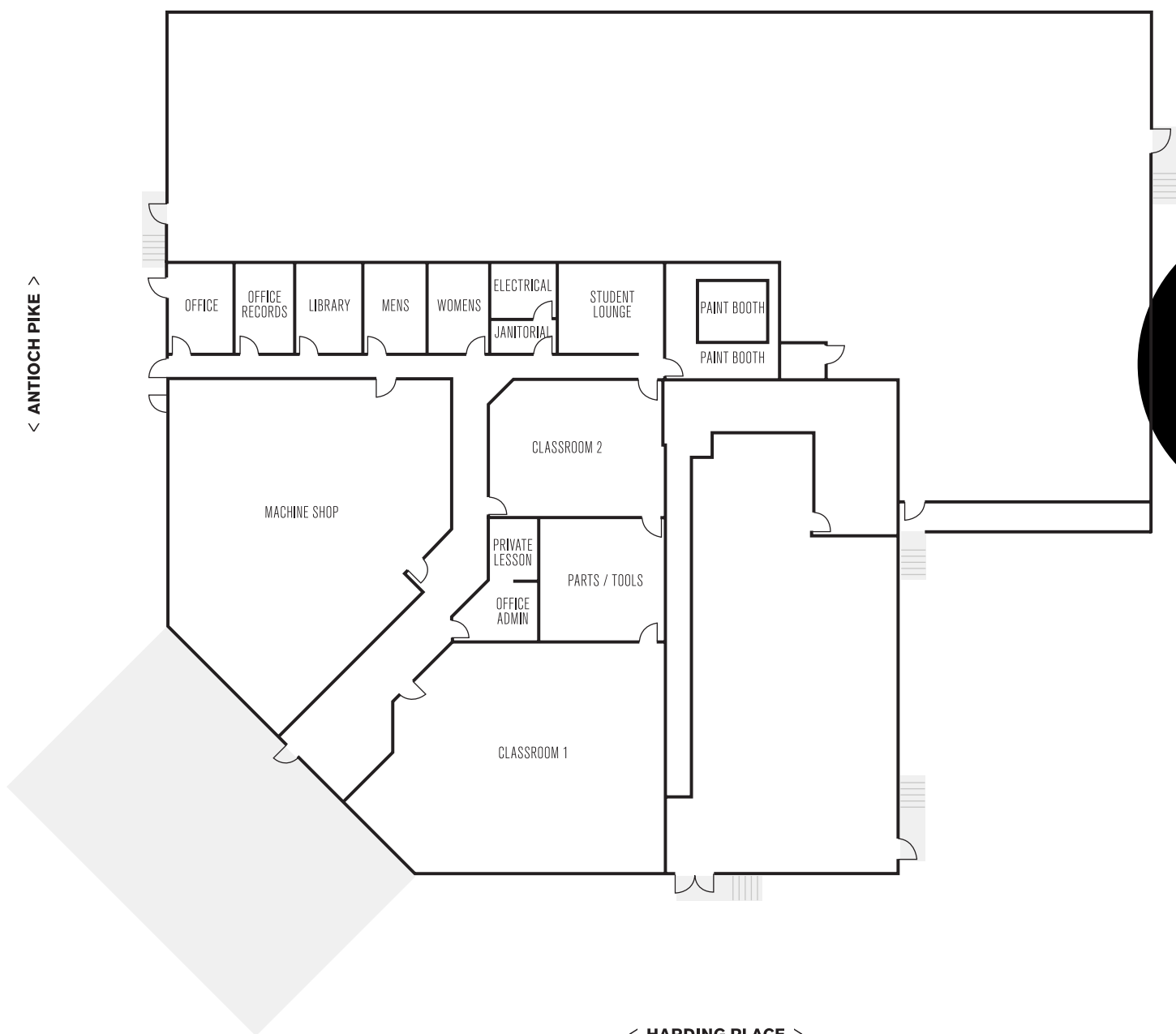
### Musicians Institute, Registrar's Office

5000 Harding Place

Nashville, TN 37211

800-255-7529 (Toll Free)

615-333-9423 (Local & International)





# CAMPUS

## FACILITIES

The Guitar Craft Academy facilities contain state-of-the-art workshop equipment, including industry-standard tools & technology used for the design, fabrication, electrical wiring and repair of guitars and basses, including: Various Industry-standard saws, drill presses, sanders, buffers, jointers, mills, routers, CNC machine, etc.



CAMPUS



# CAMPUS

## GUITAR CRAFT FACILITIES



CAMPUS



*The Guitar Craft facilities contain state-of-the-art workshop equipment, including industry-standard tools & technology used for the design, fabrication, electrical wiring and repair of guitars and basses.*

# CERTIFICATE

## GUITAR CRAFT

Students learn to build an electric guitar or bass from scratch—including design, fabrication, wiring, electronics, repair and maintenance. This program provides comprehensive preparation for professions in the fields of instrument manufacturing and repair.

### 30 CREDITS / 2 QUARTERS REQUIRED TO COMPLETE THIS CERTIFICATE PROGRAM\*

	COURSE	CREDIT
MAJOR AREA = 26 CREDITS	Instrument Design 1 & 2	3
	Instrument Fabrication 1 & 2	12
	Fretwork & Setup 1 & 2	4
	Electronics 1 & 2	2
	Instrument Repair	2
	Finish Work	3
PERFORMANCE = 4 CREDITS	Instrument Performance 1 & 2**	4

**NOTICE:** Although this program invites students to apply year-round, this program begins during the Fall and Spring Quarters only. Please refer to the Academic Calendar on pages 6-7 for specific start dates for the upcoming Fall and Spring Quarters.

\*\* The Guitar Craft instrument performance credit is only available with instrument studies in Guitar or Bass.

\*Based on optimal course load of 15 credits per quarter



# GUITAR CRAFT



CERTIFICATE

## Q1

CODE	COURSE	CREDIT
<b>MAJOR AREA</b>		
GCRFT-103	Instrument Design 1	2
GCRFT-104	Instrument Fabrication 1	6
GCRFT-102	Fretwork & Setup 1	2
GCRFT-101	Electronics 1	1
GCRFT-105	Instrument Repair	2
<b>PERFORMANCE</b>		
GCRFT-107	Instrument Performance 1	2
<b>TOTAL</b>		<b>15</b>

## Q2

CODE	COURSE	CREDIT
<b>MAJOR AREA</b>		
GCRFT-203	Instrument Design 2	1
GCRFT-204	Instrument Fabrication 2	6
GCRFT-202	Fretwork & Setup 2	2
GCRFT-201	Electronics 2	1
GCRFT-206	Finish Work	3
<b>PERFORMANCE</b>		
GCRFT-207	Instrument Performance 2	2
<b>TOTAL</b>		<b>15</b>

## GUITAR CRAFT

// ACOUSTIC GUITAR DESIGN  
45 CREDITS / 3 QUARTERS\*

In addition to learning the material taught in the Certificate program for Guitar Craft, which covers electric instruments, students can also learn in the specific design, fabrication and finishing requirements of acoustic guitars.

## Q3 (Q1 + Q2 ARE THE SAME AS ABOVE)

CODE	COURSE	CREDIT
<b>EMPHASIS</b>		
GCRFT-303	Acoustic Guitar Design	2
GCRFT-304	Acoustic Guitar Fabrication	5
GCRFT-305	Acoustic Guitar Fixtures	4
GCRFT-306	Acoustic Guitar Finishing	2
GCRFT-307	Instrument Performance 3	2
<b>TOTAL</b>		<b>15</b>

**NOTICE:** Although this program invites students to apply year-round, this program begins during the Fall and Spring Quarters only. Please refer to the Academic Calendar on pages 6-7 for specific start dates for the upcoming Fall and Spring Quarters.

# COURSE DESCRIPTIONS

## GUITAR CRAFT

### MAJOR AREA // GUITAR CRAFT

#### GCRFT-101 ELECTRONICS 1 (1)

An introduction to guitar and bass electronics. Topics include: understanding magnetic, piezo, and active pickups, proper shielding techniques, switching options, and proper soldering technique as well as troubleshooting and repair. Students are required to research a wide range of after-market electronics. Ten lecture hours and 10 supervised lab hours plus projects for one quarter.

#### GCRFT-102 FRETWORK AND SETUP 1 (2)

In this course, students will learn essential guitar maintenance techniques used by professional technicians. String height and truss rod adjustment, intonation, fret dressing and fret replacement are covered along with effective methods for troubleshooting related problems. Students will learn principles of temperament and harmonics as well as how to adjust the instrument for proper musical "feel." Eight lecture hours and 24 supervised lab hours plus projects for one quarter.

#### GCRFT-103 INSTRUMENT DESIGN 1 (2)

Every detail of an instrument's design affects its musicality and playability. This course covers principles of neck, headstock, and body design, including the weight and musical properties of various types of tone woods as well as pickguard and control cover fabrication and design, selecting instrument hardware, musical qualities of hardware materials, overview of instrument fabrication history, and template design. Eight lecture hours and 14 supervised lab hours plus independent research assignments and design projects for one quarter.

#### GCRFT-104 INSTRUMENT FABRICATION 1 (6)

Building outstanding instruments starts with understanding the tonal properties of wood and shaping it to produce the most musical results. This course is an introduction to the use of woodworking tools and techniques, including routing, jointing, milling, and shaping along with the use of large industrial and hand-held tools. Six lecture hours and 33 supervised lab hours plus independent fabrication projects for one quarter.

#### GCRFT-105 INSTRUMENT REPAIR (2)

This course covers the methodology and organization of materials and procedures for basic guitar repair and modification. Topics include: building the relationship between musician-client and technician, and communicating in musical and technical language. Twelve lecture hours plus projects for one quarter.

#### GCRFT-201 ELECTRONICS 2 (1)

Prerequisites: GCRFT-101 Electronics 1  
A continuation of Electronics 1; students learn electronic troubleshooting and wiring modifications, coil taps, phase switching, and other more advanced electronics applications. Students will also learn how to make their own magnetic pickups, balancing output and tone to arrive at optimal tonal properties for different instruments and stylistic applications. Ten lecture hours and 12 supervised lab hours plus projects for one quarter.

#### GCRFT-202 FRETWORK & SETUP 2 (2)

Prerequisites: GCRFT-102 Fretwork & Setup 1  
Continuation of Fretwork & Setup 1 with emphasis on final preparation for demands of professional setup. Four lecture hours and 30 supervised lab hours plus projects for one quarter.

#### GCRFT-203 INSTRUMENT DESIGN 2 (1)

Prerequisites: GCRFT-103 Instrument Design 1  
Students design a tilt-back neck and body and research the design and fabrication of classic instrument designs, including the Fender Stratocaster and Gibson Les Paul. Four lecture hours and six supervised lab hours plus independent research assignments and design projects for one quarter.

#### GCRFT-204 INSTRUMENT FABRICATION 2 (6)

Prerequisites: GCRFT-104 Instrument Fabrication 1  
The ultimate proof of a luthier's knowledge and skill is in the instrument itself. As the centerpiece of the program, each student designs and fabricates a personal electric guitar or bass from raw materials, including instrument bodies, necks and pickups as well as painting and buffing. Four lecture hours and 35 supervised lab hours plus independent fabrication project for one quarter.

#### GCRFT-206 FINISH WORK (3)

Prerequisites: GCRFT-103 Instrument Design 1, GCRFT-104 Instrument Fabrication 1  
An instrument's finish is not only cosmetic, but can have a profound effect on its musical properties. This course covers procedures and techniques for finishing and repairing musical instruments, including preparation, painting, and buffing. Twelve lecture hours and 24 supervised lab hours plus projects for one quarter.

### PERFORMANCE // GUITAR CRAFT

#### GCRFT-107 INSTRUMENT PERFORMANCE 1 (2)

Private instrument instruction on electric guitar or bass with a focus on understanding the relationship between musical style, technique, sound, and instrument design. One private lesson hour per week for one quarter.

# COURSE DESCRIPTIONS

## **GCRFT-207 INSTRUMENT PERFORMANCE 2 (2)**

Prerequisites: GCRFT-107 Instrument Performance 1.  
Continuation of private instrument instruction on electric guitar or bass with a focus on understanding the relationship between musical style, sound, and instrument design. One private lesson hour per week for one quarter.

## **GUITAR CRAFT // ACOUSTIC GUITAR DESIGN**

### **GCRFT-107 INSTRUMENT PERFORMANCE 1 (2)**

Private instrument instruction on electric guitar or bass with a focus on understanding the relationship between musical style, technique, sound, and instrument design. One private lesson hour per week for one quarter.

### **GCRFT-207 INSTRUMENT PERFORMANCE 2 (2)**

Prerequisites: GCRFT-107 Instrument Performance 1.  
Continuation of private instrument instruction on electric guitar or bass with a focus on understanding the relationship between musical style, sound, and instrument design. One private lesson hour per week for one quarter.

## **EMPHASIS // GUITAR CRAFT ACOUSTIC DESIGN**

### **GCRFT-303 ACOUSTIC GUITAR DESIGN (2)**

Prerequisites: GCRFT-203 Instrument Design 2. Every detail of an instrument's design affects ergonomics, function, sound and playability. This course covers principals of acoustic guitar neck, headstock and body design, including selection of hardware and template design. Eight lecture hours, fourteen supervised lab hours, research assignments and design projects.

### **GCRFT-304 ACOUSTIC GUITAR FABRICATION (5)**

Prerequisites: GCRFT-204 Instrument Fabrication 2. Each student builds a complete acoustic guitar from raw materials. Topics include: wood selection, sizing stock and surfacing, bracing, neck and body construction, scaling, marquetry, inlay work and setup. 20 lecture hours and 39 supervised lab hours plus projects.

### **GCRFT-305 ACOUSTIC GUITAR FIXTURES (4)**

Prerequisites: GCRFT-203 Instrument Design 2. Design and manufacture of all necessary fixtures for the construction of an acoustic guitar. Includes molds, clamping fixtures and layout templates. Six lecture hours and 28 supervised lab hours.

### **GCRFT-306 ACOUSTIC GUITAR FINISHING (2)**

Prerequisites: GCRFT-106 Finish Work. Techniques for finishing acoustic guitars, including wood preparation, filling, masking, sealing, top coating, sanding, color sanding and buffing. Eight lecture hours and 14 supervised lab hours.

## **GCRFT-307 INSTRUMENT PERFORMANCE 3 (2)**

Prerequisites: GCRFT-207 Instrument Performance 2.  
Private instrument instruction on acoustic guitar with focus on understanding the relationship between musical style, technique, sound and acoustic guitar design. One private lesson hour per week for one quarter



# ADMISSIONS

## CERTIFICATES

- Guitar Craft
- Guitar Craft // Acoustic Guitar Design

## ABILITY TO BENEFIT NOTICE

Musicians Institute does not participate in Ability to Benefit Programs. As such, all students must meet minimum admissions requirements.

## REGISTRATION

Students are expected to arrive prior to the start of classes for registration and orientation. Late registration will be held until Friday of the first week of classes. Registration after the first week of classes is by permission only. Students who need housing/roommate assistance should arrive at least two weeks prior to the start of classes. Daily housing meetings and new student tours will take place during registration week.

## APPLICATION PROCESS

### CERTIFICATE

Send all of the following items together by mail along with any additional items required by the program to which you are applying (see below):

- Completed application form.
- \$100.00 USD application fee.
- High school diploma or proof of G.E.D. Equivalent from an accredited institution (please provide an official English translation if the original is not in English).

## ORIENTATION

Orientation will be held on the Thursday prior to the start of classes. During this meeting, you will learn about school policy and procedures, Student Affairs, Juries and other school-related topics.

## APPLICATION REVIEW AND NOTIFICATION

Class sizes are limited and placement priority is given to students in the order of accepted application. Fully completed applications are reviewed for acceptance on an ongoing basis. Accepted applicants will be notified by mail or telephone. Applicants who are not accepted will be notified by mail or telephone.

## SCHEDULING/REGISTRATION/ ORIENTATION

MI students are expected to arrive prior to the start of classes for Scheduling, Registration, and Orientation. Students who need housing and/or roommate assistance should arrive at MI as early as possible prior to the start of classes.

## SPECIFIC REQUIREMENTS

In addition to the items listed above, you must submit a recording of both a musical audition and your speaking voice with a short narrative in English telling us why you want to attend Musicians Institute (see application form for details).

Fully completed applications will be reviewed with placement priority given to students in the order of accepted application. Accepted applicants will be notified by mail and telephone. Applicants who are not accepted will receive notification





by mail only, along with the specific reasons for non-acceptance.

## **NOTICES REGARDING CREDIT** NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MUSICIANS INSTITUTE

Musicians Institute Guitar Craft Academy Nashville is a special purpose institution. That purpose is inspiring excellence in the art of guitar building and design while preparing students for careers in the music industry. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

The transferability of credits you earn at Musicians Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, 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 Musicians Institute to determine if your credits, degree, or certificate will transfer.

## CREDIT GRANTED FOR PREVIOUS EDUCATION, TRAINING, AND EXPERIENCE.

Musicians Institute Guitar Craft Academy does not accept or grant credit for/from previous education, training or experience.

## DISCLAIMER

While Musicians Institute provides no guarantee that employment will result from attending or completing any program offered by the institution, we are dedicated to assisting students in finding professional opportunities. For more information on our Artist & Industry Support Center, visit [nashville.mi.edu](http://nashville.mi.edu).

## DIVERSITY STATEMENT

Musicians Institute is committed to fostering an inclusive and diverse environment for the community it serves. Members of the MI community include students, faculty, administration, families, and visiting artists. As an institution that is dedicated to preparing students for careers in the diversified music and entertainment industry, MI strives to cultivate talented individuals from across all backgrounds with conscious efforts to enrich the global public.

# TUITION & FEES 2022-2023

## TUITION

	QUARTER	PER QUARTER	TOTAL CREDITS	PER CREDIT	TOTAL
CERTIFICATE					
GUITAR CRAFT	2	\$7,995.00	30	\$533.00	\$15,990.00
GUITAR CRAFT // ACOUSTIC DESIGN	3	\$7,995.00	45	\$533.00	\$23,985.00

## FEES

	APPLICATION FEE (NON-REFUNDABLE)	EQUIPMENT COST (NON-REFUNDABLE)	MATERIALS	OTHER FEES	PER QUARTER TECHNOLOGY FEE (NON-REFUNDABLE)	TOTAL
CERTIFICATE						
GUITAR CRAFT // ALL PROGRAMS	\$100.00	\$400.00			\$15.00	\$530.00
GUITAR CRAFT ACOUSTIC DESIGN	\$100.00	\$400.00			\$15.00	\$545.00

TUITION DEPOSIT: \$300.00; All programs are refundable.

NOTE: Published program lengths are based on optimal course load at 15 credits per quarter for all other programs. Please see Enrollment Status for further information. Tuition costs vary by quarter based on number of credits.

Tuition and fees for all programs are charged on a quarterly basis and are due at the time of registration for each quarter of instruction. All programs require students to source their own materials, software and equipment. Visit [nashville.mi.edu/student-materials](http://nashville.mi.edu/student-materials) for a complete list of these required items. Students are not allowed to enter MI facilities or attend classes until required tuition and fees are paid in full. See student Billing department for current information. Costs vary according to manufacturer prices and features. Please contact our Admissions Department for details on the fees pertaining to your specific start date.

† Multiply technology fee by number of quarters referenced on the previous page.

# TUITION & FEES 2022-2023

## ADMINISTRATIVE FEES

Re-Application Fee	\$50
Late Registration Fee	\$100
Retest due to Rescheduled/ Missed Exam Fee	\$50 per test
Transcript Request Fee	\$15
Rushed Transcript Fee	\$20

## COURSE-RELATED FEES:

Some courses require additional fees for supplies and/or equipment. Course-related fees must be paid at the time of Registration. Courses with related fees are noted under Course Descriptions. Fees may change without notice; current information will be provided at the time of registration.

## BOOKS AND MATERIALS

### BOOKS, DEVICES AND SUPPLIES

### BYOD POLICY

Each student at Musicians Institute must have a device that allows for access to our Learning Management System (LMS) and corresponding materials. This is a requirement of enrollment at Musicians Institute. Musicians Institute has made every effort to ensure that this material is available on a multitude of different devices/operating systems.

As such, you will need a device that meets the following specifications below:

### GENERAL REQUIREMENTS:

- A smart phone, tablet or laptop computer
- Internet connection for device/computer (wi-fi or ethernet recommended).
- Built-in or external speakers, headphones, or similar for audio playback.

### Apple Devices:

iPad (iPad2 or newer recommended\*\*)

iPad Mini (Retina display suggested\*\*)

iPhone (4s or newer recommended\*\*)

iOS 7 or above is recommended.

\*\* All device versions are technically compatible with the delivery application. However, older devices may be limited by memory and CPU requirements of a given book/file size. It is likely that students with iOS devices pre-iPad 2/iPhone 4 will experience diminished functionality the deliver application.

### Android Devices:

Phone & tablet devices utilizing the Android OS are compatible with the deliver application. Due to the wide variety of manufacturers and models, a standardized list of actual devices cannot be issued.

Android OS 4.4 or above is recommended.

### Desktop Readers (Mac and Windows):

These desktop reader applications require Adobe AIR to be installed and current on the machine. All tech specifications are related to same minimum requirements for Adobe AIR installation: <http://www.adobe.com/products/air/tech-specs.html>.

### Windows

2.33GHz or faster x86-compatible processor, or Intel Atom™ 1.6GHz or faster processor for netbook class devices  
Microsoft® Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64 bit editions) with Service Pack 2, Windows 7, or Windows 8 Classic  
512MB of RAM (1GB recommended).

### Mac OS

Intel® Core™ Duo 1.83GHz or faster processor

Mac OS X v10.7, v10.8, or v10.9

512MB of RAM (1GB recommended)

Questions about your device's specifications and requirements may be directed to Instructional & Information Technology Services at [helpdesk@mi.edu](mailto:helpdesk@mi.edu).

For all other inquires, please contact your Program Chair or the Student Affairs Department at [studentaffairs@mi.edu](mailto:studentaffairs@mi.edu).

We have made every effort to ensure that this material is available on a multitude of different devices and operating systems. Please see [www.mi.edu/byod](http://www.mi.edu/byod) for details on your device's requirements.

Much of MI's course and curricular content is delivered solely in an electronic format, so each student must possess a device that allows for access to our Learning Management System (LMS) and corresponding course materials. This is a requirement of enrollment at Musicians Institute.

Purchase of digital curricular materials is required for many courses. For a complete list of these books/materials, as well as prices and purchasing information, please visit [www.musiciansinstitutebookstore.com](http://www.musiciansinstitutebookstore.com).

## COST OF LIVING

The cost of living while attending MI Guitar Craft Academy Nashville varies with each student's personal needs. Below are sample living expense budgets per month for the 2016-17 academic year based on average costs statewide. To arrive at a total cost for your program, multiply the monthly costs by the number of months in that program (for example, Certificate in Guitar Craft = Six months).

Student living at home with parents (per month):

Tuition varies by program	
Books & Supplies	\$172
Food & Housing	\$372
Transportation	\$124
Personal/Miscellaneous	\$193
Total (not including tuition):	\$861

Student living off campus (per month):

Tuition varies by program	
Books & Supplies	\$172
Food & Housing	\$531
Transportation	\$177
Personal/Miscellaneous	\$276
Total Not Including Tuition	\$1,156



# ARTIST & INDUSTRY SUPPORT CENTER

## ARTIST & INDUSTRY SUPPORT CENTER

The goal of the Artist & Industry Support Center (AISC) is to empower students by enhancing their understanding of course materials, facilitating professional development learning strategies, and fostering confidence and skills needed to excel in the entertainment industry.

Our student's well-being and general happiness are of utmost importance. Thus, the Artist & Industry Support Center specializes in all social sciences, alongside various professional items including (but not limited to): EPK's (Electronic Press Kits), Resumes, Cover Letters, Bios, Entrepreneurship, Self-Branding Techniques, Humanities, Student Advising, Professional Internships, Auditions and Audition Preparation, and all other musical and career-based matters.

## WHAT'S THE PURPOSE OF THE ARTIST SUPPORT CENTER?

MI's AISC provides students with a supportive and caring environment to facilitate the achievement of personal and professional goals. This "hub" will guide students in academic advising, career strategies, and personal counseling while promoting healthy social atmosphere for enhance student well-being.

## HOW WE CAN HELP YOU SUCCEED

Our advisors can provide each student with the necessary tools to enhance their campus experience that will aid in promoting success both in and out of the classroom. Through scheduled appointments, group-tutoring workshops, facilitated group workshops, and supplemental instructional sessions, AISC advisors help you succeed in the following areas by providing: Artist Services

- One-on-One Advisement Meetings
- Career & Industry Mentoring
- Internship Placement & Assistance
- On Campus Industry Fairs
- Audition Workshops / Hiring Hall
- Alumni Engagement

## ARTIST & INDUSTRY SERVICES

Our Artist & Industry Services advisors provide students and alumni with the guidance, support, and resources needed to develop their academic and professional careers. This is accomplished through detailed instruction and counseling on various professional items including (but not limited to): EPK's (Electronic Press Kits), Resumes, Entrepreneurship, Self-Branding, Professional Internships, Auditions (and Audition Preparation), and all other musical and career based matters. Many of the aforementioned items also correspond with many of our AA and BACH professional development classes. Thus, Professional and Artist Development are present both in and out of MI. Services include:

- Artist & Industry Development
- MI Connects
- Career & Industry Mentoring
- Career Workshops & Seminars
- General Affiliations and Discounts to Career Related Events

*Detailed explanation of these services are located on the next page.*

## ALUMNI ENGAGEMENT

The services of the AISC continue to be available after students graduate from their MI program. Alumni can stay connected to MI and the music industry through clinics, educational events and networking opportunities. Graduates also have the opportunity to make appointments with AISC advisors. Services include:

- Social Media Management
- Networking Events
- Audition Training
- Access to MI Campus

## JOB PLACEMENT SERVICES

Although Musicians Institute does offer opportunities for students and alumni to interface with those entertainment industry entities who are seeking to hire through its Artist & Career Services department, the college does not offer formal job placement services.

## ARTIST & INDUSTRY SUPPORT CENTER DEVELOPMENT OFFERINGS

### ONE-ON-ONE ADVISEMENT MEETINGS

All members of the AISC team are available for individual coaching on any and all matters pertaining to your career, including: strategic planning, networking, career counseling inquiries, Internship inquiries, job searching, general course advising and more.

# ARTIST & INDUSTRY SUPPORT CENTER

## RESUME, COVER LETTER, EPK, PERSONAL WEBPAGE, AND MOCK INTERVIEW SERVICES

AISC advisors are available to help students and alumni develop and polish their resumes, EPKs, interview skills, cover letters, and promotional materials.

## MI CONNECTS (CONNECTS.MI.EDU)

MI Connects, MI's proprietary online talent and opportunity resource, is an exclusive service for current and former students. The Artist & Industry Support Center receives frequent calls from talent scouts, managers, producers, booking agents, A&R representatives, potential music students, and studio managers who require the services of trained musicians and engineers. All members can post profiles including social media links, photos, videos, and resumes to the MI Connects online database. Members also gain access to online job boards, a search engine exclusive to MI Connects, and a community forum.

## AUDITION WORKSHOPS & MOCK AUDITIONS

Each quarter, audition workshops train students and alumni in the fundamental techniques necessary to gain a competitive edge. The Audition Workshops consists of (2) steps. Step 1 – what to expect at a professional audition. Step 2 is the mock audition – the student / alumni prepares material for a mock audition and their performance is critiqued by the instructor.

## CAREER & INDUSTRY MENTORING

Private career and industry mentoring sessions are available to all MI students and alumni. Students / alumni meet one-on-one with top industry professionals who provide personalized advice on career options and how to prepare for life as a professional.

## CAREER WORKSHOPS & SEMINARS

Career-related workshops and seminars are held every quarter to bolster a student's understanding of the entertainment industry.

## GENERAL AFFILIATIONS AND DISCOUNTS TO CAREER RELATED EVENTS

Students are encouraged to attend career related events with MI's discounted and seasonal rates. Past events and affiliations include: NAMM Show, ASCAP I Create Music Expo, TAXI Road Rally, GrammyU, California Copyright Conference, and more.

## STUDENT SUPPORT CENTER

Our Approach provides you with a built-in support system that will help you throughout your academic studies, professional development, and into your career. Furthermore, MI's SSC advisors provide each student with the tools needed to enhance their campus experience and promote success both in and out of the classroom.

## STUDENT AFFAIRS

The Student Affairs Office is here to provide support and guidance during your transition to MI and throughout the length of your program. Our mission is to ensure that you have access to the resources you need to be a successful student. Our dedicated staff is committed to assisting you with any issues which may arise as you familiarize yourself with your new environment. The Student Affairs Office offers a wide range of services, including:

- Personal counseling
- Health and wellness offerings
- Tutoring requests
- Academic Appeals and Changes

## INTERNATIONAL STUDENT ADVISING

Our International Student Affairs office can counsel students in regards to Student Visas, I-20's, F-1 extensions, transfers, OPT work permits, and other student visa related topics. Culture shock and adjustment counseling is also available for those students having difficulties adjusting to a new environment.

# POLICIES

## ACADEMIC POLICIES AND DEFINITIONS

### ACADEMIC CALENDAR

All degree and certificate programs operate on a year-round quarterly academic calendar, with each quarter consisting of 10 weeks of classes and one week of testing, followed by two weeks of break.

### ACADEMIC HONESTY/INTEGRITY

All students have an obligation to behave honorably and respect the highest ethical standards in carrying out their academic assignments. Academic dishonesty is defined as any form of cheating, falsification, and/or plagiarism. In cases where academic dishonesty or falsification of academic information is proven to have occurred, students may receive a failing grade and are subject to additional disciplinary actions up to and including termination from the program.

### ACADEMIC PROBATION

Satisfactory Academic Progress is reviewed quarterly and students showing a cumulative GPA of less than 2.0 are placed on Probationary Warning status. A cumulative GPA of less than 2.0 for two consecutive quarters results in the student being placed on Official Academic Probation status. A continued cumulative GPA of less than 2.0 for three consecutive quarters results in loss of Financial Aid funding and termination from the program.

A notice of Academic Non SAP (Satisfactory Academic Progress) will be sent via email to the Institutional Director for each student placed in Non SAP status. The Institutional Director will discuss with each Non SAP student possible pathways to academic success.

### APPEALS/REQUEST FOR ACADEMIC REVIEW

A student has the right to appeal any change in status or grades that may affect his or her grade point average or ability to graduate. All such requests must be made in writing (forms/instructions are available in the Registrar's Office) and submitted to the Office of Academic Affairs. Students will be contacted about the committee decision within one week of submission. Submission of such a review does not exempt students from any school regulations, processes, or common procedure.

## ATTENDANCE REQUIREMENTS

Regular attendance is required and recorded in all classes and lessons, and is factored into overall course grades. Students who show poor classroom or private lesson attendance will be contacted and counseled by an Advisor. Continued absence from a class may result in a failing grade for that class (see the course syllabus for specific information on attendance). Absence from school for more than three consecutive weeks without an approved Leave of Absence will result in termination from the program.

## EXCUSED ABSENCES

Students are expected to attend every class for which they are registered. In rare cases, an absence may be excused. All requests for excused absences must be submitted to the Student Affairs Office for review. Examples of reasons for excused absences, which must be documented and are subject to review, include:

- Jury or military duty
- Emergency circumstances (medical, family or other)

Excused absence requests must be submitted with accompanying documentation within five school days after the student's return to class. Requests submitted after this period and/or after Friday of Week 11 will be denied. The maximum number of excused absences per quarter is five days. Requests for repeated absences from the same class may not be approved.

## UNEXCUSED ABSENCES

All absences that are not excused in the manner above will be factored into a student's final grade and will have a detrimental effect on a student's final grade. As noted above, excessive absence without excuse or official Leave of Absence may failed courses and termination from the program.

## AUDITING

Attendance by students in courses for which they are not registered is not permitted.

## CANCELLATION OF ENROLLMENT CERTIFICATE PROGRAMS

**BUYERS RIGHT TO CANCEL:** The student has the right to cancel the Student Enrollment Agreement and receive a full tuition refund, less any non-refundable fees by submitting a written notice of cancellation to Musicians Institute's Student Records Office prior to attending the first day of instruction or by failure to attend classes. The written notice of cancellation becomes effective as of the date of the postmark.

Written notice of cancellation should be sent to:  
Musicians Institute, Registrar's Office  
5000 Harding Place  
Nashville, TN 37211  
(323) 979-3772

If a student attends the first day of a course of instruction, and withdraws by submitting a written notice of cancellation to Musicians Institute's Registrar before the end of the business day on the first day of instruction, or withdraws seven calendar days after enrollment (whichever is later); he or she will receive a complete tuition refund within 30 days of cancellation, less the application fee.

## CLASS STANDING

### COURSE REPETITION

A student receiving an overall course grade below C- (70) in a

required course will be allowed to appeal and, upon approval, re-take the final exam one time for a fee (see Appeals). If the student successfully raises the course grade to a passing level, credit will be awarded at C- (70). Students failing the re-test will be required to take the course again, full tuition will be charged, and normal grading standards will apply. A student who has passed a course and earned credit may not re-take the same course for additional credit unless the catalog course description states "may be repeated for credit."

## CREDIT-HOUR/CREDIT-UNIT

A credit-hour/credit-unit measures the quarterly academic weight given to a particular course (e.g. Inside Studio Drumming = 1 credit-unit). A quarter credit-hour represents either of the following:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10 weeks, or the equivalent amount of work over a different time;
- At least an equivalent amount of work as required above for other academic activities as established by Musicians Institute.

## ELECTIVES

Electives are courses other than core requirements chosen by the student from an approved course offering. In programs with elective requirements, students must successfully complete the total number of required elective credits in order to qualify for the degree or certificate.

## ENROLLMENT STATUS

Completion of an optimal 15 credits per quarter is required to complete all programs within the shortest possible time frame.

- Full-time 12 or more units
- Three-quarter-time 9 - 11.5
- Half-time 6 - 8.5
- Less-than-half-time 5.5 or less

## CHANGES IN ENROLLMENT STATUS

Musicians Institute programs are designed to provide students the best possible educational experience in as expedited a timeframe as is appropriate. As such, it is generally not advisable for students to enroll in courses in excess of the optimal course load of 15 units per quarter. Regardless of the foregoing, in certain cases, it may be necessary for students to enroll in course loads in excess of this optimal course load. In these rare cases, students may be required to meet with and request approval from academic advisors prior to adding extra courses in order to best ensure student success.

*Note: Such requests may be denied in cases in which student success, based on course load or courses requested, is deemed unlikely.*

Students should be aware that diminished course loads may result in diminished access to MI campus and facilities.

- Less-than-half-time status is only available to students requiring less-than six units to complete a program.

## STUDENT ACCESS TO FACILITIES

- Students with full- and three-quarter-time status have full access to MI facilities.

## DROPPING OR ADDING COURSES

Students are allowed to drop or add any class without fees or penalties by submitting a Drop / Add form to the Registrar by Friday of Week 2. Students wishing to drop classes below 12 credit-units per quarter must seek counseling/ approval through the Office of Student Affairs.

- Drop/Add Period - A drop/add period is the period of time at the beginning of each quarter during which registered students may drop or add classes without late registration penalties. The drop/add period for each course begins on the first day of the quarter and ends on the Friday of Week 2.
- Tuition and Refunds
  - Credits added to the schedule will be charged at the applicable tuition rate.
  - Payment is due immediately upon adding credits.
  - Full tuition will be refunded for credits dropped during the drop-add period. 50% of tuition will be refunded for classes dropped during Week 3.
  - No tuition will be refunded for classes dropped from the fourth week on.
- Withdrawals and cancellations
  - Withdrawals after the second week but before the seventh week will appear on the student's transcript as a "W."
  - Withdrawals after the seventh week will be assigned a grade based on course requirements met up to that point.
  - Under-enrolled courses are subject to cancellation at any time before Week 2 with full tuition refund to enrolled students

Further Information on withdrawing completely from a program can be found under Withdrawal from a Program in this catalog.

- Notification of schedule changes
  - Financial Aid recipients must notify the Financial Aid Office of any schedule changes.
  - International students must notify the International Student Advisor of any schedule changes.

## HOLIDAYS, CALENDAR AND SCHOOL CLOSURES

Musicians Institute does not reschedule, make up, or otherwise replace classes, lessons or other events that fall on holidays, during school closures or on other occasions on which the school is not open. Please refer to the most recent Academic Calendar for information on such closures.

## LEAVES OF ABSENCE (LOA)

Students who find they have to take a Leave of Absence (LOA) must submit a written request to the Office of Student Affairs. The request must be mailed or personally delivered to the:

Musicians Institute, Registrar's Office  
5000 Harding Place  
Nashville, TN 37211  
(323) 979-3772



# POLICIES

The request should contain the student's expected date of return. The maximum length of an end-of-quarter LOA is 180 calendar days. LOA are only granted to students who complete the entire quarter including final exams and are maintaining satisfactory academic progress before beginning the LOA. Students may take only one LOA during the length of a program. Students on LOA are not qualified to receive Financial Aid during the Leave. Any student who has received a Federal Stafford Loan and takes a six-month LOA will enter the grace period and/or begin repayment on their loan because the six-month leave exceeds the Federal government's 120-day maximum for an approved LOA. Students receiving Federal Financial Aid should also see Satisfactory Academic Progress.

## MAXIMUM ALLOWABLE UNITS

Students who fail to complete a program before reaching the maximum allowable number of units attempted will be terminated from the program. Units counted as units attempted per evaluation period include units transferred into the program, units completed, courses receiving letter grades of D or F, and courses designated on the transcript as "I," "W," "NC," and "NR." The maximum allowable number of units that may be attempted for each program is:

- 30-unit 2qtr Certificate Programs: 45 units
- 45-unit 3qtr Certificate Programs: 67.5 units

## MINIMUM UNIT COMPLETION REQUIREMENTS

To maintain Satisfactory Academic Progress, all students must complete (i.e. pass with a grade of C- or above) a minimum number of units within a certain period of time depending on their program and enrollment status. Minimum unit completion requirements for each program and status are listed below.

### 30-UNIT (TWO-QUARTER) CERTIFICATE PROGRAMS

The minimum unit completion requirement every quarter for each enrollment status is as follows:

- Full-time (12 or more units per quarter)\*: 10 units
- Three-quarter time (9-11 units per quarter): 7 units
- Half-time (6-8 units per quarter): 4 units
- Less than half time (less-than 6 units per quarters): 1 unit

*Note: Mixed enrollment - See the Financial Aid office for your minimum unit requirement.*

\*Students wishing to enroll in fewer than 12 units per quarter must request approval through the Office of Student Affairs. \*Associate and Certificate students who need fewer than 15 units to complete their program may register for said units through the Office of the Registrar.

Students should be aware that diminished course loads may result in diminished access to MI campus and facilities.

### 45-UNIT (THREE-QUARTER) CERTIFICATE PROGRAMS

The minimum unit completion requirement per academic year (three quarters) for each enrollment status is as follows:

- Full-time (12 or more units per quarter)\*: 10 units
- Three-quarter time (9-11.5 units per quarter): 7 units
- Half-time (6-8.5 units per quarter): 4 units
- Less-than-half-time (less-than 6 units per quarter): 1 unit

*Note: Mixed enrollment - See the Financial Aid office for your minimum unit requirement.*

\*Students wishing to enroll in fewer than 12 units per quarter must request approval through the Office of Student Affairs.

\*Associate and Certificate students who need fewer than 15 units to complete their program may register for said units through the Office of the Registrar.

Students should be aware that diminished course loads may result in diminished access to MI campus and facilities.

## REGISTRATION

All students are required to register for classes prior to every quarter of enrollment. All registration procedures are coordinated through the Registrar's Office. The following rules apply to all students, whether new or returning:

- All tuition and fees are due and payable at registration (see Tuition and Fees for more information about costs and payment options).
- Students will not be permitted to enter MI facilities until required tuition and fees have been paid.

## NEW STUDENTS

Permission to register for classes is granted to new students only if they have been fully and completely processed through the Admissions Office and have completed placement testing where applicable (see Academic Calendar for dates). Instructions and materials for registration will be made available at the times designated for new student registration.

## CONTINUING STUDENTS

All continuing students are required to register for classes for their next quarter during the ninth week of their current quarter. Continuing students who register after the end of the re-registration period will be assessed a late registration fee (see Tuition & Fees). Failure to officially confirm attendance for the next quarter will result in courses and lessons (where applicable) being dropped from those students' schedules.

## GRADUATION REQUIREMENTS

### CERTIFICATE IN GUITAR CRAFT

- Complete 30-45 required credit-units (varies by program).
- Maintain a minimum 2.0 GPA.
- Payment of all tuition and fees.

### CERTIFICATE IN GUITAR CRAFT, ACOUSTIC GUITAR DESIGN

- Complete 30-45 required credit-units (varies by program).
- Maintain a minimum 2.0 GPA.
- Payment of all tuition and fees.

## GRADING

### GRADING POLICIES

The following grading standards will be applied to all credit unit requirements:

GRADE	SCORE	GPA
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
<i>C- IS THE LOWEST PASSING GRADE</i>		
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	0-59	0.00
P	Pass	
I	Incomplete	No Credit
W	Withdrawal	No Record
NC	No Credit	NC
NR	No Record	NR

### GRADE POINT

A number used to measure academic achievement in a credit unit course (4.0 = A+, 0.0 = F). Grades are calculated based on a combination of factors that may include attendance, participation, assignments and tests (see each course syllabus for specific grading standards). All and Elective requirements must be met with a grade of C-, or better (1.7). Tuition will be charged for all repeated courses.

### GRADE POINT AVERAGE (GPA)

An average of all grade points awarded for all courses attempted, calculated by dividing the number of grade points by the number of units attempted. Students enrolled in all programs are required to have earned a cumulative GPA of at least 2.0 at the end of the first quarter for all 30-unit, two-quarter certificate program students. Students failing to achieve minimum GPA requirements will be placed on probation and must correct the problem within a specified period of time to avoid possible termination.

### GRADING STANDARDS AND REPORTING

The Grade Point Average (GPA) will be used to measure a student's Satisfactory Academic Progress. This is calculated by dividing the number of grade points by the number of units attempted. A passing grade of C- (70) or better is required to earn credit in all core and elective course work.

### INCOMPLETE (I)

A grade of Incomplete will be approved only if the student is making satisfactory progress in the course, but cannot complete the final project or examination due to unforeseen, justifiable, and documented reasons including but not limited to: a personal emergency; an illness; or a documented family emergency. All incomplete course work must be made up before the end of the second week of the following quarter unless an extension is granted due to verifiable injury or illness. When course work is completed to the satisfaction of all established requirements of the course, a grade will be issued to replace the "I" on the student's transcript. Failure to complete the course work within the maximum allotted time will result in a grade of "F" replacing the "Incomplete." An Incomplete on a prerequisite course must be resolved before the student can enroll in a class requiring that course as a prerequisite.

### NO CREDIT (NC)

See Pass/No Credit.

### NO RECORD (NR)

The letters "NR" on the transcript indicate that there is no record of an overall course grade on file in the Registrar's Office. This indication is for administrative purposes only and is changed to the appropriate letter grade once the issue has been resolved.

### PASS (P), NO CREDIT (NC)

Some course credits may be earned by meeting requirements other than those stipulated in course descriptions/on syllabi (such as Challenging out "Pass/Fail" courses). The status of these courses is designated on your transcript as either "P" (Pass: course requirements met and credit earned) or "NC" (No Credit: course requirements not met and credit not earned). These designations do not affect a student's GPA, but any required course receiving "No Credit" must be passed in order to complete the requirements necessary to achieve a degree or certificate.

## FEDERAL AND STATE FINANCIAL ASSISTANCE PROGRAMS

Student financial assistance is available to qualified U.S. citizens and eligible non-citizens with a valid high school diploma (or equivalent). Students applying for student financial assistance begin the application process by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at Studentaid.gov. Assistance with the FAFSA can be provided to applicants by contacting

# POLICIES

their assigned financial aid advisor. The U.S. Department of Education will send an email to the applicant within 1-3 business days to notify them that their application was processed. The information collected on the FAFSA is used to calculate a family's Expected Family Contribution (EFC). This EFC is used by the MI Financial Aid Office to determine each individual student's eligibility for federal and state financial aid.

The Financial Aid Office receives notification from the U.S. Department of Education electronically regarding a student's FAFSA in the form of an Institutional Student Information Report (ISIR). Applicants selected for a process called "verification" may be contacted by the to provide additional documents, such as student and/ or parent tax transcripts, verification of untaxed income, or benefits or other documents required to determine eligibility. Failure to do so will result in loss or non-receipt of aid. Student financial assistance is awarded for an academic year (up to three quarters). Students may need to complete a FAFSA for two or more award years to continue receiving financial aid throughout the duration of their program. Your financial aid advisor will inform you if/when an additional FAFSA is required.

A student's eligibility for need-based financial assistance is determined by subtracting the EFC from the cost of attendance for the course of study. A student's cost of attendance includes tuition and fees, books and supplies, housing, personal, and transportation costs. Charges for tuition and fees can be found in the Tuition & Fees section of this catalog. Other costs are based on a standard expense budget as determined by the California Student Aid Commission (current figures are also shown in the Tuition & Fees section of this catalog; these costs are subject to annual updates).

Financial aid funds are disbursed quarterly throughout the duration of the program of attendance. Funds from the various financial assistance programs (described herein) are not always disbursed in the same way or at the same time. Federal and State financial aid funds are sent to the school via electronic funds transfer. Students will be notified of Federal loan disbursements via email.

*Note: All Financial Aid documents must be submitted no later than one week prior to registration.*

## STUDENT LOAN RESPONSIBILITIES

If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund or returns paid back to the lender by the school. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

## FINANCIAL ASSISTANCE PROGRAMS OFFERED AT MUSICIANS INSTITUTE

### FEDERAL PELL GRANT

The Federal Pell Grants are awarded to undergraduate students who demonstrate exceptional need, have not used up their PELL lifetime eligibility, and do not have a baccalaureate degree. This grant does not need to be repaid. The Department of Education uses the information provided on the Free Application for Federal Student Aid (FAFSA) to determine eligibility for this grant.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is for undergraduate students with exceptional need and is not repaid. This program is funded by the Department of Education and administered by the school's financial aid office. Please note that these funds are limited and awards are offered on a "first come / first served" basis.

## LOANS

Student loans must be repaid. There are two categories of educational loans available:

- Need-Based (Subsidized Federal Direct Stafford loans)
- Non-Need Based (Unsubsidized Federal Direct Stafford loans, Parent PLUS loans, and Direct PLUS (Grad) loans).

### FEDERAL DIRECT LOANS

Borrowers are required to repay these loans even if they do not complete their education. For students who demonstrate a need for a subsidized Direct Loan, the government will pay the interest on the loan during the student's enrollment period of at least half-time and the specified grace period. Students who have a calculated need (for less than the maximum on the Direct Loan) may borrow the difference in an Unsubsidized Direct Loan, and will be responsible for the entire interest on that portion of the loan.

**Subsidized Federal Direct Stafford Loans** are need-based loans. Interest does not accrue while a student is in school, during grace period, or during in-school deferment. Students can borrow from \$3,500-5,500 depending on year in school (grade level). These amounts may be prorated if enrolled for programs of study that are less than an academic year in length or have fewer than 36 quarter units left to complete their program. Repayment begins six months after the students last date of attendance (LDA) with a minimum monthly payment of \$50.00 USD per loan.

**Unsubsidized Federal Direct Stafford Loans** are non need-based loans. Interest accrues while students are enrolled in school and during the six-month grace period. Annual maximums vary depending on whether the student is considered a dependent or independent. Loans range from \$5,500 to \$12,500 per year, depending on your year in school(grade-level) and your dependency status. Direct Unsubsidized Loans have an annual limit of \$20,500 for graduate or professional students. These amounts may be prorated if enrolled for programs of study that are less than an academic year in length or have fewer than 36 quarter units left to complete their program. Repayment begins six months after the students last date of attendance (LDA) with a minimum monthly payment of \$50.00 USD per loan.







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**Parent Loans for Undergraduate Students (PLUS)** are non-need based loans and are for parents of dependent financial aid applicants. The Parent PLUS loan is credit-based, offers a fixed interest rate determined by Congress annually, and allows parents to borrow up to the cost of attendance, minus other student aid awarded.

**Direct PLUS Loans (Grad PLUS)** for Students are non-need, credit based loans that graduate students may borrow on their own behalf. Repayment begins within sixty days after the loan is fully disbursed or may be deferred until six months after the student graduates or drops below half-time status, when requested by the student. Students may borrow up to the cost of attendance (COA) less any other financial aid.

## BORROWERS RIGHTS AND RESPONSIBILITIES

Students borrowing a Stafford Loan have the right to a grace period before repayment period begins. The grace period begins after the last date of attendance or after a drop below half-time status as defined by the school. The exact length of the grace period will be shown on the promissory note provided by the Department of Education.

- Borrowers must be given a repayment schedule that specifies when the first payment is due as well as the number, frequency and amount of all payments
- Borrowers must be given a list of deferment and cancellation conditions.

## THE FOLLOWING LIST IS REQUIRED FOR ALL STUDENT LOAN BORROWERS

By signing a promissory note, students agree to repay their loans according to the terms of the note. This note is a binding legal document. This commitment to repay includes repaying the loan even when the educational program is not completed, the student does not get a job after completing the program, or is dissatisfied with the program.

*Failure to repay the loan on time, or according to the terms in the promissory note, may result in loan default, which has very serious consequences.*

Loan payments must be paid even if the student did not receive a bill. Billing statements and coupon books are sent as a convenience but are not an obligation.

- Borrowers that have applied for a deferment must continue to make payments until the deferment is processed. Failure to make payments may result in default. Always maintain copies of all deferment request forms and document all contacts with the organization that holds the loan(s).
- The organization that holds the loan(s) must be notified if any of the following occur: graduation, withdrawal from school, dropping below half-time status, name or address change, or Social Security number change, or transfer to another school.
- Before receiving a first disbursement, students must complete a loan entrance interview. Students are also required to complete a loan exit interview, which must be sent to them by no later than 30 days from their last date of attendance.

## SCHOLARSHIPS

### THE MUSICIANS FOUNDATION SCHOLARSHIPS

Several additional scholarships are available to students enrolled in a Musicians Institute Guitar Craft Academy students. Please refer to [scholarships.mi.edu](https://scholarships.mi.edu) for the most up-to-date information on these scholarship opportunities, applications, and application deadlines. All scholarship applications and application deadlines are available on the [nashville.mi.edu](https://nashville.mi.edu/admissions/scholarship/) website at <https://nashville.mi.edu/admissions/scholarship/>. Please refer to this site for additional scholarships that may become available.

## FEDERAL STUDENT LOAN REPAYMENT INFORMATION

Before leaving school, students must receive the following information about their Federal Student Loan(s) in an exit interview:

- The average monthly repayment amount based on the total amount borrowed.
- The name of the organization that holds the loan(s), where to send loan payments, and where to write for loan questions.
- The fees expected during the repayment period.
- A description of deferment and cancellation provisions.
- A description of repayment options, such as prepayment, refinancing and consolidation loans.
- Debt management advice (if requested).
- Updated contact information (collected from student).

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must meet all Federal requirements and be equal to or more stringent than the SAP standards for non-financial aid recipients. All students, regardless of whether they receive financial aid or not, are required to meet both qualitative and quantitative academic standards while attending Musicians Institute. This policy insures that students are progressing through their programs of study and identifies students who may be at risk of failing.

## SAP DEFINED

Students with a cumulative GPA (Grade Point Average) of less than 2.0 in their active program of study or students that have completed less than 66.66% of their cumulative attempted units in their active program of study have not met the minimum requirements for Satisfactory Academic Progress (SAP) for that program.

## SAP WARNING STATUS

Students that fail to meet SAP for one quarter are required to attend mandatory academic advising. An academic plan will be created and must be followed by the student. Failure to do so will result in probation status. Students in a SAP warning status are encouraged to meet with a Student Affairs

counselor to request free tutoring services offered on campus.

**Note:** *Online registration privileges will be revoked. All changes to schedule and/or academic plan must be made in person through the Registrar Services Department.*

## SAP PROBATION STATUS

Students that fail to meet SAP for two consecutive quarters are required to attend mandatory academic advising. The previous quarter's academic plan will be reviewed and an updated plan will be established, which must be followed by the student. Students in SAP probation status will be ineligible for financial aid until the SAP probationary status is appealed; appeals may be approved or denied.

Progress regarding Satisfactory Academic Progress will be reported to students by Musicians Institute via email and / or telephone as changes and deadlines related thereto transpire.

**Note:** *Online registration privileges will be revoked. All changes to schedule and/or academic plan must be made in person through the Registrar Services Department.*

## SAP TERMINATION

Students that fail to meet SAP for three consecutive quarters are reviewed to see whether or not the academic plan was met. Students that fail to meet the requirements specified in their academic plan will no longer be eligible for student financial assistance and will be terminated from their program of study at MI. Students who wish to re-enroll after SAP termination must petition for reinstatement and, if approved, may be subject to a waiting period and may also be required to create and adhere to an academic plan through the office of Student Affairs prior to returning to MI.

## NON-U.S. CITIZENS

Students who are planning to attend Musicians Institute with an M-1 or F-1 Student Visa are ineligible to receive U.S. financial assistance. We recommend that international students contact the Department of Student Financial Assistance in their home country for information on financial aid offered by that country.

U.S. financial aid programs are only available to U.S. citizens or students who are in one of the following categories:

- U.S. permanent residents who have an Alien Registration Receipt Card (I-151 or I-551).
- Other eligible non-citizens with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing specific designations.

## VETERANS

Veterans of the U.S. Armed Forces applying to this school who are NOT receiving the Post 9/11 GI Bill® or Veteran Readiness & Employment (Chapter 31), must make arrangements to pay tuition through means other than veterans (VA) benefits (e.g., cash or financial aid). Students receiving Post 9/11 benefits

(Chapter 33) or Veteran Readiness & Employment (Chapter 31) will have any eligible tuition payments paid directly to the school. All housing allowances (BAH) will be paid directly to the student.

Students receiving other forms of VA benefits (Chapters 30, 35, 1606 /1607) will receive their monthly benefits directly from the Department of Veteran Affairs.

Students may apply for VA benefits online at [www.va.gov](http://www.va.gov). Paper forms are available for download on this site as well if needed.

Students receiving VA benefits must submit transcripts from any previously attended college(s) for the evaluation of credits. Any allowable transfer credits will be recorded, and the length of the program will be shortened proportionately.

Musicians Institute can assist veterans with the application process, but cannot determine eligibility, and accepts no responsibility for payments made directly to students. Please contact the Veterans Benefits Coordinator for any additional questions.

GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)

## REFUND & RETURN OF TITLE IV FUNDS POLICIES

When a student withdraws from all classes or takes an Unapproved Leave of Absence, MI is required to complete a refund calculation to determine a student's unearned financial aid and unearned tuition for the last quarter they attended. MI's Return of Title IV Funds Policy and Institutional Refund Policy are updated regularly in order to remain in compliance with any changes in the applicable laws and regulations from federal and state agencies.

An Approved Leave of Absence occurs when a student leaves for a full quarter with the intention to return. An Unapproved Leave of Absence occurs when a student takes more than one quarter off. Requests for all Leaves of Absence must be submitted in writing to the Student Affairs Office prior to the leave.

Withdrawals include withdrawing from all classes, academic dismissal, and academic disqualification. The date on which a student officially notifies the Student Affairs Office of their intent to withdraw will be used as the basis for calculating refunds and returns. In the absence of official notification of withdrawal, the withdrawal date will be determined in accordance with Federal Title IV requirements. Upon notification of withdrawal, MI will determine the amount of unearned financial aid in their final quarter of attendance, then the amount of unearned tuition, as stated in the Enrollment Agreement and in the catalog.

## RETURN OF TITLE IV PROVISIONS

All institutions participating in the Student Financial Aid (SFA)

# POLICIES

Programs are required to use a federally recognized payment period to determine the amount of SFA Program Funds a student has earned when he or she ceases attendance based on the payment period the student was in attendance. A payment period at this institution is the quarter.

## RETURN OF TITLE IV PROCEDURES

This applies to:

- Students who were awarded Title IV loans and/or grants in the quarter in which they have withdrawn. This includes funds that were or could have been disbursed under federal regulations, as students may be entitled to a Post-Withdrawal Disbursement for funds they were eligible for, but were not disbursed prior to the withdrawal.
- Students who withdraw before the 60% point of the quarter. The percentage is calculated by dividing (a) the number of days from the first day of school to and including the withdrawal date by (b) the total number of days in the quarter from the first day to and including the last day of quarter\*.

Number of days completed = Percentage completed  
Number of days in period (rounding the third decimal place up if the fourth decimal place is 5 or more)

*\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (numerator) and the number of calendar days completed in that period (denominator). Days in which a student was on an approved leave of absence are also not included in the calendar days from the payment period or period of enrollment.*

## RETURN OF UNEARNED SFA PROGRAM FUNDS

The school must return the lesser of the amount of SFA program funds that the student does not earn or the amount of institutional cost that the student incurred for the payment period, multiplied by the percentage of funds that was not earned. If the institution must return federal funds received by students who withdrew prior to completing the 60% of a given payment period, the student may owe the school for the portion of funds returned that the institution is otherwise entitled to, based on the school's approved and applicable refund policy. Return of Title IV Worksheets are available upon request from the Financial Aid Office.

## RETURN OF TITLE IV FUNDS CALCULATION (R2T4) MANDATED REFUND PRIORITY

Title IV funds will be returned by MI and/or the student as applicable, according to federal regulations and deadlines. Federal regulations require that funds be returned to their original source in the following order:

1. Federal Unsubsidized Stafford Loan Program
2. Federal Subsidized Stafford Loan Program
3. Federal PLUS (Parent) Loan Program
4. Federal Pell Grant Program
5. Federal SEOG Grant Program

## INSTITUTIONAL REFUNDS AFTER R2T4 REFUNDS DETERMINED

After the Return of Title IV Funds Calculation (R2T4) is completed and any necessary refunds determined and processed, MI completes an institutional calculation to determine if a student's prorated charges have been paid for (see Withdrawal from a Program section later in this catalog). If, per the institutional calculation, the student is due a refund, the student will be given the choice of receiving a refund check or returning the excess funds to their financial aid fund sources. For students who choose to have the excess funds returned to their financial aid fund sources, the funds will be refunded in the following order:

1. Federal Loans (same order as above)
2. Federal Grants (same order as above)
3. State Financial Assistance
4. Private Lender
5. Student/Parent
6. Other

Refunds are made within 45 days of termination or withdrawal.

## MUSICIANS INSTITUTE FINANCIAL AID STAFF CODE OF CONDUCT

Musicians Institute (MI) financial aid staff are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

In doing so, a financial staff person at MI should refrain from taking any action for his or her personal benefit; refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves; ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain; and be objective in making decisions and advising students at MI regarding relationships with any entity involved in any aspect of student financial aid.

MI staff will refrain from soliciting or accepting anything of other than nominal value from any governmental entity (such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity. MI staff must disclose in such manner as MI may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

## MUSICIANS INSTITUTE STATEMENT OF ETHICAL PRINCIPLES

The primary goal of the MI Financial Aid office staff is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides that the MI Financial Aid office staff shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interests at the institutional, State, and Federal levels.
- Support efforts to encourage students to aspire to and plan for education beyond high school.
- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the full population of MI student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of MI.

## WITHDRAWAL FROM A COURSE (W)

The letter “W” on the transcript indicates that a student was permitted to withdraw from a course after the normal drop-add period, but within the first six weeks of classes. Withdrawals are not factored into the GPA. Students wishing to withdraw from a course after the normal drop/add period must apply in writing to the Registrar. Withdrawal from a course after the sixth week of classes is not permitted; students who stop attending a class after the sixth week will receive a grade of F for that course, which will be factored into their GPA. The Registrar notifies the Financial Aid Office of late withdrawals.

## TESTING

### ADVANCED PLACEMENT

See Testing Out

### CHALLENGING COURSES

See Testing Out

### RESCHEDULED TESTING

Students requesting late testing for missed final exams due to emergencies or other unforeseen/unavoidable events, or for grades of “I” (Incomplete), must reschedule with their instructor. Students who wish to reschedule a test or exam missed due to a documentable emergency may do so through their instructor. The Institutional Director is advised by the faculty of any rescheduled testing situations.

## TESTING OUT

Testing out of a course via advanced placement or by challenging the course’s requirements is not permitted.

## STUDENT CONDUCT

### STUDENT CONDUCT CODE

Musicians Institute is dedicated to providing a safe and orderly environment in which students may pursue their educational goals. This requires that students, teachers, and staff foster an atmosphere of respect toward each other and their surroundings.

In order to ensure that these processes and policies apply fairly to all, the term ‘student’ in the student conduct policy shall apply to current, former, and prospective students. In addition, the discipline and conduct portions of the student conduct policy may be applied to any and all visitors and guests at the Musicians Institute campus and at events sponsored by Musicians Institute.

Students are expected to abide by ordinary rules of responsible and courteous behavior. Musicians Institute holds all students, teachers and staff responsible for carrying out and monitoring compliance with this commitment. If you become aware of any violation of an ethical or legal obligation, or any unfair or improper treatment of a fellow student or teacher or staff member, you should report the matter immediately to the Safety and Security Manager so that it may be investigated and the appropriate action taken. By making it the responsibility of all members of the MI community, including students, to take an active role in policing compliance with these ethical standards, we can continue to not only maintain our creative environment, but also our reputation in the community.

*The following conduct is prohibited and will not be tolerated by Musicians Institute. This list is illustrative only; other types of conduct that threaten security, personal safety, staff or student welfare, or the school’s operations also may be prohibited.*

### VIOLATIONS OF POLICY

Violation of any part of these policies may result in disciplinary action up to and including expulsion.

1. Intimidation, Threats, Disorderly, Lewd or Violent Acts include but are not limited to:
  - Intimidating, threatening, or hostile behavior.
  - Stalking, whether carried out physically, by telephone, mail, electronic mail, via online social networks, or any other means.
  - Physical abuse of people or property.
  - Lewd and/or lascivious behavior.
  - Disorderly acts.
  - Arson.
  - Vandalism.
  - Sabotage.
  - Carrying weapons of any kind.
  - Any other act Musicians Institute deems inappropriate.
2. Alcohol and Illegal Substances



# POLICIES

## GENERAL

Musicians Institute, in compliance with the Federal Drug-Free Schools and Communities Act Amendment of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances as defined by California statutes on school property. Students may obtain information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs from the Student Affairs Office. The Student Affairs Office will also assist in referring students to recovery and/or treatment programs. Specific school policies prohibit:

- Use, possession, sale, distribution, and/ or production of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above except at a time, location and circumstance expressly permitted by MI and government regulations.
- Public intoxication anywhere on MI's premises or at functions sponsored by or participated in by MI.
- Illegal substances: Use, possession, sale, distribution, and/ or production of narcotics or other controlled substances, including related paraphernalia, or acting as an accessory, liaison, or facilitator for any of the above.

Disciplinary action for a violation of this policy can range from oral and written warnings up to and including suspension, expulsion, and/or termination of employment, depending on the circumstances.

*Note: Responsibility is not diminished for acts in violation of Musicians Institute rules and regulations or other laws that are committed under the influence of alcohol or any illegal drugs or controlled substances.*

3. Unauthorized Video Recording/Sharing Video recording of any class, lesson, performance or other event on MI premises without the explicit permission of instructor(s) or any other individual whose visual representation is captured by the recording is prohibited. Sharing of any audio/video recordings of any class, lesson, performance, or other event on MI premises (including Internet posting, file sharing, network uploading) without the express prior consent of Musicians Institute Management is prohibited.
4. Breach of Peace Conduct that is disorderly, disruptive, lewd, or indecent as defined by laws, MI management or its designees is prohibited, as is aiding or abetting such behavior by another person anywhere on MI's premises, at functions sponsored by or participated in by MI, or elsewhere.
5. Computer Violations Theft or other abuse of personal or MI computers is prohibited, including but not limited to:
  - Modifying system or network facilities, or attempting to crash systems or networks.
  - Using personal software on college computers.

- Using network resources which inhibit or interfere with the use of the network by other students.
  - Using, duplicating, or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violate other contracts.
  - Tampering with software protections or restrictions placed on computer applications or files.
  - Using college information technology resources for personal for-profit purposes.
  - Sending messages that are malicious or that a reasonable person would find to be harassing.
  - Sending personal messages from the college network that are threatening in nature.
  - Subverting restrictions associated with computer accounts.
  - Using information technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the college or individuals.
  - Accessing another person's computer account without permission.
  - Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by the college or others.
  - Physically damaging information technology resources.
  - Using, or encouraging others to use, information technology resources in any manner that would violate this or other college policies or any applicable State or Federal law.
6. Harassment Disturbing, tormenting, bothering, annoying of others including, but not limited to slurs, jokes, statements, emails, gestures, pictures or cartoons based on such factors as race, color, religion, national origin, ancestry, age, physical disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status, as well as harassment based on gender, pregnancy, childbirth or related medical conditions is prohibited.

Sexual Harassment includes all these prohibited actions as well as other unwelcome conduct such as stalking, requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.

7. Health and Safety Violations  
Conducting oneself in a manner that endangers or threatens the health and safety of oneself or others within the MI community and is prohibited.

8. Unauthorized Entry/Use of Keys/Identification Badges  
Unauthorized or improper possession or duplication of keys to MI premises, and unauthorized or improper entry to or use of MI facilities is prohibited.

9. Possession of Weapons, Explosives and Dangerous Items  
Possession of any type of firearm, BB or pellet gun, facsimile of a gun, knives, explosives, ammunition, dangerous chemicals, martial arts weapons, fireworks or any other weapons/items banned by law or considered dangerous is prohibited on MI premises or at events sponsored by or participated in by MI. (Musicians Institute restrictions on such weapons or items supersede any and all permits obtained from any issuing authority which allows private citizens to possess, carry, or conceal guns or other weapons.)

10. Property Damage, Vandalism, and Theft

- The following are all prohibited by MI:
  - Destruction, damage, misuse and/or defacing of personal or public property.
  - Attempted or actual removal of property without prior permission.

*Note: Musicians Institute is not responsible for reimbursing or requiring others to reimburse a student for destruction, damage, misuse, or theft of personal property. It is strongly recommended that students obtain private insurance for their personal possessions.*

11. Failure to Comply  
Failure to comply with lawful directions of MI officials, including but not limited to security guards, teachers, or administrative personnel acting in performance of their duties, is not tolerated by MI.

12. Failure to Provide Identification  
Failure to identify oneself with appropriate identification when requested to do so or providing false identification is prohibited.

13. Violation of Law  
Any violation of Federal, State, or local laws on MI property or at events sponsored by or participated in by MI or elsewhere is prohibited.

14. Loitering or Squatting  
Use of any MI facilities as a domicile to sleep and/or store personal property or for anything other than educational purposes is prohibited.

15. Violation of Copyright Infringement Policy or the Academic Use and Acknowledgment Statement  
Violation of the Musicians Institute Copyright Infringement Policy set forth in the Musicians Institute school catalog or the Academic Use and Acknowledgment Statement.

16. Other Violations  
Violation of any other published Musicians Institute

policies, rules, or regulations, including those implemented during the academic year

## REPORTING PROHIBITED CONDUCT

Students, teachers and other Musicians Institute employees are obligated to report any incident of prohibited conduct to the Safety and Security Manager.

Any student who receives a threat of violence by a student, teacher and/or member of staff, and any student who becomes aware of a threat, direct or implied, by any student, teacher and/or staff member on Musicians Institute campus, should report the matter to the Safety and Security Manager.

All threats of violence are considered serious matters and will be thoroughly investigated. To the greatest extent possible, confidentiality will be maintained. Musicians Institute may, at its discretion, file criminal charges against a violating student or assist another person in filing charges.

Musicians Institute prohibits retaliation, including but not limited to making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of MI policies, rules and standards of conduct. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension and/or termination of employment.

## STUDENT DISCIPLINE PROCEDURES

The procedures outlined in this section, based on common rules of fairness and due process, represent the steps employed to reach a resolution in cases of alleged misconduct. Questions concerning these procedures may be addressed to the Office of Student Affairs.

A. Referral of Complaints  
Complaints involving alleged misconduct by students will be referred to the Office of Student Affairs. Such complaints should be made within one month following discovery of the alleged misconduct, unless an exception is granted by the Office of Student Affairs. The Office of Student Affairs will refer the report to a Musicians Institute Designee (School Designee) or may provide information about other campus or community resources which may be of assistance in resolving the matter outside the Musicians Institute Student Conduct Code.

Complaints regarding sexual harassment or sexual misconduct may be made to the Title IX Coordinator, the Office of Student Affairs or any MI employee. Handling of all such complaints will be monitored by the Title IX Coordinator for compliance with standards and appropriate measures.

B. Letter of Admonition  
A Musicians Institute Designee may provide notice to a student that his or her alleged behavior may have

# POLICIES

## GENERAL

violated Musicians Institute policy or regulations and that, if repeated, such behavior may be subject to the disciplinary process.

### C. Investigation and Notice to Student

Upon receiving the complaint of the alleged violation(s), the Musicians Institute Designee (School Designee), may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is a reasonable suspicion to believe that a violation may have occurred. If the School Designee determines that there is a reasonable suspicion to believe that a violation may have occurred, the School Designee will give notice to the student of the following:

1. The nature of the conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and Musicians Institute rules and/or regulations allegedly violated.
2. The nature of the student conduct procedures (to be accomplished by providing the student access to the Musicians Institute Student Conduct Code).
3. That the student has seven days from the date notice was given to contact the School Designee for the purpose of scheduling an initial meeting. Meetings are to be scheduled within 10 days of the student contacting the School Designee. This schedule may be amended as a result of school breaks, closures, and holidays.
4. That if the student does not contact the School Designee within the seven-day period, or fails to keep any scheduled appointment, the student will be placed on Hold and the student will be notified that this action has been taken. The placement of a Hold may result in suspension of access to school functions or facilities, prevention of the student from registering and from obtaining transcripts, verifications, certificates, or degrees from Musicians Institute. The Hold will be removed only when the student either attends a scheduled meeting with the School Designee, or requests in writing that the case be referred to the Student Conduct Committee for a hearing.
5. That no degree may be conferred on a student until any pending disciplinary charges against a student are fully resolved.

In addition, the School Designee may direct the student to act or refrain from acting in a manner specified by the School Designee. These directions may include directing the student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time. Violation of these directions is separate misconduct (Failure to Comply).

### D. Meeting(s) with the School Designee Assigned to the Case - At the initial meeting with the student, the School Designee assigned to the case will:

1. Ensure that the student has been provided information on how to access the Musicians Institute

Student Conduct Code.

2. Discuss confidentiality; inform the student that the content of this and all subsequent communication with the School Designee regarding information not relevant to the case will, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest, including but not limited to the Student Conduct Committee.
3. Provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the school at the time of the meeting, at the student's request.
4. Describe to the student as completely as possible the nature of the conduct in question, and the MI rules and/or regulation(s) allegedly violated, hear the student's defense to such charges, and counsel the student as appropriate.
5. Provide the student with copies of the documents relevant to the case, at the student's request. Should the case be referred to the Student Conduct Committee, the School Designee will provide the student with copies of all documents at the time the case is referred. Relevant documents received thereafter will be shared with the student.
6. Although meeting with the School Designee provides the student with an opportunity to resolve the case without a hearing before the Student Conduct Committee, the student may opt to forgo a meeting with the School Designee by requesting, in writing, that the case be forwarded to the Student Conduct Committee for a hearing as defined below.

### E. Disposition by the School Designee - After conducting any further necessary investigation, the School Designee assigned to the case may take one of several actions listed below. Regardless of the action taken, the School Designee will confirm his or her disposition of the case in a notice to the student within seven days of the action. Additionally, the results of any disciplinary action or Agreement of Resolution by Musicians Institute regarding an allegation of sexual harassment, sexual assault, sexual misconduct, or other sex offenses will be disclosed to the alleged victim by the School Designee. The scope of information to be provided under this provision will be:

- The school's final determination with respect to the alleged sexual harassment, sexual assault, sexual misconduct, or sex offense; and
- Any sanction that is imposed against the alleged offender with respect to the alleged sexual assault, sexual misconduct, or sex offense.

1. Imposing Sanctions - If the student does admit responsibility, and if the School Designee concludes that there is sufficient information to sustain a finding of responsibility, the School Designee may impose or defer one or more of the sanctions listed herein.
2. Referral to the Student Conduct Committee - If the student does not admit responsibility, and if



the School Designee concludes that an Agreement of Resolution (see below) is not appropriate, and that there is sufficient information to sustain a finding that it is more likely than not that the student has violated the Musicians Institute Student Conduct Code, the School Designee will refer the case to the Student Conduct Committee for a hearing.

3. At any time until the Student Conduct Committee Recorder makes report of the hearing decision, the student may make an admission of responsibility to the School Designee assigned to the case. The School Designee may then impose or defer one or more of the sanctions listed herein. This disposition is binding and terminates all Student Conduct Committee proceedings.
4. Insufficient Evidence - If the School Designee concludes that there is insufficient information to find the student responsible, the case will not be referred to the Student Conduct Committee for a hearing.
5. Agreement of Resolution - When the School Designee and the student agree that the above dispositions are not appropriate, an Agreement of Resolution may be used to conclude the matter. This Resolution, while not considered to be a finding of responsibility, is binding. If the student fails to abide by the terms of the Agreement of Resolution, that failure may be regarded as actionable misconduct and may subject the student to disciplinary action by the school.
6. An Agreement of Resolution includes but is not limited to such terms as:
  - Agreement by the student to refrain from specific behaviors, and/or to refrain from contacting others involved in the case;
  - Agreement by the student to participate in specified educational programs, counseling, and/or reconciliation processes such as



# POLICIES

mediation.

The Agreement of Resolution will be retained in the case file in the Office of Registrar Records for seven years from the date of the Agreement. During that time, should the school have a reasonable basis to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of Musicians Institute disciplinary action.

## F. Sanctions

When a student admits responsibility or is found in violation of Musicians Institute policies or regulations, the School Designee may impose one or more of the sanctions listed in this Section; any sanction may be effective retroactively.

Any sanction imposed will be appropriate to the violation, taking into consideration the context and seriousness of the violation, and may include required enrollment in and completion of educational programs, classes, activities, or workshops, which in the judgment of the School Designee will be beneficial to the student.

Where it is more likely than not that a violation of Musicians Institute policies or regulations has been committed against any person or group because of the person's or group's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception by the student charged with the violation that the person or group has one or more of those characteristics, the recommendation or imposition of sanctions will be enhanced, and usually will result in Suspension or Dismissal.

Sanctions include but are not limited to:

- Exclusion from Musicians Institute Campus, Facilities or Official Functions
- Exclusion of a student as part of a disciplinary action from specified areas of the campus or Musicians Institute-owned, -operated or -leased facilities, or other facilities located on Musicians Institute or affiliated property, or from official Musicians Institute functions when there is reasonable cause for Musicians Institute to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on Musicians Institute property or at official Musicians Institute functions, or other disruptive activity incompatible with the orderly operation of the campus.
- Loss of Privileges and Exclusion from Activities
  - Exclusion from participation in designated privileges and extracurricular activities for a specified term or terms. Violation of any conditions in the notice of loss of privileges and exclusion from activities or violation of Musicians Institute policies or regulations during the period of the sanction may be cause for further disciplinary action.
- Restitution - A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by Musicians Institute or other parties resulting from a violation of the Musicians Institute Student Conduct Code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs. Musicians Institute shall not be responsible for collecting restitution assessed to or incurred by any parties other than Musicians Institute.
- Warning/Censure - Notice or reprimand to the student that a violation of specified Musicians Institute policies or regulations has occurred and that continued or repeated violations of specified Musicians Institute policies or regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
- Disciplinary Probation - A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to Musicians Institute standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action.
- Hold on Musicians Institute Records - A hold may be placed on the student's Musicians Institute records for either a stated period or until the student satisfies any conditions imposed as part of another sanction. The placement of a Hold on the student's Musicians Institute records may, for example, prevent the student from registering and from obtaining transcripts, verifications, or a degree from Musicians Institute.
- Suspension - Suspension is the termination of student status for a specified academic term or terms, to take effect at such time the School Designee or Musicians Institute decides.
  - After the period of Suspension, the student will be reinstated if:
    - » The student has complied with all conditions imposed as part of the Suspension;
    - » The student is academically eligible;
    - » The student meets all requirements for reinstatement including, but not limited to, removal of Holds on records, payment of restitution where payment is a requirement of reinstatement; and
    - » The student meets the deadlines for filing all necessary applications, including those for readmission, registration, and enrollment.
  - Suspension may include a prohibition against entering specified areas of the campus. Violation

of the conditions of Suspension or of Musicians Institute policies or regulations during the period of Suspension may be cause for further disciplinary action.

- Dismissal - Dismissal is the termination of student status for an indefinite period and may include an exclusion from specified areas of the campus. Readmission to the Musicians Institute campus, facilities, or properties after Dismissal may be granted only under exceptional circumstances and requires the specific prior approval of Musicians Institute.
- Revocation of Awarding of Degree - Should it be found that a degree, certificate, or award was obtained by fraud, such degree, certificate, or award is subject to revocation. Such revocation is subject to review on appeal by Musicians Institute.

G. Posting of Suspension or Dismissal on Academic Transcript When, as a result of violations of the Student Conduct Code, a student is suspended or dismissed, the fact that the discipline was imposed must be posted on the academic transcript for the duration of the Suspension or Dismissal.

#### H. Appeal of the Sanction

If the School Designee imposes a sanction of Suspension or Dismissal, the student may submit a written appeal of the imposed Suspension or Dismissal to the Director of Student Affairs within seven days of the date of notice from the School Designee of his or her action. The imposition of a sanction of Suspension or Dismissal may be deferred during such appeal.

If, as a result of an appeal, it is determined that the student was improperly disciplined, the Office of Registrar will, if requested by the student, have the record of the hearing sealed and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

#### I. The Student Conduct Committee

When a case is referred to the Student Conduct Committee for a hearing, the following will be provided to the student to ensure a fair hearing:

- Written notice, including a brief statement of the factual basis of the charges, the Musicians Institute policies or regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing;
- The opportunity for a prompt and fair hearing where the school will have the responsibility of proving that it is more likely than not that a violation occurred;
- The opportunity to present documents, defense and witnesses;
- A written report including a summary of the findings of fact, and, at the request of the student, access to a copy of a record of the hearing;
- An appeal process.

#### 1. Referral of Cases to the Student Conduct Committee

- A hearing will be provided for all cases referred to the Student Conduct Committee under the Musicians Institute Student Conduct Code.

2. Composition - The Student Conduct Committee will consist of three individuals possibly including, but not limited to, a member of faculty, a member of Musicians Institute management, a member of Musicians Institute staff, and a member of Musicians Institute Directorship. One member of the Committee will act as Hearing Recorder.
3. Scheduling of Hearing - It is the intention of the Musicians Institute Student Conduct Code that hearing will be set as soon as reasonably possible after referral to the Student Conduct Committee. Events such as holidays, school closures, or forces of nature may require an extended timeline.
4. Hearing Procedures and Standards - Hearings will be held in accordance with generally accepted standards of procedural due process. If a student absents himself or herself from the disciplinary process, or has withdrawn from Musicians Institute while subject to pending disciplinary action, the case may proceed to disposition without the student's participation. Attendance at such hearings will be at the discretion of Musicians Institute.
5. Continuing Resolution between the Student and Musicians Institute - Until the Student Conduct Committee publishes its decision to Musicians Institute Senior Management and the student; the student may make an admission of responsibility to the School Designee assigned to the case. The School Designee may then impose or defer one or more of the sanctions listed herein. Any sanction may be effective retroactively. This disposition of the matter will bind all parties and terminate all proceedings.
6. Reports of Student Conduct Council Hearing Decision to Musicians Institute Senior Management and Student - Within 15 days after the conclusion of a hearing, the Student Conduct Committee Recorder will submit a notice of the Committee decision to Musicians Institute Senior Management and the student. This notice will include:
  - a. A summary of the allegations and the outcome of the Committee examination of the information concerning the alleged misconduct, including the positions of the parties and a summary of the evidence presented;
  - b. Whether, in the opinion of a majority of the Committee, the student has violated one or more of the Musicians Institute policies or regulations that the student has been charged with violating; and
  - c. A decision of sanction based on those conferred in similar cases and in any previous cases of misconduct by the accused student on file with the Office of Registrar Records. Such sanction shall be carried out by all relevant parties on the timeline decided by the Committee.

# POLICIES

## GENERAL

### J. Appeal by Student

1. When a student has appealed in writing a decision or sanction by Musicians Institute, the final decision regarding the outcome will be made by Senior Management, which will review the evidence and findings and may engage in further research to ensure that the process above has been carried out fairly and in accordance with due process. Within 20 days of the submission of appeal, Senior Management will notify the student as to the decision on the appeal. The decision of Senior Management will be final and complete.
2. When reviewing a student's appeal of a sanction of Suspension or Dismissal, decision may be based upon:
  - a. Any written appeal submitted by the student regarding the sanction; and
  - b. Information from the Office of Registrar Records regarding sanctions imposed in similar cases and any previous cases of misconduct by the student on file.
3. The written decision will be delivered to:
  - a. The student and his or her representative, if any;
  - b. The Musicians Institute Office of Registrar; and
  - c. Other Musicians Institute departments/employees as necessary to carry out sanctions.

The results of any hearing in which sexual harassment, sexual assault, sexual misconduct, or sex offenses are alleged will be disclosed to the alleged victim by the School Designee. The scope of information to be provided under this provision will be:

- I. Musicians Institute's final determination with respect to the alleged sexual harassment, sexual assault, sexual misconduct, or sex offense; and
- II. Any sanction that is imposed against the alleged offender with respect to the alleged sexual assault, sexual misconduct, or sex offense.

### K. Interim Suspension

Before final determination of an alleged violation, Interim Suspension may be imposed by the School Designee.

- Interim Suspension may include exclusion from the Musicians Institute campus, facilities, classes, or from other specified activities. A student will be restricted to the extent necessary when there is reasonable cause to believe that the student's participation in Musicians Institute activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on Musicians Institute property or at official Musicians Institute functions, or other disruptive activity incompatible with the orderly operation of the campus.
- Upon imposition of the Interim Suspension, the School Designee will notify the student under the Interim Suspension of the charges against him or her, the length and conditions of the Interim Suspension and the opportunity for a hearing.

- Appeals concerning the contention that the Interim Suspension is unnecessary or that its conditions should be modified shall be made in writing to the School Designee and decisions thereon shall be based on information contained therein and upon whether there is reasonable cause to believe that the student's participation in Musicians Institute activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on Musicians Institute property or at official Musicians Institute functions, or other disruptive activity incompatible with the orderly operation of the campus.
- Disciplinary proceedings involving students on Interim Suspension will follow normal procedures provided in the Musicians Institute Student Conduct Code.

### L. Privacy and Records Retention

Student discipline records are confidential. The disclosure of information from such records is subject to the Musicians Institute Policies Applying to Campus Activities, Organizations and Students, and the Family Educational Rights and Privacy Act ([www2.ed.gov/policy/gen/ reg/ferpa/index.html](http://www2.ed.gov/policy/gen/ reg/ferpa/index.html)).

The Office of Registrar retains student discipline records for seven years from the date of the notice of final disposition. When there have been repeated violations of the Musicians Institute Student Conduct Code, all student discipline records pertaining to an individual student will be retained for seven years from the date of the final disposition in the most recent case. In those cases where the final disposition is Dismissal, the student's discipline records will be retained indefinitely.

Upon receipt of a request from professional schools, graduate programs, employers, or others, for the disciplinary records of a student, after the student provides an appropriate confidentiality waiver, the Office of Registrar will only report and/or release records where violations resulted in Suspension and/or Dismissal, both imposed and deferred, or the revocation of the awarding of a degree. Should the requesting party seek broader disclosure of a student's discipline record, the Office of Registrar will not provide additional records or information.

### M. Amendment and Modification

Amendment of the Musicians Institute Student Conduct Code may be made by Musicians Institute at any time. Before adoption, Musicians Institute will review any and all measures, rules, and policies for consistency with common academic policies (where appropriate) as well as with State or Federal policies.

Musicians Institute will not refund tuition to students for lost privileges or lost access to MI's campus and facilities or classes, tests, performances, lessons, appointments, or other activities and events resulting from a disciplinary action except as required by State or Federal policies.

## STUDENT RIGHTS

### NON-DISCRIMINATION POLICY

Musicians Institute is committed to creating and maintaining a community in which all persons who participate in MI programs and activities can work together in an atmosphere free of all forms of harassment, discrimination, exploitation or intimidation on the basis of race, religion, national origin, sexual orientation, disability or sex, including sexual harassment. It is the intention of MI to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior that violates this policy. MI prohibits discrimination against members of the MI community by any student, staff, faculty, or third-party contractors brought on campus for the purpose of conducting business with MI. Discrimination of any kind is against MI policy and is prohibited under State and Federal laws.

Any student who believes that he or she has been the victim of sexual harassment or other discrimination should contact the Title IX Coordinator:

Title IX Coordinator  
Musicians Institute College of Contemporary Music  
6752 Hollywood Boulevard  
Hollywood, CA 90028  
(323) 860-1122

**Note:** *Comprehensive information on sexual harassment policy and procedure can be obtained in the Student Affairs Office. Complaints may be submitted to the Student Affairs Office or delivered to the Title IX Coordinator at the address above. Students may also make verbal complaints directly to the Title IX Coordinator (or other MI personnel). Complaints of illegal sexual harassment must be received within one year of the date of the last alleged incident. Complaints to the Office of Civil Rights at the Office of Academic Affairs must be made within six months of the date of the last alleged incident. Students may also make a report to the individuals below and/or to any MI employee.*

Security Manager: Mike Hinkson  
(mikeh@mi.edu), (323) 860-1107  
Public Safety (323) 860-1127

### LIABILITY DISCLAIMER

Musicians Institute is not responsible for loss of, or damage to, personal property and/or personal injury that may occur while on the Institute's premises.

### STUDENTS' RIGHT TO KNOW

MI is committed to providing current and prospective students as well as the campus community with full disclosure of all consumer information as required by Federal regulations. The laws are intended to allow students the opportunity to make fully informed choices about the institution they wish to attend. Crime statistics are available on the website and at Campus Security Office. Completion Statistics and Transfer Out Rate are shown on the School Performance Fact Sheet available in the Registrar's Office.

### SAFETY ON CAMPUS

Campus security information is provided to prospective students via mail in their acceptance package. Currently enrolled students receive email notification in October each year that the updated campus security report is available on the MI website. Additional information, including the Crime Statistics Report, may be obtained by a visit or written request to the Student Affairs Office.

### GRADUATION RATE INFORMATION

Information on graduation and completion rates is sent to prospective students via mail along with their acceptance letters, or can be accessed online at <http://nces.ed.gov/collegenavigator>. Currently enrolled students receive an email notification in July to review the annual completion rates on the college navigator website. Students may also request a hard copy from the Registrar's Office.

### DRUG-FREE SCHOOLS AND COMMUNITY ACT

Drug and alcohol abuse prevention information is given to all students at the time of registration and is also available from the Student Affairs and/or Admissions Department upon request.

### FINANCIAL AID INFORMATION

Information about financial aid that is not already provided in the current Course Catalog may be obtained from the Financial Aid Office.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This Act entitles students to specific privacy rights with respect to their academic records and student directory information. Student directory information is considered to be name, address, telephone number, and certain school related information. At Musicians Institute, student records and information may only be provided to the student or specific parties authorized in writing by the student, a Musicians Institute employee, representatives of Federal or State agencies, accrediting organizations, auditors, or other officials authorized under the Act. FERPA information is provided to students during the enrollment process. Currently enrolled students may obtain FERPA information upon request from the Registrar's Office. For additional information please refer to the MI Student Handbook maintained on the Student Affairs section of the student portal.

### NOTIFICATION OF STUDENT RIGHTS UNDER FERPA FOR MUSICIANS INSTITUTE

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 that Musicians Institute receives a request for access. A student should submit to the Registrar, or Director of the Registrar and Scheduling,



# POLICIES

## GENERAL

a written request that identifies the record(s) that the student wishes to inspect. The designated official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Musicians Institute to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Musicians Institute decides not to amend the record as requested, the student will be notified in writing of the decision as well as the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to request, in writing, that Musician's Institute not disclose personally identifiable records, except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is: a person employed by Musicians Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Musicians Institute has contracted as its agent to provide a service instead of using Musicians Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a Disciplinary or Grievance Committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Musicians Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW,  
Washington, D.C. 20202-5901

## EDUCATIONAL RECORDS AND PRIVACY

Musicians Institute endeavors to ensure that students have an assurance of privacy with respect to their academic records and student directory information. Student directory information is considered to be name, address, telephone number, and certain school-related information. At Musicians Institute, student records and information may only be provided to the student or specific parties authorized in writing by the student, a Musicians Institute employee, representatives of Federal or State agencies, accrediting organizations, auditors, or other officials as deemed necessary and appropriate by the college

## WITHDRAWAL, TERMINATION & REINSTATEMENT

### WITHDRAWAL FROM A PROGRAM

A student who has completed less than 60% of his/her

quarterly enrollment has the right to withdraw from a program and receive a pro-rated refund (based on a weekly attendance calculation & less any registration fees, non-refundable fees and/or charges for unreturned equipment, materials, or textbooks) by providing written notice to Student Affairs by close of business on Friday of Week 6.

- Any monies owed to Musicians Institute are due and payable on the date of the withdrawal.
- A withdrawal is effective on the date it is received by Student Affairs, whether personally delivered or postmarked (if mailed). No withdrawals will be accepted by telephone.
- Refunds are calculated based on the last recorded date of attendance (either classroom attendance or scan-in). The calculation is based on the length of the completed portion of the quarter relative to its total length (10 weeks of instruction effective on the official start date of the term). No refunds will be issued after Week 6.

### SAMPLE OF REFUND CALCULATION:

Example: if a student withdraws after three weeks in the Guitar Craft Program, the refund calculation is shown below:

Tuition cost	\$7,995.00
Application fee	\$100.00
Equipment fee	\$400.00
Per quarter technology fee	\$15.00
Total tuition cost	\$8,510.00
Tuition retained by College (3 weeks completed)	\$2,399.00
Application fee retained by College	\$100.00
Material fee retained by College	\$400.00
Technology fee retained by College	\$15.00
Total amount retained by College	\$2,914.00
Refund issued to student	\$5,596.00

### TERMINATION FROM A PROGRAM

A student may be terminated from a program for reasons including but not limited to the following:

- Violation of student conduct policies.
- Failure to pay tuition or fees.
- Continuous absence from a program for three consecutive weeks.
- Three consecutive quarters of non-satisfactory academic progress (see Satisfactory Academic Progress).

For information on returning to Musicians Institute after termination, please see Reinstatement to Musicians Institute.

### REINSTATEMENT TO MUSICIANS INSTITUTE

Terminated students wishing to return to MI must apply for reinstatement. Requests for reinstatement will be reviewed by a panel consisting of members of Musicians Institute management. Decisions will be made based on the reason for termination, the needs of the college and students as well as the student's overall performance. Reinstatement to the college may be contingent upon adherence to conditions and/or plans as stipulated by Musicians Institute—such as academic

or payment plans, safe conduct provisions, etc. Failure to adhere to these conditions/plans may result in termination from the program.

Students who have been terminated from a program for SAP are not eligible to continue in said program. Students in such situations may reapply as a new student for admission to said programs after a minimum two-year hiatus.

Students who have been inactive for two or more years may be required to complete a placement exam prior to re-enrolling. A performance evaluation may result in advanced placement depending on the performance level of the individual student. Program requirements are revised periodically in response to changes in industry standards and in an effort to provide the best education possible. As such, prior to re-enrolling, returning students must meet with Academic Advising for a degree audit evaluation. The Academic Advising team will assess which courses completed previously are relevant to the current program as well as which requirements remain in order for the student to graduate.

## COPYRIGHT INFRINGEMENT POLICY

### INTRODUCTION

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer sharing.

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties, and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions publicize alternatives to illegal file sharing.

This document outlines Musicians Institute's plan to comply with these requirements.

### PLANS TO "EFFECTIVELY COMBAT" THE UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Musicians Institute currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students' ability to access certain sites from the student computer networks. Musicians Institute responds promptly to legitimate notices or letters of illegal copyright infringement based on

the requirements of the Digital Millennium Copyright Act, and directs both our Information Technology and Compliance departments to investigate and respond.

### SANCTIONS

Musicians Institute will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Musicians Institute network access, and possible suspension.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq5](http://www.copyright.gov/help/faq5).

### MAINTENANCE OF THIS PLAN

Musicians Institute will review this plan each year to ensure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

## OWNERSHIP & ADMINISTRATION

Musicians Institute is a wholly owned subsidiary of Campus Hollywood, Inc.

Hisatake Shibuya	CEO
Todd Berhorst	President
Takeshi Sakimoto	Vice President of Human Resources
Mike Revis	Institutional Director
Andrew Larson	Admissions Advisor
Dr. Rachel Yoon	Chief Academic Officer
Jonathan Newkirk	Senior Director
Steve Lunn	Senior Director of Enrollment
Kyle Denne	Director of Accounting
Ron Dziubla	Director of Accreditation and Compliance
Martha Torres	Director of Admissions
Tim Metz	Director of IITS
Casey Burgess	Director of Library Services
Jackie Segura	Director of Student Affairs
Melissa Cuesta-Booker	Director of Student Financial Services/VASCO
Carolann Mota	Manager of Artist and Career Services
Phillip Williams	Registrar Services Supervisor
Melinda Parker	Student Affairs Coordinator, DSO

# FACULTY BIOS

## GUITAR CRAFT

### BUTLER, KELLY

**COURSES:** Instrument Repair, Fretwork Setup, Electronics, Instrument Design, Instrument Fabrication, Finish Work

**SPECIALTIES:** Designed & prototyped Gibson Custom Models

**CREDITS:** Gibson Custom Art & Historic Pro Shop designer, custom builder, lead repair; First Act Custom Division General Manager & Chief Luthier

**HONORS & EDUCATION:** Graduate of Roberto-Venn School of Luthiery; patented inventor of guitar parts

### BONDS, BRIAN

**COURSES:** Instrument Performance (Guitar)

**SPECIALTIES:** Country, Blues, Rock, Metal, Jazz

**CREDITS:** Toured Internationally with Florida Georgia Line, Chely Wright, Love and Theft, Tantric and Chase Rice

**HONORS & EDUCATION:** Brian has also appeared on The Tonight Show, Conan O'Brien, Jimmy Kimmel Live, The Today Show, The Ellen Degeneres Show, Good Morning America and countless other TV and award shows. He has earned several gold and multi-platinum records and has been part of over 10 million singles.

### COFER, WADE

**SPECIALTIES:** Guitar Builder, Cofer Guitars

**CREDITS:** JD Simo, Patrick Sweany

**HONORS & EDUCATION:** Musicians Institute Guitar Craft Academy

### LANHAM, MARTY

**COURSES:** Acoustic Guitar Design, Acoustic Guitar Fabrication, Acoustic Guitar Fixtures, Acoustic Guitar Finishing, Instrument Repair, Fretwork Setup, Electronics, Instrument Design, Instrument Fabrication, Instrument Performance

**SPECIALTIES:** Acoustic and electric guitar design and fabrication, custom inlay, traditional wood-carving, repair, restoration and set-up, banjo and mandolin construction

**CREDITS:** Performed on banjo at Grand Ole Opry with Wilma Lee Cooper; owner of the Nashville Guitar Company; built custom instruments for Kevin Eubanks, John Anderson and Steve Martin.

**HONORS & EDUCATION:** Worked as curator and restoration specialist for the Marty Stuart collection and the Roy Acuff collection at Opryland

### MATHER, STEPHEN

**COURSES:** Instrument Repair, Fretwork Setup, Electronics, Instrument Design, Instrument Fabrication, Finish Work

**SPECIALTIES:** Guitar repair, assembly, setup, woodworking, wiring and quality control

**CREDITS:** Thorn Guitars / Thorn Custom Inlay, Collings Guitars; owner of Armory Guitar Works

**HONORS & EDUCATION:** Graduate, Lab Tech & Teacher's Assistant at Musicians Institute, Guitar Craft Academy in Hollywood

### NUTTER, BRIAN

**COURSES:** Instrument Repair, Fretwork Setup, Electronics, Instrument Design, Instrument Fabrication, Instrument Performance (Guitar)

**SPECIALTIES:** Designing and building electric guitars, guitar repair, woodworking, setup, finish work, wiring and quality control, guitar performance in Country, Blues, Rock, Metal

**CREDITS:** Toured Internationally with Keith Urban, Taylor Swift, Dierks Bentley, Lonestar, Michael Tait, Toby Mack, session work for Ruthless Records and various Nashville studios, owner and master luthier of Nutter Guitars

**HONORS & EDUCATION:** Recording engineering at Recording Workshop, West Virginia University major music education

### SLAWSON, TYLER

# FACULTY BIOS

**COURSES:** Instrument Performance (Guitar)

**SPECIALTIES:** Blues, rock

**CREDITS:** Toured nationally with Jackie Lee, Starstruck, Caroline Kole, Morgan Frazier & Cort Carpenter

**HONORS & EDUCATION:** Texas A&M University; Musicians Institute; endorsee of Keeley guitar pedals

## STANDRIDGE, CRAIG

**COURSES:** Teacher's Assistant

**SPECIALTIES:** Guitar Technician

**CREDITS:** Alumnus of GCA Nashville with Emphasis in Acoustic Guitar

**HONORS & EDUCATION:** Certificate of Completion Acoustic Guitar Design

## VENEROSA, TIM

**COURSES:** Instrument Performance (Guitar)

**SPECIALTIES:** Rock & country guitar, chart reading & writing, guitar gear, production

**CREDITS:** Performed at the Grand Ole Opry, lead guitar with Morgan Frazier & Caroline Kole

**HONORS & EDUCATION:** AA Degree in Guitar from MI, recipient of MI Full Ride Scholarship Award; endorsed by Orange Amplifiers, JHS Pedals, Elixir Strings







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