



# STUDENT HANDBOOK 2021-2022

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## CAMPUS LOCATIONS

Musicians Institute campus consists of the following locations:

### Main Building

South Entrance  
1655 McCadden Place  
North Entrance  
6752 Hollywood Boulevard

### Passage

6752 Hollywood Boulevard

## CAMPUS OFFICES, DEPARTMENTS, AND STAFF

Musicians Institute campus administration consists of the following offices, departments, and staff:

### CAMPUS AFFAIRS

#### PRESIDENT

Todd Berhorst | [toddb@mi.edu](mailto:toddb@mi.edu)

#### OFFICE OF ACADEMIC AFFAIRS

Contact the Office of Academic Affairs for program content, program requirements, and faculty information

Passage West, Second Floor  
M-F 9:00am – 4:45pm

### SENIOR ACADEMIC LEADERSHIP

#### CHIEF ACADEMIC OFFICER

Dr Rachel Yoon | 323-860-1170 |  
[rachel@mi.edu](mailto:rachel@mi.edu)

#### DEAN OF INDUSTRY STUDIES

Jonathan Newkirk | 323-860-1158 |  
[newkirkj@mi.edu](mailto:newkirkj@mi.edu)

#### DEAN OF PERFORMANCE STUDIES

Ron Dziubla | 323-860-1171 |  
[dziublar@mi.edu](mailto:dziublar@mi.edu)

#### DIRECTOR OF INDUSTRY PROGRAMS AND FACULTY

Lacey Harris | 323-860-4349 | [harrisl@mi.edu](mailto:harrisl@mi.edu)

#### DIRECTOR OF PERFORMANCE PROGRAMS AND FACULTY

Travis Newlon | 323-860-1145 |  
[travisn@mi.edu](mailto:travisn@mi.edu)

### ACADEMIC SUPPORT STAFF

#### STUDIO AND CLASSROOM TECHNOLOGY MANAGER

Krystal Schafer | 323-860-1169 |  
[krystals@mi.edu](mailto:krystals@mi.edu)

Main Building, Second Floor, Room 291  
M-F 8:30am – 5:00pm

Students can email [classroomhelp@mi.edu](mailto:classroomhelp@mi.edu) for any classroom repair issues.

#### ACADEMIC SCHEDULER

Lola Quintana | 323-860-1175 | [lola@mi.edu](mailto:lola@mi.edu)  
Passage West, Second Floor  
Office of Academic Affairs  
M-F 9:00am – 4:45pm

#### LMS ADMINISTRATOR

Justin Apergis | [japergis@mi.edu](mailto:japergis@mi.edu)

Students can email [lms911@mi.edu](mailto:lms911@mi.edu) for any learning management system issues.

### ADMISSIONS

Contact the Office of Admissions for general questions about programs, admission requirements, applications for admission, and enrollment for new students.

Passage East, Second Floor  
(unless otherwise indicated)  
M-F 8:30am - 5:00pm  
323-462-1384  
[admissions@mi.edu](mailto:admissions@mi.edu)

**ASSOCIATE DIRECTOR OF ADMISSIONS**

Brenda Budhram | 323-860-4341 | [budhramb@mi.edu](mailto:budhramb@mi.edu)

**ASSOCIATE DIRECTOR OF ADMISSIONS**

Martha Torres | 323-860-1179 | [marthat@mi.edu](mailto:marthat@mi.edu)

**DIRECTOR OF OUTREACH AND RECRUITING**

Steve Lunn | 323-860-1156 | [stevel@mi.edu](mailto:stevel@mi.edu)

**RETENTION MANAGER / OUTREACH  
COORDINATOR**

Jackie Segura | 323-860-1117 | [Jsegura@mi.edu](mailto:Jsegura@mi.edu)

**ADMISSIONS ADVISERS**

Joseph Alvarez | 323-860-1157 | [josephalvarez@mi.edu](mailto:josephalvarez@mi.edu)

Lorena Alvarez | 323-860-1128 | [alvarezl@mi.edu](mailto:alvarezl@mi.edu)

Larry Carr | 323-860-1192 | [carrl@mi.edu](mailto:carrl@mi.edu)

Vin Chhabra | 323-860-1153 | [chhabrav@mi.edu](mailto:chhabrav@mi.edu)

Eduardo Ramirez | 323-860-4359 | [ramirez@mi.edu](mailto:ramirez@mi.edu)

Paul Weinstein | 323-860-4345 | [paulw@mi.edu](mailto:paulw@mi.edu)

**HOUSING**

Contact the Office of Housing for assistance with housing options, roommate referrals, questions and information on telephone service, internet, gas, and electricity  
[housing@mi.edu](mailto:housing@mi.edu)

**HOUSING COORDINATOR**

Rossana Brassea | 323-860-1108 | [rossanab@mi.edu](mailto:rossanab@mi.edu)

**ADMISSIONS COORDINATORS**

Ariadna Urban | 323-337-1061 | [urbana@mi.edu](mailto:urbana@mi.edu)

**FINANCIAL AID & STUDENT BILLING**

Contact the Office of Financial Aid for information and assistance with applying for federal and state aid programs, veterans' benefits, and general questions about financial aid.

Passage West, First Floor  
M-F 9:00 am - 5:00pm  
[financialaid@mi.edu](mailto:financialaid@mi.edu)

**DIRECTOR OF STUDENT FINANCE/VASCO**

Melissa Cuesta-Booker | 323-860-1121 | [melissac@mi.edu](mailto:melissac@mi.edu)

**FINANCIAL AID OFFICERS**

Erick Gonzalez | 323-860-1123 | [gonzaleze@mi.edu](mailto:gonzaleze@mi.edu)

Guillermo Noboa | 323-860-4155 | [noboag@mi.edu](mailto:noboag@mi.edu)

Alejandra Quijada | 323-860-4357 | [quijadaa@mi.edu](mailto:quijadaa@mi.edu)

**DEFAULT PREVENTION COORDINATOR**

Alma Cuevas | 323-860-1168 | [almac@mi.edu](mailto:almac@mi.edu)

Contact Student billing for matters related to making payments, and/or questions regarding refunds.

[studentbilling@mi.edu](mailto:studentbilling@mi.edu)

**STUDENT BILLING COORDINATORS**

Alma Cuevas | 323-860-1168 | [almac@mi.edu](mailto:almac@mi.edu)

Christopher Ferman | 323-860-1233 | [fermanc@mi.edu](mailto:fermanc@mi.edu)

**REGISTRAR SERVICES**

Contact the Office of the Registrar for academic advising, registration for continuing students, schedule changes (course add/drop), replacement student ID badges, grading questions/appeals, transcript requests, enrollment verification letter, and graduation petitions

Passage East, First Floor  
M-F 9:00am - 4:45pm  
323-860-1184  
[registrar@mi.edu](mailto:registrar@mi.edu)

MANAGER OF REGISTRAR SERVICES/ STUDENT RECORDS  
Shaun Vieten | 323-860-1137 | [shaunv@mi.edu](mailto:shaunv@mi.edu)

ACADEMIC ADVISERS  
Marcia Reader | 323-860-1125 | [readerm@mi.edu](mailto:readerm@mi.edu)  
Corey Titov | 323-860-1115 | [titovc@mi.edu](mailto:titovc@mi.edu)  
Phillip Williams | 323-860-1184 | [williamsp@mi.edu](mailto:williamsp@mi.edu)

### STUDENT SERVICES

Contact the Office of Students Affairs for academic, international, student affairs, and questions  
Passage East, First Floor  
M-F 9:00am - 5:00pm

STUDENT AFFAIRS  
Contact the Office of Students Affairs for personal counseling, tutoring, scholarships, change of enrollment, and academic appeals  
Located inside Student Success  
Passage East, First Floor  
M-F 9:00am - 5:00pm  
[studentaffairs@mi.edu](mailto:studentaffairs@mi.edu)

DIRECTOR OF STUDENT SERVICES  
Kelly Chong | 323-860-1177 | [kellychong@mi.edu](mailto:kellychong@mi.edu)

**INTERNATIONAL STUDENT AFFAIRS**  
Contact the Office of International Student Affairs for admissions, applications, work permits, and visa requirements for non-US students  
Located inside Student Services  
Passage East, First Floor  
M-F 9:00am - 5:00pm  
[international@mi.edu](mailto:international@mi.edu)

DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS

Dan Diaz | 323-860-1134 | [dannyd@mi.edu](mailto:dannyd@mi.edu)

STUDENT SERVICES/EVENTS COORDINATOR  
Melinda Parker | 323-860-1167 | [melindap@mi.edu](mailto:melindap@mi.edu)

### ARTIST & CAREER SERVICES

Contact the Artist & Career Services Department for career counseling, job search assistance, audition workshops, internships, resume services, job listings, and the MI: Connects online web-service.  
Passage East, First Floor  
M-F 9:00am - 5:00pm  
[cdo@mi.edu](mailto:cdo@mi.edu)

MANAGER OF ARTIST & CAREER SERVICES  
Carolann Mota | 323-860-1178 | [motac@mi.edu](mailto:motac@mi.edu)

CAREER DEVELOPMENT COORDINATOR  
Ashley Di Buduo | (323) 860-1116 | [ashley@mi.edu](mailto:ashley@mi.edu)

### LIBRARY SERVICES

Contact the Library Services Department for access to online digital e-books, articles, scores, albums, tracks, videos, DVDs, CDs, books, periodicals, recorded student performances & clinics, instruments & equipment (guitars, basses, pedals, cords, adaptors, mobile phone, laptop, and various device chargers)  
Main Building, Second Floor  
M-F 8:30am – 12:00am (Midnight)  
Sa-Su 12:00pm (Noon) - 8:00pm  
323-860-1159  
[library@mi.edu](mailto:library@mi.edu)

DIRECTOR OF LIBRARY SERVICES  
Casey Burgess | 323-860-1186 | [library@mi.edu](mailto:library@mi.edu)

LIBRARY ASSISTANT, COORDINATOR  
Matthew Castillo | 323-860-1159 | [library@mi.edu](mailto:library@mi.edu)

REPROGRAPHICS COORDINATOR

Jie Liu | 323-860-1355 | [jiel@mi.edu](mailto:jiel@mi.edu)

## **PRODUCTION**

The Production Department coordinates the audio, lighting, and video services for all live performances and performance classes located in the Concert Hall as well as all other performance classrooms and spaces (in addition to special events both on- and off-campus)  
Main Building, Concert Hall  
M-F 9:00am-6:00pm  
[productionrequest@mi.edu](mailto:productionrequest@mi.edu)

### **PRODUCTION MANAGER**

Evan Parker | [productionrequest@mi.edu](mailto:productionrequest@mi.edu)

## **OPERATIONS**

The Operations Department coordinates all room setups, equipment maintenance, security, tenant improvement and facilities management.

### **DIRECTOR OF OPERATIONS / SAFETY AND SECURITY MANAGER**

Robert Caven | 323-860-1119 | [cavenr@mi.edu](mailto:cavenr@mi.edu)  
Main Building, McCadden Entrance, First Floor  
M-F 8:30am – 5:00pm

### **FACILITY MANAGER**

Roy Diaz | 323-860-1124 | [roydiaz@mi.edu](mailto:roydiaz@mi.edu) | [repair@mi.edu](mailto:repair@mi.edu)  
Passage East, Basement

M-F 8:30am – 5:00pm

### **DRUM SERVICES COORDINATOR**

Mike Vega | 323-860-1180 | [mvega@mi.edu](mailto:mvega@mi.edu)  
Main Building, Third Floor  
M-F 8:30am – 5:00pm

Smoking, vaping and/or the use of lighters, matches or burning incense is not allowed in the MI Main Building, annexes, and facilities.

## **INSTRUCTIONAL AND INFORMATION TECHNOLOGY SERVICES**

### **DIRECTOR OF INFORMATION TECHNOLOGY**

Tim Metz | 323-860-1129 | [tmetz@mi.edu](mailto:tmetz@mi.edu)

### **WEB DESIGN / APPLICATION DEVELOPER / IT SUPPORT TECHNICIAN**

Keita Akutsu | 323-860-1150 | [akutsuk@mi.edu](mailto:akutsuk@mi.edu)

### **SENIOR PROGRAMMER**

Pavel Grigoryants | 323-869-1190 | [pavelg@mi.edu](mailto:pavelg@mi.edu)

### **HELPDESK COORDINATOR**

Laura Gavia (she/her) | 323-860-1148 | [lauragavia@mi.edu](mailto:lauragavia@mi.edu)

For Problems with computers or account access please email [helpdesk@mi.edu](mailto:helpdesk@mi.edu)

# CAMPUS SERVICES, POLICIES, AND PROCEDURES

## REGISTRATION

All students are required to register for classes prior to every quarter of enrollment. All registration procedures are coordinated through the Office of Registrar Services. 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 section in the current Course Catalog 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

Student registration will be closed at the close of business on Friday of the second week of classes.

## 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 section in the current Course Catalog for dates). Instructions and materials for registration will be made available to applicants at the times designated for new student registration.

Students who register late may be required to obtain approval and/or pay a late registration fee (see Tuition and Fees section in the current Course Catalog for fee amount) before being permitted to register for classes.

## CONTINUING STUDENTS

All current students planning to continue their studies in a subsequent quarter are required to register for classes beginning the ninth week of the current quarter. Continuing students registering after the end of the re-registration period may be assessed a late registration fee (see Tuition and Fees section in the current Course Catalog for fee amount). Failure to officially confirm attendance for the subsequent quarter will result in courses and lessons (where applicable) being dropped from those students' schedules and may result in termination of those students' enrollment.

## ACADEMIC REGULATIONS, POLICIES, AND DEFINITIONS

It is mandatory that all students enrolled in a certificate or degree (AA or Bachelor) program read and understand the following academic requirements. (Applicability of requirements may vary for students enrolled in a Select program).

## ACADEMIC CALENDAR

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

NOTE: 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. See Academic Calendar section in the current Course Catalog for information on such closures.

## 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 INTEGRITY PROCEDURE**

The violation of Academic Integrity commonly takes on (but is not limited to) three forms: Falsification of Documents, Plagiarism, and Cheating.

Falsification of Documents is defined as misrepresentation of facts and/or forgery upon a school or legal document. Documents proved to be falsified will become immediately null and void and any representations thereon will also be considered false and void.

Engagement in falsification of documents is deemed to be an act of academic dishonesty and may be grounds for disciplinary action. (See below)

Plagiarism is defined as copying or borrowing the ideas or work of another individual without acknowledgement and passing it off as your own. Plagiarism includes but is not limited to:

- The use of another individual as writer for term papers or homework assignments
- The purchase and submission of a chart, term paper or assignment and the passing off of such document as one's own work
- Copying another's work verbatim without the use of appropriate quotation and referencing notation or citation
- Paraphrasing portions of someone else's work without giving him/her proper credit
- Presenting charts, songs, etc for an evaluation that were not prepared by the presenter

Engagement in Plagiarism is deemed to be an act of academic dishonesty and may be grounds for disciplinary action. (See below)

Cheating is defined as dishonest activity of any kind in regard to examinations, course assignments, or alteration of records. Cheating includes but is not limited to the following actions:

- Bringing unauthorized material into an examination,
- Communicating with other examinees or students during examinations (whether by speaking or other means),
- Reading the work of other examinees during the exam or attempting any of this type of conduct
- Knowingly gaining and/or utilizing a copy of answers to course examinations or assignments
- Bribery or coercion in the interest of achieving an unearned grade
- Being complicit in any act of cheating as a secondary party

Engagement in cheating is deemed to be an Act of Academic Dishonesty and may be grounds for disciplinary action. (See below)

Violations of MI's Academic Integrity Policies may be treated as follows (It shall remain under the discretion of Senior Academic Leadership and/or other school official to take other courses of action):



	PROCEDURE	CONSEQUENCE
FIRST OFFENSE	<p>Instructor or other staff member presents proof of the violation and reports on the incident. The report should include: the document(s) in question, and specific information as to how the student(s) violated policy.</p> <p>This report will become part of the student's academic file and will be recorded in their account.</p>	<p>The student earns a ZERO for the assignment, work, or test at issue.</p> <p>The student will be required to meet with a representative of Senior Academic Leadership before returning to classes in order to discuss the violation(s), the consequences thereof, and the consequences of any further violations. Any missed classes during this time will not be considered excusable.</p>
SECOND OFFENSE	<p>Instructor or other staff member presents proof of the violation and reports on the incident. The report should include: the document(s) in question, and specific information as to how the student(s) violated policy.</p> <p>This report will become part of the student's academic file and will be recorded in their account.</p>	<p>The student earns a ZERO for the assignment, work, or test at issue. Senior Academic Leadership will determine if a ZERO for the course will be issued. Program will also determine if a SUSPENSION will be issued.</p> <p>The student is required to meet with a member of Senior Academic Leadership in order to process the failing grade and/or suspension form school as warranted. If suspension is warranted, the student will be suspended from school for 3 days and disallowed from making up any assignments or tests missed.</p>
THIRD OFFENSE	<p>Instructor or other staff member presents proof of the violation and reports on the incident. The report should include: the document(s) in question, and specific information as to how the student(s) violated policy.</p> <p>This report will become part of the student's academic file and will be recorded in their account.</p>	<p>The student is required to meet with a member of Senior Academic Leadership and the Chief Academic Officer to discuss the process for Third Offense Review, which involves a Conduct Panel review.</p> <p>A Student Conduct Panel will convene to determine the sanction.</p> <p>A student may be expelled from school as a result of the Third Offense.</p>

## 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 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.

### **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**

For MI's on-campus programs, regular attendance is required and recorded in all classes and lessons and is factored into final grades. Students who show poor classroom or private lesson attendance will be contacted and counseled by an advisor and continued absence from a class may result in a failing grade (see the course syllabus for specific information on attendance). For MI's online programs, regular attendance is not required but is recorded in all classes and lessons and is not factored into final grades.

Being absent from all classes, including coursework, for three consecutive weeks (on-campus programs) or failure to complete three consecutive weeks of coursework while simultaneously being absent from live lectures (MI Online programs) without an approved Leave of Absence will result in termination from the program.

Both scan-in and classroom attendance will be used to determine school and facility use/attendance and will be factored into any change of status and withdrawals.

### **EXCUSED ABSENCES**

On-campus students are expected to attend every class for which they are registered, however, it is understood that an occasional absence may occur. In certain cases, the absence from class may be excused. When a student is unable to attend a live class meeting or online lecture due to being sick, a medical emergency, jury, military duty, or life event, a student may request an excused absence through the Office of Registrar Services. When approved, course work or quizzes which are specifically due on those dates will also be excused (aka not count against the student's final course grade). Should the student wish to submit course work or take a quiz/exam on the excused day, the decision will reside with the instructor in the individual course section.

The Registrar's Office will decide whether to grant or deny requests based on the consistent treatment of all students. Examples of reasons for excused absences, which must be documented and are subject to review, include:

- Jury or military duty
- Medical emergencies (illness, injury, etc.)
- Bereavement

Excused absence requests must be submitted with accompanying documentation within five (5) 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 (5) days. Requests for repeated absences from the same class may not be approved.

### **AUDITING**

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

### **TESTING OUT**

Students may receive credit for certain courses through advanced placement or by challenging the requirements of a course for a fee (see Tuition and Fees section in the current Course Catalog for fee amount). Students wishing to test out of a qualified course must pass an evaluation of their knowledge of course material with a minimum grade of A- (90%). Advanced placement tests are allowed only before or during the normal Add/Drop period at the beginning of the program for which the student has enrolled. In the case of sequential classes, prerequisite courses may not be skipped over via test-out once the original placement has been determined. Students are not allowed to test out of courses previously taken and failed, nor attempt a test-out of a course once the add/drop period has passed. If a student meets the requirements for testing out of a course, a designation of "P" (Pass) is entered on the transcript and course credit is granted towards graduation requirements. Credits are counted toward units completed but are not factored into the GPA.

### **LATE TESTING**

Late testing is permitted only for final exams missed due to emergencies or other unforeseen/unavoidable events, or for grades of "I" (Incomplete). Students requesting late testing must submit the proper form to the Registrar's Office in advance and pay the late testing fee (\$50 per late test), if applicable (see Tuition and Fees section in the current Course Catalog for fee amount).

### **COURSE REPETITION**

A student receiving an overall course grade below C- (70) 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 retake the same course for additional credit unless the catalog course description states that the course "may be repeated for credit." A student may retake a course for a higher grade without receiving additional credit; full tuition will be charged, only the highest grade will be factored into the GPA, and repeated units will be counted toward the total number of units attempted in the program.

### **SCHEDULING POLICY**

MI reserves the right to create student schedules based on class/teacher/space availability. MI does not guarantee any student a specific schedule. Students, during their tenure at MI, may be moved from one section/class/room to another based on the needs and facilities of the school and greater student body.

### **FINAL EXAM WEEK**

Week 11 of each quarter is designated as Exam Week (as such, students should not schedule vacations or trips home before they are aware of their Week 11 test schedule).

### **INCOMPLETE (I)**

A grade of Incomplete ("I") 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 medical emergency; jury or military duty; or

bereavement. All incomplete coursework must be made up before the end of the first week of the following quarter unless an extension is granted due to verifiable injury or illness or other valid circumstance. 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.

### **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. Students are required to meet both qualitative and quantitative academic standards while attending Musicians Institute. This policy ensures that students are progressing through their programs of study and identifies students who may be at risk of failing. Satisfactory academic progress will be reviewed on a quarterly basis.

#### **SAP DEFINED**

Satisfactory Academic Progress (SAP) is calculated programmatically for all students attending approved programs at MI. SAP calculations for students in the Associate or Bachelor's degree programs will be cumulative regardless of the performance program. SAP calculations for students in a non-matriculating certificate program will be calculated separately for each individual program. Students with a cumulative GPA (Grade Point Average) less than 2.0 in their current program of study and/or students that have completed less than 66.66% of their cumulative attempted units in their current program of study have not met the minimum requirements for Satisfactory Academic Progress (SAP) for that program.

#### **SAP WARNING STATUS**

Students that have not met SAP for one quarter will be sent an SAP warning letter. Students in an SAP warning status are encouraged to meet with a Student Affairs counselor to request free tutoring services offered on campus.

#### **SAP PROBATION STATUS**

Students that fail to meet SAP for two consecutive quarters will be notified of SAP Probation status. Financial aid will be suspended until the SAP probationary status is appealed and the appeal is approved. Students appealing the SAP probation decision must complete an SAP appeal form and meet with an Academic Advisor to complete an academic plan. The completed SAP appeal form, and academic plan must be returned to the Financial Aid office for review. Accepted appeals will result in a reinstatement of the student's financial aid eligibility. Students that are not receiving financial aid will be contacted by the Registrar Services office to complete both an appeal form and academic plan.

#### **SAP WITHDRAWAL**

Students in SAP Appeal that fail to follow their academic plan will lose their eligibility for student financial assistance and be dismissed from attendance.

### **STUDENT MESSAGES (ALL PROGRAMS)**

When you scan your ID badge upon entering or exiting an MI building, you will be notified if you have any holds/reminders. Please respond to all holds/reminders IMMEDIATELY! Failure to respond to a hold/reminder in a timely manner may negatively affect class attendance.

## **STUDENT RECORDS**

Students' grades, documents, transcripts and permanent records are kept in the Registrar's Office in the Hollywood Passage (or at a secure off-site document storage facility). To request a copy of a document or transcript, or for student records inquiries, please contact the Registrar's Office at 323-860-1115 or [studentrecords@mi.edu](mailto:studentrecords@mi.edu). Please allow up to 72 hours for copies of requested documents. Please see Tuition and Fees section in the current Course Catalog for fee amounts associated with student records requests.

## **TERMINATION**

Other than for the academic reasons cited herein 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 without having been approved for a Leave of Absence

## **FACILITIES REGULATIONS**

- All registered students are expected to comply with the following general regulations regarding use of the facilities and resources at Musicians Institute.
- All students are required to wear their school ID badge at all times in order to obtain admittance to the building and to protect the interests of all students and their use of school facilities (see Student Guest Policy for more information on guest access to school facilities). Students may request a temporary student ID for themselves at the McCadden entrance Security Desk. NOTE: Anyone who gives his/her student ID badge to another student or a non-student for the purpose of entry into the building will be subject to termination.
- Students are required to clock in and out using their Students ID badges when entering/exiting all MI facilities.
- Smoking and/or the use of lighters, matches or burning incense is not allowed in the MI Main Building, annexes, and facilities.
- Eating and drinking is allowed only in the vending machine or other designated area.
- Seminars and concerts are for currently enrolled MI students only, unless otherwise indicated .
- We cannot and will not accept personal phone messages. In cases of an emergency, we will post an emergency "ID clock- in" message and try to locate you within the building.
- Do not remove amplifiers, drum equipment, or any other property belonging to MI from its location. If a room is not properly equipped during the day, go to the main Security Desk and report the problem. At night, inform security at the main entrance security desk. Anyone caught removing, defacing or intentionally damaging school property will be expelled.
- Do not bring your instruments to seminars or concerts.
- If you find an item or item(s) that appear to have been lost or left behind by someone else, please take the item(s) to Lost and Found, located in the Library on the 2nd floor of the Main Building. If the Library is closed, you may then take the item(s) to the McCadden Security Desk.
- The elevator is for handicapped students and employees only.

## **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.

Students are expected to abide by ordinary rules of responsible, 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 nature, or any unfair or improper treatment of a fellow student or staff member, please report the matter immediately to the Safety and Security Manager so that it may be investigated, and the appropriate action taken.

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 or any other means
- Physical abuse of people or property
- Lewd and/or lascivious behavior
- Disorderly acts
- Vandalism
- Arson
- Sabotage
- Carrying weapons of any kind
- Any other act Musicians Institute deems inappropriate

### **2. ALCOHOL AND ILLEGAL SUBSTANCES**

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 Services Office. The Student Services 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
- 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
- Public intoxication anywhere on MI's premises or at functions sponsored by or participated in by MI

Disciplinary action for a violation of this policy can range from oral and written warnings up to and

including suspension, expulsion 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 AUDIO/VIDEO RECORDING/SHARING

Making any audio or 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 or audio representation is captured by the recording.

Sharing of any audio/video recordings (including Internet posting, file sharing, network uploading) without the express prior consent of Musicians Institute Management is not permitted.

### 4. BREACH OF PEACE

Conduct that is disorderly, disruptive, lewd, or indecent as defined by laws, MI management or its designees; aiding or abetting such behavior by another person anywhere on MI's premises or at functions sponsored by or participated in by MI.

### 5. COMPUTER VIOLATIONS

- Modifying system or network facilities, or attempting to damage or "crash" systems or networks;
- Using personal software on Musicians Institute computers;
- Using network resources which inhibit or interfere with the use of the network by others;
- Using, duplicating or transmitting copyrighted material in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
- Tampering with software protections or restrictions placed on computer applications or files;
- Using Musicians Institute 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 school 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 Musicians Institute or individuals;
- Accessing another person's computer account without permission—including supplying false or misleading data, or improperly obtaining another's password in order to gain access to computers or network systems, data or information;
- Obtaining access to an account name or password through the negligence or inattentiveness of another;
- 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
- Other actions Musicians Institute deems inappropriate

## 6. TELEPHONE VIOLATIONS

Tapping telephone or cable lines, altering another's phone message, harassing by telephone, unauthorized use of MI telephones, or theft of telephone service

## 7. 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

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

## 8. 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

## 9. UNAUTHORIZED ENTRY/USE OF KEYS/IDENTIFICATION BADGES

Unauthorized or improper possession or duplication of keys to Musicians Institute premises, unauthorized or improper entry to or use of Musicians Institute facilities

## 10. POSSESSION OF WEAPONS, EXPLOSIVES AND DANGEROUS ITEMS

Possession of any type of firearm, facsimile of a gun, knives, explosives, ammunition, dangerous chemicals, martial arts weapons, fireworks or any other weapons/items banned by law or considered dangerous on Musicians Institute premises or at events sponsored by or participated in by Musicians Institute. (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)

## 11. PROPERTY DAMAGE, VANDALISM, AND THEFT

- 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.

## 12. FAILURE TO COMPLY

Failure to comply with lawful directions of Musicians Institute officials, including but not limited to security guards, teachers, or administrative personnel acting in performance of their duties

## 13. FAILURE TO PROVIDE IDENTIFICATION

Failure to identify oneself with appropriate identification when requested to do so or providing false identification

## 14. VIOLATION OF LAW



Any violation of federal, state, or local laws on Musicians Institute property or at events sponsored by or participated in by Musicians Institute

#### 15. LOITERING OR SQUATTING

Use of any Musicians Institute facilities as a domicile to sleep and/or store personal property or for anything other than educational purposes

#### 16. OTHER VIOLATIONS

Violation of any other published Musicians Institute policies, rules, or regulations, including those implemented during the academic year

## **NON-FRATERNIZATION POLICY**

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. Students are expected to abide by ordinary rules of responsible, 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 nature, or any unfair or improper treatment of a fellow student or staff member, please report the matter immediately to the Safety and Security Manager, Robert Caven at [cavenr@mi.edu](mailto:cavenr@mi.edu) or (323)860-1119, so that it may be investigated and the appropriate action taken.

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.

All acts in breach of the MI Non-Fraternization with Students Policy include:

- Situations in which such breach occurred/is likely to occur
- Other improper contact between MI employee and student

### **Non-Fraternization**

It is direct violation of student conduct code policy for students to engage in inappropriate relationships with a faculty and/or staff, unless the student is the employee's spouse, registered domestic partner, or significant other, and the relationship was in existence before the spouse, registered domestic partner, or significant other became a student at MI. Where a student is the spouse, registered domestic partner, or significant other of a MI employee, the student shall not enroll in any course taught by the spouse, registered domestic partner, or significant other.

For your reference, the company prohibits employees from entering into artistic collaborations, contracts, or agreements with current students, again unless the student is the employee's spouse, registered domestic partner, or significant other. Under the policy employees are prohibited from establishing personal relationships with students that are "unprofessional and inappropriate."

**Examples include, but are not limited to:**

- Employees fraternizing or communicating with students as if employees and students were peers, such as writing personal letters or emails
- Texting student's personal information
- Calling students on cell phones or allowing students to make personal calls to them (teachers) unrelated to homework or class work
- Sending inappropriate pictures to students
- Discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professionally by a school counselor)
- Engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing
- Inviting students to your home, studio, or alternate place of employment
- Participating in a for profit business collaboration with a student
- Drinking alcohol or taking drugs with a student
- Engaging in a romantic or sexual relationship with a student
- Engaging in sexual activities with a student

Failure to adhere to this policy will result in termination. If you have any questions regarding this policy, please contact the Office of Student Affairs.

## **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-- direct or implied-- by another student, teacher and/or member of staff, and any student who hears, observes, reads or otherwise becomes aware of a threat 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 Musicians Institute 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 will 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.

#### B. LETTER OF ADMONITION

A Musicians Institute designee may provide notice to a student that his or her alleged behavior may have 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 ten 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; and
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
  - a. 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 Musicians Institute rules and/or regulation(s) allegedly violated, hear the student's defense to such charges, and counsel the student as appropriate; and
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 relevant to the case which are in the possession of the Student Conduct Committee at the time the case is referred. Relevant documents received thereafter will be shared with the student.

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.

At any time until the Student Conduct Committee recorder makes a 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.

3 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.

4 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.

An Agreement of Resolution may include-- 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 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.

1 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 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.

2 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.

3 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.

4 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.

5 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.

6 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.

7 Suspension

Suspension is the termination of student status for a specified academic term or terms, to take effect at such time. 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, and 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.

#### 8 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.

#### 9 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 Records 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
- 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; and
- 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 3 individuals possibly including, but not limited to, member of faculty, member of Musicians Institute management, member of Musicians Institute staff, and 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, 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 has published 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 fifteen 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 including:

- 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;
- 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
- 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.

## 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 Records; 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:

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

### **INTERIM SUSPENSION**

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

1. 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.
2. 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.
3. 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.
4. Disciplinary proceedings involving students on Interim Suspension will follow normal procedures provided in the Musicians Institute Student Conduct Code.

### **PRIVACY AND RECORDS RETENTION**

Student discipline records are confidential. The disclosure of information from such records is subject to Musicians Institute Policies Applying to Campus Activities, Organizations and Students and the Information Practices Act of 1977 (<https://www.calhfa.ca.gov/privacy/ipa.pdf>), and the Family Educational Rights and Privacy Act (<https://www.cde.ca.gov/ds/ed/dataprivacyferpa.asp>).

The Office of Registrar Services and Records 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 Services and Records 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 Services and Records will not provide additional records or information.

### **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 and federal laws and regulations.

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.

## **SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY**

Musicians Institute (MI) is committed to maintaining a creative campus environment that is safe, open, and accessible to all its community members, including students, employees, and visitors. As such, MI abides by the following policy regarding pet, service animals, and emotional support animals on campus.

For Employee Accommodations: [mary.marsh@mi.edu](mailto:mary.marsh@mi.edu)

For Service Animal Accommodations: [studentaffairs@mi.edu](mailto:studentaffairs@mi.edu)

For Students and Visitors on Campus

Permitted Animals: For students and visitors, only Service Animals are permitted in areas where dogs are permitted on campus. This means that a student or visitor may be accompanied by a Service Animal wherever the student or visitor would otherwise be permitted to be on campus. A Service Animal is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Examples of such work or tasks include but are not limited to: guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service

animals in training are included in the definition of service animals for the purpose of this policy. If you intend to bring a Service Animal on campus, please send an email to [studentaffairs@mi.edu](mailto:studentaffairs@mi.edu) notifying MI of your intent to do so.

Animals NOT Permitted: The following are not Service Animals and are not permitted on campus: (1) non-dog animals, except in some cases a miniature horse may qualify as a service animal; (2) animals that solely serve to deter crime; and (3) emotional support, comfort, and companion animals (i.e., pets).

#### For Employees on Campus

Permitted Animals: Employees and applicants for employment may have a Service Animal at work and may also have a Support Animal as a reasonable accommodation. Support Animals are animals that provide emotional support, comfort, or security for the benefit of a person with a disability, or that alleviate one or more identified symptoms or effects of a person's disability.

Permitted Inquiries: An employee requesting a reasonable accommodation related to a Service Animal or a Support Animal may be asked to provide documentation explaining why the employee requires an animal in the workplace. All inquiries must be handled through Human Resources, as they may involve confidential medical information. Please send an email to [mary.marsh@mi.edu](mailto:mary.marsh@mi.edu) if you would like further information regarding a reasonable accommodation request.

#### Responsibilities for All Service and Support Animals

For the handler of a Service or Support Animal, MI expects the following:

- Must attend to and be in full control of the Service or Support Animal at all times, including all care and supervision.
- Keep the animal under control at all times, e.g., through use of a harness, leash, tether, or voice control, depending upon the task/work performed.
- Must assure that the animal is free from offensive odors and does not display any behaviors or noises that are unduly disruptive to others.
- Must remove or arrange for removal of any animal waste.
- Must assure that the animal does not engage in behavior that endangers the health or safety of others.
- Is financially responsible for the animal's actions, including any bodily or property damage, or cleaning costs.
- Must comply with all local government codes and regulations, including requirements for vaccinations and licensing.
- Is encouraged, but not required, to have the animal wear some type of Service Animal or Support Animal identification.

For MI students, employees, and visitors, MI expects the following:

- Must allow Service and Support Animals to accompany the handler, as permitted under this policy.
- Must not touch (without the permission of the handler), feed, harass, or deliberately startle Service or Support Animals.
- Must not attempt to separate the animal from the handler.
- Should not discuss the handler's disability.

#### Removal of a Service Animal or Support Animal

MI may request the removal of a Service Animal or Support Animal for the following reasons:

- If the animal is out of control and the handler does not take effective action to control the animal.
- If the animal is not house-trained.
- If the animal poses a substantial and direct threat to the health and safety of others, and the threat cannot be eliminated by a reasonable accommodation.
- If the animal would cause substantial physical damage to the property of others, which cannot be reduced or eliminated by a reasonable accommodation.
- If the handler provides information that indicates that animal is not actually a Service Animal or a Support Animal, unless animals are otherwise allowed in the area.

## **BRING YOUR OWN DEVICE POLICY (BYOD)**

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 of the delivery application.

### Android Devices:

Phone & tablet devices utilizing the Android OS are compatible with the delivery 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).

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. For a complete list of all books/materials, as well as prices and purchasing information, please visit <https://www.mi.edu/admissions/textbooks/>.

## THE LEARNING MANAGEMENT SYSTEM

The learning management system (LMS) is an online software application for the administration, documentation, tracking, reporting, and delivery of educational courses at the Musicians Institute. The web address for Musicians Institute's LMS is [classrooms.mi.edu](http://classrooms.mi.edu), however, it is preferred that students access the LMS from [portal.mi.edu](http://portal.mi.edu). The MI portal is the gateway to all of the institution's online tools, such as e-mail, billing, as well as the LMS. Students who require assistance for LMS related problems can utilize the following email addresses:

- for non-emergency issues: [lmshelp@mi.edu](mailto:lmshelp@mi.edu)
- for emergencies that warrant immediate attention (such as testing access contact): [lms911@mi.edu](mailto:lms911@mi.edu)

## STUDIOS AND CLASSROOM TECHNOLOGIES

If you notice any issues with hardware or software in a classroom or private lesson room, please email [classroomhelp@mi.edu](mailto:classroomhelp@mi.edu). This includes issues with, but not limited to, computers, amps, keyboards, and speakers.

When emailing about a classroom issue, please provide the following:

- room number
- make and model (if applicable) of item with issue
- as much detail about the issue as possible.

For issues concerning drum gear, labs, or classrooms; please email Drum Services Coordinator Mike Vega at [mvega@mi.edu](mailto:mvega@mi.edu).

## MI ALUMNI

Musicians Institute Alumni are:

- Those who have successfully completed a Musicians Institute program in its entirety

by obtaining a certificate or diploma, have a zero pending balance, and have abided by the school code of conduct or;

- Those who have successfully completed a minimum of 15 credits at Musicians Institute and have a zero pending balance. Those who qualify under this category have limited resources, please inquire at [acs@mi.edu](mailto:acs@mi.edu).
- Those who fall into either category as described above AND who have not been terminated from MI for student Code of Conduct violations.

### ALUMNI PASS

Alumni who have successfully completed their program in its entirety, have a zero pending balance and have abided by the school code of conduct can request access to the main campus by the Registrar’s Office for an Alumni Pass.

- If eligible, the pass can be purchased for \$45 annually (must be paid in full at the time of registration) or for \$65 monthly (\$10 registration fee due the first month and \$5 monthly for the remaining 11 months). This pass can be renewed annually from the date of purchase in the Registrar’s Office. The Registrar’s Office is open Monday-Friday, 9 am - 4:45 pm.
- Pass holders must continue to abide by the student code of conduct while using the facilities.
- Musicians Institute has the right to refuse an Alumni Pass to anyone or revoke the pass from a current holder.
- Musicians Institute reserves the right to revise or revoke this policy at any time with or without notice.

Those who obtain the alumni pass will receive the following:

- Rehearsal rooms on the 3rd floor, the Library and designated rooms.
- Access to the main MI campus building on weekends, with the exception of school closures:
  - Friday: 5pm - 12am (midnight)
  - Saturday: 10am - 12am (midnight)
  - Sunday : 10am - 6pm

\*For access on any other day of the week, alumni must be pre-approved and provided with a guest pass.

Due to safety concerns, alumni and pending guests must provide a negative covid test taken within 48 hours prior to accessing the campus. Test kits will be available at security, availability is not guaranteed.

### ALUMNI WEEKEND ACCESS

DRUM ALUMNI	Access to the 3rd floor rehearsal rooms and Library, no drum labs
GUITAR ALUMNI	Access to the 3rd floor rehearsal rooms and Library, no private rooms
VOCAL ALUMNI	Access to the 3rd floor rehearsal rooms and Library, no vocal labs
BASS ALUMNI	Access to the 3rd floor rehearsal rooms and Library, no private rooms

KEYBOARD ALUMNI	Access to the 3rd floor rehearsal rooms and Library, no practice rooms or labs
GUITAR CRAFT ALUMNI	Access to the 3rd floor rehearsal rooms and Library in Main Building, no access to Guitar Craft facilities
AUDIO ENGINEERING, ELECTRONIC MUSIC PRODUCTION, INDEPENDENT ARTIST (IAP), ARTIST, PRODUCER, ENTREPRENEUR (APE), SONGWRITING, DJ ALUMNI	Access to rooms 102, 277 and 281 (unless there is a class meeting in the room) as well as the 3rd floor rehearsal rooms and Library, no studio access
COMPOSITION ALUMNI	Access to room 102 and Library
MUSIC BUSINESS ALUMNI	Access to the 3rd floor rehearsal rooms and Library in main building

Due to MI’s continued growth, these privileges are available to eligible alumni under the following circumstances:

- Priority to rehearsal room space is reserved for current students. If you are using a rehearsal room and a current student needs the space, you must vacate the room. Private lesson rooms, vocal labs, studios and other designated rooms will not be accessible to alumni.
- In order to keep a reasonable balance between current student and alumni use of facilities, a limit per weekend/day access may be set as needed.
- The public or ineligible alumni will not be able to join you for your rehearsal and will not be allowed into the school.

Alumni passes can be obtained through the Registrar’s Office, located in MI’s Main Passage: [registrar@mi.edu](mailto:registrar@mi.edu).

Industry resources and support will continue to be provided to all eligible alumni through the Artist and Career Services, Monday – Friday, 9 am – 5pm (Pacific Time).

Musicians Institute acknowledges that its community of alumni is a valuable part of the MI Family and the alumni privileges are an essential part of the MI experience. We encourage you to stay involved with MI as you further your careers, but ask that you understand the limitations of MI’s campus resources. It is our pleasure to accommodate our alumni in what ways we are able.

**SOCIAL NETWORKING CODE OF CONDUCT**

While we believe users should be able to express themselves and their points of view, certain kinds of speech or behavior simply do not belong in a community like MI’s Alumni network. Therefore, we would ask that you not post or share content on any MI alumni affiliated website that:

- is obscene, pornographic or sexually explicit
- depicts graphic or gratuitous violence
- makes threats of any kind or that intimidates, harasses, or bullies anyone
- is derogatory, demeaning, malicious, defamatory, abusive, offensive or hateful
- refers to a specific MI Alumni user by name with the intent to be derogatory, demeaning, malicious, defamatory, abusive, offensive or hateful

- incorporates the content of another MI Alumni user’s comment or opinion with the intent to be derogatory, demeaning, malicious, defamatory, abusive, offensive or hateful

Failure to comply with the above regulations can result in suspension to the Musicians Institute campuses and/or termination of all resources.

For a list of alumni resources please contact the Alumni Outreach Office at 323-337-1062 or alumni@mi.edu

## **STUDENT RIGHTS**

### **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Musicians Institute is licensed to operate in the State of California through the Bureau for Private Postsecondary Education. If you have any complaints, questions, or problems that you cannot resolve directly with the school, please write or call:

Bureau for Private Postsecondary Education

Mailing Address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Fax: (916) 236-1897

website: [bppe.ca.gov](http://bppe.ca.gov)

### **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  
titleix@campushollywood.com  
(323) 860-1177

Note: Comprehensive information on sexual harassment policy and procedure can be obtained in the Student Affairs. 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.

#### 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 January 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 January 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 Office 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)**

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives post-secondary students certain protections with regard to their academic records. Academic records include but are not limited to attendance, financial aid, school account information, tax information, report cards,

transcripts, disciplinary records, contact and family information, class schedules, charges, payments, and account balances. In general, schools may disclose “directory information” to qualified individuals and/or organizations without prior consent of the student. “Directory information” is defined as a student’s name, photograph, date and place of birth, major field of study, grade level, and participation in officially recognized activities and sports, electronic mail address, degrees, honors and awards received, and dates of attendance. However, schools must tell students about directory information and allow them a reasonable amount of time to request that the school not give out their directory information. To opt out, students must complete the Directory Opt Out form and submit it to the Registrar’s Office no later than Friday, Week 2 of the quarter in which they are enrolled.

FERPA-protected records are accessible only by those individuals to whom the student grants permission. Students may grant permission to access FERPA-protected records to individuals such as a parent, aunt, uncle, sibling, grandparent, spouse/partner, etc., by indicating the individual(s) name(s) and relationship to the student below. Under FERPA regulations, Musicians Institute is permitted to discuss information contained in and pertaining to academic records with eligible parents of dependent students without prior consent of the student.

#### 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 Manager of Registrar Services, a written request that identifies the record(s) 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 to the Registrar and 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 Musicians Institute not disclose personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Musicians Institute discloses education records without a student’s prior written consent under the FERPA exception for 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, DC 20202-5901

## 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 (P2P) file sharing. These provisions include requirements that:

- institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material;
- 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 Musician 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 these 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

Musician 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 Musician 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 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/faq](http://www.copyright.gov/help/faq).

#### MAINTENANCE OF THIS PLAN

Musician 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.

## STUDENT GUEST POLICY

MI is private property, and permission to enter is subject to rules and regulations established by management. MI reserves the right to deny entry or remove visitors from MI property at any time.

MI’s facilities are equipped and maintained for the benefit of currently enrolled students. No one other than currently enrolled students, currently employed staff, or approved vendors is permitted to enter MI facilities for any purpose except as noted below.

#### GENERAL POLICY

MI’s general facility entrance policy is as follows:

1. While in the MI building, all students must display valid MI ID at all times
2. Security will deny entry or remove anyone who does not display valid ID or is not listed on an approved Security Permission Form
3. All guests must sign in and out at the Security desk
4. Guests will be required to leave bags, parcels, and instruments at the Security Desk while in the building except under the specific conditions noted below
5. Students are responsible for the behavior of their guests while in the building

#### LOST/MISPLACED ID POLICY

- Lost IDs must be replaced immediately. Replacement IDs can be purchased from the Registrar’s Office for \$10.00
- Students who misplace their IDs must go to the McCadden entrance Security Desk to receive a temporary ID before they will be permitted to enter the building

#### STUDENT GUESTS

Student guests are permitted to enter the building only under the following conditions:

#### GUEST PERFORMERS ON “NON-MI” INSTRUMENTS

Players who perform on instruments not taught at MI (e.g., saxophone, trumpet, harmonica, violin) are permitted to enter MI with their instruments for the purpose of participating in student performances, recording sessions, and related rehearsals. A guest pass request must be completed at least 24 hours prior to the campus visit.

#### GUEST PERFORMERS FOR BACHELOR’S DEGREE JURY AND ARRANGING CLASSES

Non-student guitarists, bassists, drummers, keyboard players and vocalists may enter MI with their instruments for the specific purpose of participating in jury performances, arranging sessions or related rehearsals for currently enrolled bachelor’s degree program students. A guest past request must be completed at least 24 hours prior to the campus visit.

#### GUEST PERFORMERS ON AUDIO ENGINEERING, INDEPENDENT ARTIST RECORDING PROJECTS, AND ARTIST DEVELOPMENT THE SHOW (CC-161E)

- Non-student musicians may enter MI with their instruments for the specific purpose of participating in final recording projects with currently enrolled students.
- Audio Engineering sessions: A guest past request must be completed at least 24 hours prior to the campus visit
- Independent Artist sessions: A guest past request must be completed at least 24 hours prior to the campus visit
- Artist Development The Show (CC-161E) students should submit non-student musician names to the Artist Development Show Coordinator and/or the Director of Performance Programs and Faculty for approval to participate in “The Show” and for submission to the Safety and Security Manager. A guest past request must be completed at least 24 hours prior to the campus visit

#### STUDENT FAMILY AND FRIENDS

Students may invite family or friends to visit MI facilities during business hours (8:30AM-5:00PM) by submitting a completed Security Request Form to the Safety and Security Manager. Requests will be approved on a limited, case-by-case basis. Student family and friends may not bring instruments into the building and may not participate in classes, open counseling, recording sessions, LPWs or other MI activities.

#### HOW TO SUBMIT A GUEST PASS REQUEST (For students and MI faculty and staff members with the Mobile Access)

1. Click on the “Guest Pass” tab on [mobile.mi.edu](https://mobile.mi.edu)
2. Provide the guest information and upload the following documents for each guest:
  - Signed Waiver of Liability - COVID-19 (pdf)
  - Vaccine Card
  - Valid negative COVID test result within 48 hours of the guest visitation date
3. Once your request is approved, a QR code will show up under the “Guest Pass” tab (see an example below).

Scan the QR code at the security scanner when you bring in your guests.

## ALUMNI

Alumni status is granted to those who officially graduate from MI with a certificate or diploma. Following graduation, Alumni will be eligible to apply for one year of limited access to MI Library and practice facilities. Audio Engineering alumni must obtain approval in advance from the Chair of the Audio Engineering Program before being permitted to use recording facilities. To obtain an Alumni ID badge, complete an "Alumni Access Request Form," available in the Registrar's Office, after graduation, and submit it for approval. All approved Alumni must possess a valid Alumni ID badge to enter the building Alumni may not bring guests into the building.

## WITHDRAWING OR TERMINATED STUDENTS

Students who withdraw or are terminated from any MI program prior to completion are not permitted to enter the building for any reason except pre-arranged administrative appointments for one year following their date of withdrawal or termination.

## "HOLDS"

For various reasons, a hold is sometimes placed on an individual student's right to enter the building. Access is denied until an administrator officially clears the reason for the hold.

## SHUTTLE SERVICE

MI offers nightly door-to-door shuttle service for the convenience and safety of our students. Shuttle operating hours are 4:00PM-12:30 AM (Monday-Friday). Shuttle departs from MI's McCadden Place entrance on the half-hour. Service area is limited to a 2-mile radius of the MI campus. Please see the McCadden Place entrance security desk for more information on the shuttle service.

## STUDENT AFFAIRS OFFICE

The Student Affairs Office (SA) is here to provide support and guidance during your transition to MI and throughout the length of your program. Our mission is to ensure 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
- Referrals to health insurance providers/medical facilities
- Tutor requests (Common Course Subject Only)
- Enrollment Status Change and Academic Requests
- Special accommodations
- Service animal accommodations
- Online book access
- Music Prodigy Access
- Pilates/Yoga classes
- Lockers
- Clubs and Organizations

All students with questions or concerns are encouraged to stop by our office. If we can't assist you

directly, we will help you find someone who can. We're here to help!

#### THE BOOK

"The Book" is your guide to Los Angeles. We have compiled contact information and listings for everything from restaurants to medical clinics to museums and other places of interest. If you are new to the area, "The Book" is a great introduction to all that Los Angeles has to offer. It is available <https://library.mi.edu/newstudentguide>.

### GENERAL SERVICES

MI Direct Housing & Referral Services:

#### APARTMENT VACANCY LISTING SERVICE

Apartment listings are updated weekly in the Admissions office. They include areas within a two mile radius from school as well as the San Fernando Valley near metro stations. Rental prices from these listings average from \$700.00 to \$2,100.00 per month. Special considerations, such as number of bedrooms, proximity to public transportation or public services, freeway access, onsite laundry facilities or pet policies are included in these listings. That gives you a wide range of opportunity in searching for a place to live.

#### ROOMMATE REFERRAL SERVICE

This is your first step in networking at Musicians Institute. If you are looking to connect with one of your fellow students and share an apartment, this list contains your potential roommate's name, place of residence, arrival date, phone number, email address and personal preferences. By filling out our Roommate Questionnaire, you too can be added to the Roommate Referral list which is available exclusively for incoming MI students, current MI students, and MI alumni in good standing. This list is sent to you by e-mail and Musicians Institute is bound to protect the privacy of the students contained in this list. No information from the Roommate Referral list will be shared with any individuals or organizations without expressed written consent. Please report any changes or discrepancies to MI Housing Department immediately.

#### TRANSPORTATION

We can provide the application and required enrollment verification letter for the Metro Reduced Fare Monthly Pass, which allows students unlimited rides on Metro busses and trains for the entire month. We keep routes/schedules for all Metro Rail lines and multiple Metro Bus lines in the SA office. We can also provide students who commute via Metrolink commuter trains with additional information on obtaining discounted student tickets and transferring to Metro Rail lines. For students commuting by car, we provide a map of local parking lots and daily parking rates as well as information on lots offering discounted monthly parking passes. Please stop by the Student Affairs Office for more details.

#### HEALTH INSURANCE

MI recommends that you maintain your own health insurance coverage, though we understand that it is not always a possibility (Note: non-US citizens are required by law to obtain health insurance prior to enrolling in school. Please see the International Student Affairs Office for further information). For students seeking health insurance coverage, we suggest researching policies online through a website like [ehealthinsurance.com](http://ehealthinsurance.com). For students without health insurance, we can refer you to area medical clinics and state- and county-funded facilities for low-cost and/or no-cost medical treatment.

## PERSONAL COUNSELING

Our staff counselor is available weekly, free of charge, for half-hour and hour-long sessions. Sessions can be reserved by appointment. Please stop by the Student Affairs office if you have questions or want to schedule an appointment.

## TUTORING

Students who would like additional academic assistance may submit a tutor request form to the Student Affairs Office. Tutor sessions are provided free of charge. Tutors will be assigned based on their availability, and the sessions are arranged around the tutor and student's schedules. Additional sessions may be requested after completing the second session. After the student confirms the tutor session, attendance is mandatory unless the student notifies the tutor coordinator in advance. Students who miss a tutor session without giving prior notification will be temporarily prohibited from requesting tutor sessions.

## SHUTTLE SERVICE

MI offers nightly door-to-door shuttle service for the convenience and safety of our students. Shuttle operating hours are 5:00PM-2:30 AM (Monday-Friday) and 10:00PM-1:00AM (Saturday & Sunday). Shuttle departs from MI's McCadden Place entrance on the half-hour. Service area is limited to a 2-mile radius of the MI campus. Please see the McCadden Place entrance security desk for more information on the shuttle service.

## LOCKERS

Lockers are available on campus for student use. Stop by the Office of Student Affairs to review MI's Locker Policy and process. Locker sign-ups are from week 1 to week 5 of every quarter.

## CLUBS AND ORGANIZATIONS

Musicians Institute encourages students to determine their role on campus. With a diverse student body, clubs and organizations are welcomed to organize. Clubs are allowed to host events on campus such as: concerts, lectures, clinics, cultural and social events.

To be recognized by MI, organizations need to follow the following steps:

1. Review the list of current organizations on the [www.mi.edu](http://www.mi.edu) website to ensure that your club/organization does not overlap with an already existing one.
2. Find at least six other individuals interested in joining your club/organization.
3. Find a faculty or staff member at MI to serve as your advisor.
4. Figure out a name that does NOT start with MI. For example, "MI Jazz Club" is not allowed, but "Jazz Club at MI" is okay. The name should reflect your purpose.
5. Fill out the following Application & Constitution form on MI.edu (<https://goo.gl/forms/8PY5Bux93S6kM1Pl2>)

The Student Affairs staff, along with everyone else at MI, is dedicated to providing you with a healthy, safe and productive experience while you're in school. Thousands of MI graduates all over the world look back on their time here as the best time of their lives, and we will do everything we can to make sure that's true for you, too. Good luck and have a great journey!



# LIVE PERFORMANCE WORKSHOPS (LPW)

*Note: The following information applies to on-campus programs. In the MI Online program, LPWs are structured as a normal weekly class. The MI Online LPWs are named with the suffix "ON" within the student schedule (i.e., CC-013G-ON.1 is the course code for the first quarter Guitar LPW course for the MI Online student). Please refer to the course syllabus for details.*

## OVERVIEW

MI's Live Performance Workshops (LPWs) are a unique offering. Unlike a traditional class, the LPW course does not appear on the student's schedule, as each student selects songs according to their own stylistic interests and scheduling availability. A variety of LPWs are offered weekly. Each student is responsible for fulfilling the minimum performance requirements by participating in LPWs throughout the quarter.

A minimum of ten LPW performance credits are required per quarter. In the event a student earns more than ten performance credits in a quarter, the ten highest grades are averaged for the final grade. There are no exams involved with LPWs.

Each time a student performs at an LPW, one LPW credit is earned. More than one credit can be earned in a single LPW class meeting, but no more than one credit may be earned per hour. For example, if a student plays the Modern Rock LPW at 3:20pm, 3:30pm, and 4:20pm, they would receive two LPW credits.

LPW classes are scheduled from week 1 through week 10. As week 11 is the final exam/testing week, there are no LPW classes during week 11. No LPW credits can be awarded during week 11.

## SIGNUP PROCEDURE

Student sign-ups for LPWs are found on the [mobile.mi.edu](http://mobile.mi.edu). Students are to log in with their username and password, then go to ALL LPW> SU2022 (or current quarter) LPW Sections. Students can browse through weeks, songs, hours and supplemental materials (charts, lyrics and music-minus-one tracks) depending on the offering. Students may sign up for available slots up to a week in advance.

### FOR ON CAMPUS LPWs:

Students can also "walk-in" to an LPW without signing up in advance by attending the physical class. If there are available slots, the student can perform. Instructors of the LPW class can sign up "walk-in" students in order to award credit.

### FOR ONLINE LPWs:

Students submit video links of their performance or perform "live" depending on the specific course offering. Students can also collaborate on their videos where each student performing will receive a credit.

### CANCELLATION "No Show" OF LPW SIGN UPS:

Students may delete their LPW slot up to 12 hours in advance of the class start time in order to avoid penalty. LPW sign-ups canceled within the 12 hours before the class will be marked as a "No Show." If the student doesn't show up to perform for their slot, that will also be marked as a "No Show". Each "No Show" is 2 points off the student's final course grade.

After completion of an LPW, the student may confirm their credit and grade by checking the portal. If a

grade has not been posted within 24 hours of the performance, please contact the instructor or [lpwhelp@mi.edu](mailto:lpwhelp@mi.edu).

If you have any other question or issues regarding LPW please contact: [lpwhelp@mi.edu](mailto:lpwhelp@mi.edu)

LPW OFFERINGS: All days and times are located in [mobile.mi.edu](http://mobile.mi.edu).

#### STYLE AND REP LPWS

Style and Repertoire LPW: dedicated to specific styles and genres. Offerings include: Latin/Brazilian, Modern Rock, Contemporary R&B, Blues, Classic Rock, Country, Hip Hop, Funk, Fusion, Hard Rock, Metal, Billboard Hot 100 (pop), Punk, K-Pop, American Songbook (jazz standards), Jam Band, Rock Repertoire (specifically for LPW 013 and LPW 023).

#### ARTIST DEVELOPMENT LPWS

Artist Development LPWs: dedicated to the performance of original songs, compositions and arrangements.

Playback LPW: performances using backing tracks

Coffee House: acoustic solo, duo, trios, etc.

#### ARTIST DEVELOPMENT: THE SHOW (CC-161E) and LPW Credit

Students enrolled in LPW and participating in a backing band for an “Artist Development: The Show” student can earn LPW credits. The Jury and the Final Show are in the Concert Hall and are judged by a panel of music industry experts.

Participating band members (those performing vocals or playing an instrument) receive three graded LPW credits per performance set for their participation in the Artist Development Jury. Students who are enrolled in Artist Development: The Show (CC-161E) do not receive LPW credits. NOTE: No LPW credit is given for Artist Development: The Songs (CC-160E).

## CAMPUS LIFE

### SPECIAL STUDENT EVENTS

MI provides a regular schedule of entertainment and recreational events to make your stay at MI not only productive, but fun! Please check the campus bulletin boards, your MI student e-mail address and your student Portal regularly for events updates.

### GETTING THE MOST OUT OF MI

Musicians Institute is a veritable gold mine of opportunity and information, and as it is with most things in life, there is a direct relationship between what you put into it and what you get out of it. We regard you as a mature individual who has shown the desire to make it as a creative professional, and we are prepared to equip you with the tools you need to accomplish your goals and show you how to get there as quickly and efficiently as possible.

### RESPECT FOR OTHERS

Professional success comes from a combination of skills and attitude. The best opportunities almost always come about through personal contacts and recommendations, and you are establishing those

contacts NOW. Your fellow students, teachers and staff are your peer group—professional musicians with whom you are associating with every day and who will influence your career for years to come. Make sure that your conduct speaks well of you. Treat everyone as you would like to be treated.

### **RESPECT FOR YOURSELF**

Maintain a healthy diet, exercise, and take time to enjoy a social life. Drug and alcohol abuse have ruined many promising careers and have no place in your development as a serious professional. Set reasonable goals for yourself. Organize and manage your time and materials. Don't leave your instruments or valuables lying around the campus. Use and follow your own good common sense.

## **ARTIST & CAREER SERVICES**

### **MISSION STATEMENT**

Artist & Career Services (ACS) is an extensive resource center designed to engage students and alumni and offer them active professional & personal development to succeed in today's competitive entertainment industry.

### **CORE VALUES**

- Networking
- Integrity
- Commitment
- Collaboration
- Development

With the proper tools and direction, ACS is committed to providing the proper tools and guidance to maximize student success during and after their academic career at Musicians Institute.

### **MI CONNECTS OVERVIEW**

MI Connects is a proprietary service available to current MI alumni and students seeking: jobs, internships, EPK development, collaborations and gig opportunities. This in-house network is sustained by ACS's modern approach and partnership deals with a vast number of entertainment entities ranging, but not limited to: scouts, managers, producers, agents, labels, major artists and directors. These connections give MI students and alumni the competitive edge in addition to real-world application of their newly developed skills.

#### **MI Connects: Jobs**

Hundreds of new job opportunities are posted weekly for students and alumni to apply for with our partners. All posts are vetted and screened to ensure optimal choices no matter what skill level.

*\*MI offers no guarantee that professional employment will result from registering with the MI Connects or from enrolling in, attending, or completing any MI program. MI reserves the right to alter the features of or to interrupt or cancel operation of MI Connects at any time without prior notice.*

#### **MI Connects: Gigs**

Looking for a local gig? The Gig section assists artists by creating an online community for both professional and developing musicians. MI students/alumni can post or search through listings via filters

to ensure they are presented with streamlined options.

#### MI Connects: Collaborations

Musicians Institute is not only a great place to improve your craft, it's also a place that gives students an opportunity to meet and work with fellow students outside of their field of study, with MI Collaborations. We encourage students to reach out to their peers, whether forming a band, needing a bass player or needing music business advice. Collaboration is important when networking and moving forward with your own personal goals.

#### MI Connects: Marketplace

Buy, sell, trade unwanted items and musical gear with fellow students and alumni.

#### MI Connects: MI Calendar

Keep up with the events happening on campus such as clinics, presentations, student events, and campus opportunities.

#### MI Connects: My Digital EPK (Electronic Press Kit)

An electronic press kit (EPK) is a professional music resume that music entities (promoters, talent buyers, music supervisors, etc.) use to understand who you are as an artist. This kit takes the form of a website and includes things such as news, pictures, bios, live performances, music and tour dates. Developing the flawless EPK is critical to your success in making connections and scoring gigs. MI Connects assists by having a one stop shop approach as an EPK can be built directly in the system with steps to ensure a complete EPK is available for promotion.

## **WORKSHOPS**

A variety of career and industry related workshops are hosted by ACS year-round to maximize student experience and knowledge in the current entertainment industry. Event topics can vary quarter to quarter due to the availability of working professionals in the industry. Students and alumni are highly encouraged to participate to enhance their professional development and network with their peers.

#### Résumé, Cover Letter, EPK and Mock Interview Services

ACS staff is available to assist in the review and development of students and alumni: résumés/cover letters, EPKs, interview skills, and any promotional material. Stop by ACS to make an appointment or schedule an appointment via the available links in MI connects.

ACS business hours are Monday through Friday (excluding holidays), 9am-5:30pm.

#### AUDITION WORKSHOPS/MOCK AUDITIONS

Audition workshops & mock auditions are designed to introduce and develop the fundamental skills needed to have a successful audition in a professional setting. Students begin their journey with audition workshops where they learn the basics and etiquette of auditioning. Once they have mastered the audition workshop, they advance to mock auditions where they perform and are critiqued by MI's A&R professionals.

#### HEADSHOTS

Having professional promotional material alongside talent is crucial in today's entertainment industry. ACS offers graduating students the opportunity to schedule a photo shoot slot with MI's professional photography team. Students will receive raw (untouched) images after their scheduled appointment.

Turn-around time averages one week for the edited photos. In addition, students have the opportunity to use the services of a professional makeup artist prior to going in front of the camera. These photo shoots happen weeks 10 and 11 (days vary depending on student reservations).

### **CAREER/INDUSTRY MENTORING (MOBILE.MI.EDU)**

Students and alumni have the opportunity to meet one-on-one with ACS staff for feedback and anything dealing with career guidance. In addition, they can meet successful industry-working mentors to receive personalized career advice on their progress and current projects outside of the ACS support staff. ACS strives to keep a diverse mentor list based on the mentor's: specialized field, musical genre and availability.

### **INTERNSHIPS**

The ACS Internship Program provides MI students with real-world experience in the music industry through internships in music-related companies. Students in the Music Business Program are required to complete an internship, while Common Course and Audio Engineering majors are able to sign up to be interviewed and considered for the elective program. Internships are for college credit and enrolled students only. Students in good academic standing can sign up for an interview during weeks 4 through 6 after the completion of at least one quarter of their respective program at MI.

*\*MI provides no guarantee regarding the future availability of internships at specific companies or in specific positions Placement is subject to availability and student qualifications*

### **STUDENT WORKERS**

Interested in working on campus? Fill out an application to get the process started in Weeks 1-4 of each quarter. <https://bit.ly/MIStudentEmployment>

*\*Employment is not guaranteed*

### **DISCOUNTED ENTERTAINMENT TICKETS**

Discounted tickets to Universal Studios Hollywood, Six Flags Magic Mountain & Six Flags Hurricane Harbor, AMC Movie Theatres, The Taxi Rally, ASCAP "I Create Music Expo," NAMM, Grammy U, etc., more information is available in the ACS office.

*\*Subject to availability and while supplies last*

## **MI LIBRARY**

### **LIBRARY HOURS**

The library is open and staffed during the following hours (subject to change):

Monday – Friday	8:30AM - 08:00PM
Saturday	10:00AM- 06:00PM
Sunday	CLOSED

While using the library, we ask that students, faculty, and staff respect the space and other users to maximize the experience within the library. . Please be advised that food and drink are not permitted in the library and that noise levels should be kept at an appropriate level. All users are asked to respect the direction of library staff members.

The institution holds or otherwise provides long-term access to sufficient information and learning resources to support its purposes and all of its educational programs. To supplement resources beyond the core library of the institution, there may be specific long term written arrangements for student access to off-campus or electronic resources. Programs are in place to train students in the use of library and other information resources, and to develop information literacy skills. The institution must demonstrate that library and learning resource use is a fundamental part of all its curricula, and that the faculty is involved in ensuring such use.

### **Musicians Institute Library Mission Statement**

The Musicians Institute Library supports the comprehensive, innovative, and unique educational and research goals of the Musicians Institute College of Contemporary Music by providing resources, information, and services essential to students, faculty, and staff. These services include reference, instruction, and the acquisition and provision of online and in-house scholarly and supplemental materials to aid in student academic success.

### **Musicians Institute Library Goals**

Provide exceptional, timely, and accurate point of contact circulation and reference services while assisting the Musicians Institute students, faculty, and staff with scholarly and supplemental remote research via online databases and archives, interlibrary loan, and also through the physical locating, borrowing, requesting and returning of materials.

Facilitate a space offering the forefront of available technologies through which students of the Musicians Institute may achieve academic success offering an inviting space for research and the sharpening of skill within their discipline by means of a pristine modern environment that fosters creativity and is conducive to study

Ensure preservation of the Musicians Institute intellectual assets or trade secrets providing students and faculty with recorded live performance workshops, concerts, and clinics online and maintaining a digital library containing expansive MI content with enduring value.

Offer individual and course instruction on effective research and information retrieval online, remotely, and in multiple formats. Work with faculty to provide and deliver effective, contemporary, course related materials. Develop and maintain the continuously evolving Musicians Institute Library collections with an eye toward the future.

Maintain a friendly, helpful point of contact for all Musicians Institute faculty, students, and staff while serving as a link between students, faculty, and various campus entities. Offer continuing education opportunities for those employed with the library in an effort to continue along the lines of the college's pioneering, entrepreneurial, and industry relevant spirit.

Information and Learning Resources: In addition to the aforementioned, the Musicians Institute Library continues to strive to keep up with the College's new course offerings within the current certificate through master level programs. We continue to collaborate with faculty on collection development for all programs on a quarterly basis.

Profile of Holdings and Resources: The MI Library's collections are offered in a wide variety of formats. Currently there are over 1,000 scores, 1,500 books, over 1,100 DVDs, and 3,400 CDs; searchable on or off campus within the library's cataloging system, Alexandria (<https://mi.goalexandria.com>) . When

available, books, recordings, and videos are purchased as e-books and within e-resources. The library is working on expanding its print and eBook collections. CDs and DVDs are available on request and kept on shelves behind the circulation desk. Interlibrary loan is offered to library users if purchasing the requested materials is not an option.

The library's e-resources are continually evaluated and expanded. MI students have access to the library's online resources through the library's website <http://library.mi.edu>. They include databases such as JSTOR Music, Oxford Grove Music Online, Oxford Grove Dictionary of American Music 2nd Ed, eBooks and Audiobooks on Overdrive and through the Libby App, Pollstar Pro for music business students, and guides on subjects such as creating citations and the basics of music copyright. In addition to e-resources, the library also offers streaming clinics and masterclasses dating from 1977 as well as recordings of live performance workshops from the past five years.

The Musicians Institute Library and the MI Marketing Department jointly oversee the digitally streamed Clinics and Master Classes dating from 1977-present. The goal of our partnership is to ensure the preservation of the content while providing access to students and faculty for educational purposes; maintaining a digital library containing expansive MI content with enduring value.

Description of Information Literacy Expectations for Institutional and External Library Computing Facilities: The Musicians Institute Library abides by the regularly updated Association of College and Research Libraries [Framework for Information Literacy for Higher Education](#). Programs are in place to train students in the use of the library and other information resources, and to develop information literacy skills. These programs include a brief overview of library resources during orientation, an online course on information literacy and an in-depth view on the library's resources, which is a graduation requirement, and one-shot instruction sessions for individual classes on a variety of topics, but primarily how to search databases and how to cite sources in the Chicago/Turabian style.

Curricula and Faculty Involvement in Collection Development: Collaboration with faculty on a quarterly basis and throughout the quarter assists the library in building collections within each subject. Through surveys and both in-person and online communication, we're able to facilitate feedback regarding the library's collections, services, and facilities. Students are encouraged to fill out a form on the library's website (<https://library.mi.edu/requestmaterials>) with collection development requests.

Descriptions of Computing Facilities and Usage: The Musicians Institute Library offers 85 Macintosh Desktop Computer stations and 25 practice stations totaling 110 stations for study and practice. 40 of the desktop computers offer audio interfaces, so that students may plug in their instrument to practice. The 25 practice stations offer multi-effects units for students to plug into to practice, and 45 computers offer a quieter research and study space. The library also provides a dozen empty desk space for students who bring their own laptops or wish to study without a computer. Each computer offers and internet connection with web browsers opening to the MI Library's website of <http://library.mi.edu>. Software on the 85 Macintosh Computers in support of music, academics, and the school's curriculum includes Reason and Logic digital audio workstations, Microsoft Suite,, and more.

In addition to the library's computers there are also several computer labs on campus available to students for use 24-7 outside of classes taking place in the labs.

Students are able to print from the computers within the library. They are required to input their

provided email username and password for statistics tracking and to apply appropriate charges. Standard black & white printing costs \$0.10/page. For more information about printing costs, please visit the library's about page (<https://library.mi.edu/about>).

**Plan for Library and Computer Development:** The Musicians Institute Library is in the process of building its print collection, which is currently between 7,000 and 8,000 cataloged materials. We will continue to catalog approximately 1500 materials per year, which would double our collection in five years. All of the library's print materials are searchable in both the [online catalog](#) and [discovery system](#). Through the library's discovery system students may search all of the MI Library's scores, books, CDs, DVDs and online databases at once simultaneously.

We're also working on recataloging our clinics, master classes, and student live performance workshop video dating back to 1977 to stream sound and video on and off campus through LDAP authentication through our [Avalon](#) system. They're currently cataloged within an on-campus system only.

Within the next five years we will continue to evaluate our online catalog to see if there is a catalog more suitable to our goals as we grow as an institution. We will also look into additional shelving and shelving locations as we continue to grow our physical collection. Should loss become an issue with a larger physical collection we will research the possibility of the RFID tagging of our collection.

**Location:** The Musicians Institute Library's Campus Hollywood location is within the Main Building of Musicians Institute on the second floor surrounded by performance rooms. The library's collections include scores, books, recordings, videos, and periodicals; as well as a comprehensive range of e-resources and digital resources. The MI Library serves the students, faculty, and staff of the Musicians Institute and the Guitar Craft Academy Nashville, as well as the broader community; visiting researchers and scholars.

**Governance and Administration:** The Director of Library Services, MLS, provides direction and leadership for the library's collections, services, personnel, and facilities. Reporting to the Dean of Industry within the Office of Academic Affairs, the Director engages the MI community through outreach efforts, strengthening the collection, classroom instruction, and research assistance. The Director of Library Services meets with the Director's team once per week, each Monday, to better involve the library in the school's overall strategic planning.

**Personnel:** The Director of Library Services is an administrative position reporting to the Dean of Industry / Chair of Audio Engineering within the Office of Academic Affairs. The Director of Library Services is responsible for developing and maintaining music collections in a variety of formats. The position directly manages a student staff of approximately twenty in addition to one full-time staff member and two part time staff members administering the library's facilities. The Director provides research assistance and classroom instruction.

The Director of Library Services position requires an American Library Association (ALA) accredited Master of Library Science degree and a music background. A second graduate degree in music is preferred. Extensive experience in library management is required of the Director.

The regular and student staff positions include assisting with the following responsibilities: staffing the circulation / reference desk, cataloging within a MARC record format, CSS based website and calendar updates, library subject guide creation, collection development, weeding, tracking budget funds,



accounting, equipment maintenance, outreach, and scanning MI historic photos to Library of Congress standards and cataloging them within a Dublin Core record format. Student staff receive monthly, weekly, and daily training and educational sessions. Staff members attend and present at national and international music library association conferences such as MLA and IAML. Students and staff also attend American Library Association, Association of College and Research Libraries, database, catalog trainings and educational sessions. The library staff operate in a collaborative team environment in which all members contribute to projects, assist faculty, staff, and students, and ensure smooth operations.

Services: The Musicians Institute Library is open approximately 68 hours per week each quarter, closing for major holidays. Students, faculty, and staff have access to research assistance, reference, and general questions through in person consultations, email, telephone, text, and online chat. Course instruction on how to effectively utilize library resources and conduct research is taught by the Director of Library Services and is available to all administrators, faculty, staff, and students.

The library maintains print course reserves within regularly shelved materials in the library. The library works with faculty each quarter via email polling each faculty member to ensure our faculty course reserves are up to date. There is also a form within the library website that faculty may fill out to request additional course reserves throughout the quarter.

The library offers access to other libraries and collections through OCLC's Inter-library loan service. Faculty, staff, and students may make inter-library loan requests in person, chat, text, email, phone or via OCLC Discovery Platform, or online form outside of the library's hours of operation.

Facilities: The Musicians Institute Library offers students 85 Macintosh Computers equipped with audio interfaces, music notation software, and various digital audio workstations such as Logic and Reason. Also available to students are twenty-five Boss Jam stations for the purpose of practicing the study of music. Within the last decade the library space was dramatically reconfigured from thirteen student computers to one hundred and ten practice and workstations to ensure student success. Guitars, basses, various equipment, headphones, adaptors, and cables are available for student check out to plug into the library's audio interfaces or for practice throughout dozens of practice rooms surrounding the library.

#### Strengths:

- Location in the college's main performance building
- Strong faculty collection development support
- Administrative support of innovation
- Clinic and master class digital assets 1977-present
- Print and eResources reflective of both teaching and learning at MI
- 85 Macintosh computers with audio interfaces and 25 Boss Jam Stations
- Strong Marketing and IT Support as well as school wide support

#### MI Databases

[Overdrive eBooks, Audio MP3 Books, Streamed Video](#)

[Oxford Grove Dictionary of American Music](#)

[Oxford Grove Music Online](#)

[JSTOR Music](#)

[Pollstar Pro](#)

MI Interlibrary Loan  
[OCLC Interlibrary Loan](#)

MI Campus Access & Remote Access  
[Alexandria Online Patron Access Catalog](#)  
[Boopsie App](#)  
[LibGuides Website and Subject Guides](#)  
[OCLC Discovery System](#)  
[OCLC Proxy Remote Patron Authentication](#)  
[Trumba Events & Academic Deadlines Calendar](#)

MI Print Services

Please visit the MI Library [About Page](#) for more information about our collections and policies.

## ROOM/LAB RESERVATIONS

### **GUITAR/BASS PROGRAMS**

The following Guitar and Bass private lesson rooms are available for student use when not scheduled for private lessons: MI-201, MI-203, MI-205, MI-207, MI-211, MI-212, MI-214, MI-215, MI-216, MI-217, MI-218, MI-219, MI-220, MI-221, MI-223, MI-225, MI-227, MI-229, MI-231. Students are responsible for belongings left in the private lesson rooms. Taking bathroom breaks while using the practice rooms is considered acceptable behavior, however, leaving a room unattended while leaving personal belongings to “save” the room for more than 15 minutes is not.

NOTE: Guitar and Bass students may not use Vocal Program or Drum Program assigned practice labs at any time.

### **KEYBOARD TECHNOLOGY PROGRAM**

Keyboard students book Keyboard labs via [mobile.mi.edu](http://mobile.mi.edu) under the header "Keyboard Lab Booking." Students then meet a Studio Tech at the Tech Office (MI-291) at their booking time to be let into a room. Then they check out with the Studio Tech at the end of their session.

### **DRUM PROGRAM (NON-ASSIGNED LABS)**

Drum labs have been designated for sign-up if your assigned lab is in use.

Three practice rooms (DL345, DL346 and DL347) are available for checkout in the event your assigned lab is not available. Drum Program students can check these rooms out in 2-hour increments by leaving their ID card with Security. Room MI-325 is a specialty room equipped with a be-bop kit, a hybrid e-kit and a DTX Multi-12 unit. This room can only be checked out with Drum Services personnel.

### **VOCAL PROGRAM (NON-ASSIGNED LABS)**

Keyed Vocal labs are available for Vocal Students only. To use these labs, go to the Security Desk and

exchange your ID for the appropriate key.

### **INDEPENDENT ARTIST PROGRAM, DJ PERFORMANCE & PRODUCTION, ELECTRONIC MUSIC PRODUCTION, AND AUDIO ENGINEERING STUDIOS (NON-ASSIGNED LABS)**

Specific studios are available for Independent Artist Program, DJ Performance and Production, Electronic Music Production, and Audio Engineering students to reserve at select hours. To use these studios, you must reserve the space on mobile.mi.edu. Access to booking times will begin one week in advance of schedule and on a first come, first serve basis.

**Studio Rules** (Contact specific Director of Programs and Faculty for a complete up-to-date list of rules and for more information on booking these specific studios):

Please note: Booking studios and venues is a privilege, not a right. Failure to adhere to the below policies can mean losing access.

- Drugs, alcohol, food, and drinks are not permitted at any time in the studios or venues. No walk-ins are allowed during this quarter. You must book a session ahead of time to be allowed on campus.
- Due to the pandemic, we strongly suggest vocalists bring their own microphones. Vocal microphones are not cleaned at MI, so should you or someone use an MI vocal mic, please do so at your own risk.
- Non-student and non-staff guests are not allowed on campus during this quarter. If you have outside musicians who are pertinent to your final projects, you must contact Jonathan Newkirk newkirkj@mi.edu at least 3 days prior.
- The following rooms allow for student or staff guests during this quarter:
- A Studio Tech will meet you at the AE Mic Locker (room MI-165, next to the student lounge), at the start of your session.
  - The Studio Techs are there to help you check out microphones, make sure all equipment and studios are treated with respect, and to help with troubleshooting as needed.
  - Please be patient and wait next to your room, as they may need to let in multiple students at a time. If you are not next to your room, you will not be let in for your session.
  - If you are more than 15 minutes late to your session, you will not be let into the studio / room and your session will be forfeited for the day.
  - There is NO load-in or load-out time provided. Your session start and end time is exact. Calculate these into your allotted hours.
  - Drum sets are located in Studio A, Studio C, and Studio F. You may use the set in each room or bring your own set.
  - Drum sets cannot be moved from one room to another.
  - Drums cannot be brought in and tracked in Studio B or Studio D.
- Grand Piano located in Studio A and an upright located in Studio C.
  - Pianos cannot be moved from their original position
- You will be required to tear down anywhere from fifteen to forty-five minutes before the end of your session, depending on the size of your setup. You MUST back up all files, zero the board (if applicable), pack up the microphones, and clean up when the Studio Techs staff tell you to do so.
- If you have to leave before the end of your session, you must notify the Studio Techs.
- If you need to cancel your session, please do so on Mobile.mi.edu the day before your session.
  - If you have an emergency and need to cancel same day, please email studiobooking@mi.edu BEFORE the start of your session

- Students who cancel on the day of their session on a regular basis will lose their booking privileges
- Students who attempt to cancel after the start of their session will lose their booking privileges

If any of the below rules are broken, booking privileges will be suspended for **two weeks** and any session already booked during those two weeks will be canceled:

- Not showing up to your session without canceling
- Regularly canceling a session on the day of the session.
- Regularly showing up late for a session.
- Not cleaning up, zeroing the board (if applicable), and putting the room back in perfect working order when asked by the Studio Techs.
- Not vacating the studio by the end of the session time.
- Leaving campus without informing the Studio Techs.
  - Leaving the room for a quick bathroom break or quick smoke break is acceptable. Leaving to get food or go pick up a piece of gear is not.
  - If you are gone from a room for more than 15 minutes, your session will be closed out and the doors will be locked.
- Abusing or breaking studio equipment or removing items from the studios.
  - The Studio Techs will provide microphones at the start of the session and collect them at the end of the session. Students are never to remove them from a room.
- Booking studio time for someone other than you.
  - You are required to be in the studio at all times during your session.
  - You cannot check in and allow someone else to use or run your session.
  - If you are not in the room during your session, we will cancel the booking and vacate everyone from the room.
- Collecting money from the use of any studio facility or MI facility.
- Blocking/covering studio windows or sleeping in the studios.
  - If you are caught doing either, your studio session will be immediately canceled, and you will be forced to leave the room.
- Inappropriate studio etiquette or being disrespectful to the Studio Techs or other MI Staff.

If any of the below rules are broken, booking privileges will be suspended **the ENTIRE quarter** and any session already booked will be canceled:

- Bringing food, drink, alcohol, or drugs into the studio.
  - Sealable bottled water is the only thing allowed in the studios and only in the Live Room, Vocal Booth, and Iso Booth.
  - Open liquids are NEVER allowed in the control room near the Consoles and other electrical gear.
  - Not social distancing from staff.
- Engaging in any activity that makes MI Staff members feel unsafe.

## REHEARSAL ROOMS

Most of the classrooms become available for use as rehearsal rooms during weekday evening hours and

at selected hours on the weekends. These rooms are all equipped with two guitar amps, a bass amp, a PA, and drums. Each student is entitled to one reservation for a two-hour time slot per week. The school week runs from Monday to Sunday. Reservations for the coming week are taken beginning Friday morning.

### **HOW TO RESERVE A REHEARSAL ROOM**

- 1 Log into mobile.mi.edu
- 2 To find an open room to reserve, click on the Rehearsal Room Sign-up section and browse available rooms
- 3 You then can officially reserve the room by clicking on the Submit button
- 4 After the reservation is made, you can always log back in and click on the My Sign-ups section to either delete the reservation or just to double-check the stats of the room (i.e. when and where)

### **REHEARSAL ROOM POLICIES**

- No smoking, food or drinks are allowed in rehearsal rooms
- Your volume must be kept at a reasonable level. You must turn it down when told to do so by Security
- You may bring your own equipment. Security will check it in and out of the building
- Non-student guitarists, bassists, drummers, keyboardists, and vocalists will NOT be allowed to rehearse at MI except under specific conditions (see the Guest Policy) Rehearsal facilities are maintained and equipped for the primary benefit of currently enrolled students
- You must report any broken equipment or other problems with your rehearsal room to Security immediately
- No rehearsing is allowed between 8:30am & 10:00am Monday through Friday in the rehearsal classrooms
- Failure to comply with any of the rehearsal room rules will be considered an infraction Penalties for rehearsal room infractions include but are not limited to the following:
  - Three Infractions - Loss of rehearsal privileges for two weeks
  - Four Infractions - Loss of rehearsal privileges for one month
  - Five Infractions - Loss of rehearsal privileges for one quarter
  - Six Infractions - Permanent loss of rehearsal privileges

PLEASE NOTE THAT THE ENTIRE BAND IS HELD RESPONSIBLE FOR REHEARSAL INFRACTIONS—IF SOMEONE BREAKS A RULE IN YOUR REHEARSAL ROOM, ALL BAND MEMBERS WILL BE HELD RESPONSIBLE.

Failure to comply with any of the above rules will be considered an infraction. A student's rehearsal privileges may be suspended for two weeks after infractions. Total loss of rehearsal privileges and eventual expulsion may result from recurring violations.

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## **CONCLUSION**

Please refer to the current Course Catalog and its addenda for the most up-to-date information on the

policies, procedures, etc. described in the preceding pages.

Please be aware that additions and changes to the Catalog occur frequently. Please visit <https://www.mi.edu/musicians-institute-course-catalog/> for updates and announcements.

Should you have any questions or concerns regarding this document, its use, rationale or mutability, please contact MI.

Thank you for reading this Student Handbook. These rules and guidelines have been created with one goal in mind: To provide the maximum opportunity for all students to use our facilities in a positive atmosphere, as fairly as possible. Please help us to maintain this environment for the benefit of everyone.

We hope you have a fun and successful time at MUSICIANS INSTITUTE!

— The MI Staff, Faculty, and Executive Leadership