



# STUDENT HANDBOOK

2024 - 2025

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## CAMPUS LOCATIONS

Musicians Institute campus consists of the following locations:

### MAIN BUILDING

1655 McCadden Place  
Los Angeles, CA 90028

### MAIN BUILDING HOURS

Monday - Friday	8am to Midnight
Saturday	10am to Midnight
Sunday	10am to 6pm

### PASSAGE

6752 Hollywood Boulevard  
Los Angeles, CA 90028

### PASSAGE HOURS

Monday - Thursday	8am to 9pm
Friday - Sunday	No access

## 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)

#### SENIOR DIRECTOR

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

#### SENIOR DIRECTOR OF ENROLLMENT

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

### 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)

## OFFICE OF ACADEMIC AFFAIRS DIRECTORS

DIRECTOR OF INDUSTRY PROGRAMS

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

DIRECTOR OF PERFORMANCE PROGRAMS

Dan Levin | 323-860-1182 | [levind@mi.edu](mailto:levind@mi.edu)

## ACADEMIC SUPPORT STAFF

STUDIO AND CLASSROOM TECHNOLOGY MANAGER

Oversees classroom repair ticketing system, gear and amp repairs, computer system upgrades, and studio maintenance including new installs.

Kevin Estrada | [classroomhelp@mi.edu](mailto:classroomhelp@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 | [scheduler@mi.edu](mailto:scheduler@mi.edu)

Passage West, Second Floor

Office of Academic Affairs

M-F 9:00am – 4:45pm

ASSISTANT SCHEDULER

Provides assistance in quarterly scheduling, as well as the studio booking schedule, bachelor arranging schedule, and senior portfolio schedules.

Krystal Schafer | [krystals@mi.edu](mailto:krystals@mi.edu)

LEARNING MANAGEMENT SYSTEM (LMS)

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)

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

SENIOR ADMISSIONS ADVISORS  
Brenda Budhram | 323-860-4341 | [budhramb@mi.edu](mailto:budhramb@mi.edu)  
Michael Coleman | 323-860-1118 | [michaelc@mi.edu](mailto:michaelc@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)

ADMISSIONS ADVISORS  
Joseph Alvarez | 323-860-1157 | [josephalvarez@mi.edu](mailto:josephalvarez@mi.edu)  
Chase Carpenter | 323-860-1192 | [chasecarpenter@mi.edu](mailto:chasecarpenter@mi.edu)  
Robert Carpenter | 323-860-1139 | [robertcarpenter@mi.edu](mailto:robertcarpenter@mi.edu)  
Cameron Penny | 323-860-1162 | [cameronpenny@mi.edu](mailto:cameronpenny@mi.edu)

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

## **ARTIST & CAREER SERVICES**

Contact the Artist & Career Services Department for matters pertaining to career counseling, job search assistance, audition workshops, internships, resume services, job listings, and the Musicians Institute job posting platform.

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

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

ARTIST AND CAREER SERVICES COORDINATOR  
Gabrielle McCormick-Saidi | (323) 860-1116 | [mccormickg@mi.edu](mailto:mccormickg@mi.edu)

INDUSTRY OUTREACH ASSISTANT  
Jazmine Thomas | (323) 860-1174 | [jazminet@mi.edu](mailto:jazminet@mi.edu)

## **COMPLIANCE**

DIRECTOR OF ACCREDITATION AND COMPLIANCE FOR CAMPUS HOLLYWOOD  
Ron Dziubla | 323-860-1171 | [dziublar@mi.edu](mailto:dziublar@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)

Ana Singh | 323-860-1136 | [anasingh@mi.edu](mailto:anasingh@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 SUPERVISOR

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

STUDENT BILLING COORDINATOR

Angel Lopez | 323-860-1114 | [angellopez@mi.edu](mailto:angellopez@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)

## **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)

SOFTWARE ENGINEER

Roberto Manongdo | [robertom@mi.edu](mailto:robertom@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)

## 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 COORDINATOR/DSO

Melinda Parker | 323-860-1167 | [melindap@mi.edu](mailto:melindap@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

Monday - Friday 8:30am – 8:00pm

Saturday and Sunday Closed

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)

## REPROGRAPHICS COORDINATOR

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

Jason Fahn | 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.

**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)

**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)

**REGISTRAR SERVICES SUPERVISOR**

Phillip Williams | 323-860-1184 | [williamsp@mi.edu](mailto:williamsp@mi.edu)

**ONLINE SUPPORT ADMINISTRATOR / ACADEMIC ADVISOR**

Marcia Reader | 323-860-1125 | [readerm@mi.edu](mailto:readerm@mi.edu)

**STUDENT SERVICES/REGISTRAR COORDINATOR**

Angie Wang | 323-860-1164 | [angiewang@mi.edu](mailto:angiewang@mi.edu)

CAMPUS HOLLYWOOD RECORDS MANAGER / TOA REGISTRAR  
Shaun Vieten | 323-860-1137 | [shaunv@mi.edu](mailto:shaunv@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 AFFAIRS**

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

### **TITLE IX COORDINATOR**

Jonathan Newkirk | 323-860-1158 | [titleix@campushollywood.com](mailto:titleix@campushollywood.com)



## 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

### REGISTRATION: 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.

### REGISTRATION: 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, Bachelor, or Masters) 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 use of any artificial intelligence/generative text application to write assignments, exams, quizzes, or projects (including but not limited to applications such as ChatGPT, YouChat, Copy.AI, and similar)
- 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 officials 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>Within one week of the reported violation, the director overseeing the class involved (Industry Programs or Performance Studies) will be required to meet with the student and judge whether the violation has been committed.</p> <p>The student will be informed that both arranging the meeting and attending the meeting after it has been arranged are <b>mandatory</b>. Failure to arrange and/or attend the meeting will result in the student being locked out of MI courses and in a failing grade. Any missed classes during this time will not be considered excusable.</p> <p>If in violation, the student will earn a ZERO for the assignment, work, or test at issue.</p> <p>If the conduct involved is unsatisfactory but does not rise to the level of academic dishonesty, the student will receive a <b>WARNING</b>.</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>Within one week of the reported violation, the Chief Academic Officer will meet with the student and judge whether the violation has been committed.</p> <p>The student will be informed that both arranging the meeting and attending the meeting after it has been arranged are <b>mandatory</b>. Failure to arrange and/or attend the meeting will result in the student being locked out of MI courses and in a failing grade. Any missed classes during this time will not be considered excusable.</p> <p>The student will earn a ZERO for the course. Senior Academic Leadership will also determine if a suspension of 3 days is 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>Within one week of the reported violation, the Chief Academic Officer will meet with the student and judge whether the violation has been committed.</p> <p>The student will be informed that both arranging the meeting and attending the meeting after it has been arranged are <b>mandatory</b>. Failure to arrange and/or attend the meeting will result in the student being locked out of MI courses and in a failing grade. Any missed classes during this time will not be considered excusable.</p> <p>If in violation, the student will be expelled from school.</p> <p>The student may appeal a verdict of a third offense. If the student appeals a verdict of a third offense, a Student Conduct Panel will be convened to determine if the third offense has been committed.</p>
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### **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 seven (7) 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.

## **SPECIAL EVENTS POLICY (15.19 of the Faculty Handbook)**

**Purpose:** It is the obligation of Musicians Institute to uphold its academic commitment to its students. This commitment includes the promise for all scheduled classes (10 for weekly classes and 20 for biweekly classes) within a program to be administered without fail (excluding holidays and other instances of school closure). That said, there are, at times, special events that may be beneficial to students offered at the sametime as scheduled classes.

This policy has been created to provide students and faculty with clearly defined (and academically sound) steps to accurately manage attendance when a special event creates a conflict with a scheduled class or private lesson. Special events may include (but are not limited to) clinics, seminars, guest faculty open counseling, master classes, appreciation events, auditions and product manufacturer presentations.

**Policy Brief:** The decision to allow all members of a class to forego a scheduled section meeting in order to attend an MI Special Event will be made based on the faculty member's informed perspective on whether attendance at the event would be to the benefit or detriment of the class as a whole.

**Procedure:** In the event of a scheduled special event conflicting with a regularly scheduled class of the same department/discipline (i.e. a Drum masterclass is being held the same time as a Drum technique class) the following steps must be followed):

**Step 1.** Students and Instructors will proceed to the room their regularly scheduled class is held.

**Step 2.** Instructors will take attendance as per normal procedure.

**Step 3.** Based on the progress and level of the class as a whole, the instructor will decide if it is appropriate for the class to forego their scheduled session to attend the special event.

- If the instructor decides that the class as a whole may attend the special event, the instructor will then escort the class to the special event venue.
- If the instructor decides that missing this particular class sitting will be detrimental to the class, the students will not be eligible to attend the special event instead of their regularly scheduled class. NOTE: Faculty and students are responsible for all deadlines and deliverables as defined in the syllabus and/or Lesson Guide.
- If the instructor him/herself does not wish to attend the event, he/she must return to the classroom to offer an ad-hoc open counseling. Students who do not wish to attend the event may attend this OC and benefit from the faculty member's expertise and guidance. NOTE: Students who do not wish to attend the event AND do not attend this ad-hoc OC will be marked 'absent' from the class for that day.

**Please note:** this policy does not excuse/include students who are/wish to be absent from a class offered by one program/department in order to attend an event related to a different program/discipline, e.g.: students in a Music Business course will not be allowed to skip said class in order to attend a Guitar special event—regardless of the students' "home" discipline/program.

## **METHODS OF COURSE DELIVERY**

### **On-Campus Classes**

On-campus classes, with regular attendance required, meet once or twice a week in person.

### **MI Online Classes**

Classes in MI Online programs meet once or twice a week via Zoom. Regular attendance is not required but is recorded. Students in MI Online classes instead demonstrate participation through discussions (or other coursework).

### **HyFlex Classes**

Hy-Flex classes combine on-campus and online versions of the same course so that they happen at the same time. When an on-campus section of a HyFlex class meets, the class is broadcast (and recorded) at the same time via Zoom for the online students.

The in-person students in a HyFlex class are required to attend class in-person (Zoom attendance won't count as attendance for them), but they do have access to the Zoom recordings.

The online students in a HyFlex class are not required to attend class via Zoom, but they are required to prove their class participation via discussions (or other coursework).

### **MI-Zoom Classes**

On-campus students take certain classes on Zoom, with regular attendance required. Due to SEVIS

requirements, international students in on-campus programs may take only one MI-Zoom class per quarter.

### **Private Lessons**

Private lessons for both on-campus students and MI Online students meet once a week, with regular attendance required.

### **Independent Study**

Independent study courses are intended to allow specific study of areas that may not be covered by core MI curricular offerings. In some instances, independent study courses may be used to substitute for a required course. The content and expectations for each independent study course or program or degree must be approved by the Director of the student's program and clearly stated to the student in writing before each independent study begins. Independent study courses for both on-campus students and MI Online students meet once a week, with regular attendance required.

### **AUDITING**

Attendance by students in courses for which they are not registered is not permitted, unless approved by the respective Director.

### **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.

### **Musicianship & Keyboard Essentials Course Placement Testing Policy - Industry Programs**

Placement testing for Musicianship and Keyboard Essentials is available to students enrolling into the Independent Artist, Artist Producer & Entrepreneur, and Electronic Music Production programs. Placement testing for Musicianship for Industry Professionals is also available for students entering Music Business and/or Audio Engineering. Students may complete placement tests for these courses during the registration period (typically Weeks 6-13 during the previous quarter) and add/drop period (Weeks 1-2 in the active quarter), and only before beginning these sequences of courses in their program.

If a student has already taken level 1 of a course sequence, they are not eligible for placement testing for subsequent levels and must continue the sequence of courses.

If a student fails a placement test, they must take the course within their program. If the student fails the course, he or she cannot retake the placement test for the same course.

### Non-Course Equivalency Credit From Performance & Bachelor Programs

Students who enroll into IAP, APE, EMP, Music Business, or Audio Engineering after completing any Performance Program, Bachelor Program, or Masters Program at Musicians Institute may be given equivalent credit for Musicianship and/or Keyboard Essentials, as long as their grade in the equivalent course was a B (80%) or higher, and a period of less than 2 years has passed since they took the equivalent courses. If the equivalent course grade was below a B or the student is returning to MI after a period of two years or more, placement testing will be required.

Performance Program course equivalencies for Industry courses are as follows:

INDUSTRY COURSE	EQUIVALENT PERF. COURSE
ARTST-106 Musicianship 1	CC-011 Harmony & Theory 011
DJ-106 Musicianship 1	CC-011 Harmony & Theory 011
AUDIO-106 Musicianship for Industry Professionals	CC-011 Harmony & Theory 011
ARTST-206 Musicianship 2	CC-021 Harmony & Theory 021
DJ-206 Musicianship 2	CC-021 Harmony & Theory 021
ARTST-306 Musicianship 3	CC-101 Harmony & Theory 101
ARTST-406 Musicianship 4	CC-201 Harmony & Theory 201
ARTST-380 Keyboard Essentials 1	CC-108 Keyboard Proficiency 1
ARTST-480 Keyboard Essentials 2	CC-208 Keyboard Proficiency 2

Students who have completed higher than the above listed course levels in the same areas of study will also be given non-course equivalency for these courses.

### LATE TESTING

Late testing is permitted only for final exams missed due to emergencies or other unforeseen or 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 (\$75 per late test), if applicable (see Tuition and Fees section in the current Course Catalog for fee amount).

### COURSE REPETITION

Certificate, associates, and bachelor students receiving an overall course grade below C- (70%) and master's students receiving an overall course grade below B- (80%) 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). Finals cannot be moved to earlier days or times to accommodate the requests of individual students.

### **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. All students, regardless of whether they receive financial aid or not, are required to meet both qualitative and quantitative academic standards while attending Musicians Institute. Satisfactory Academic Progress (SAP) is calculated for all active students at the completion of every quarter. This policy ensures that students are progressing through their programs of study and identifies students who may be at risk of failing.

### **SAP DEFINED**

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

### **SAP WARNING STATUS**

Students that fail to meet SAP for one quarter will be contacted via Musicians Institute student email by the Registrar’s Office to inform them of their SAP Warning Status. Students in SAP warning status are encouraged to meet with a Student Affairs counselor to request free tutoring services offered on campus. Students in SAP warning status will continue to be eligible for financial aid.

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

### **SAP PROBATION STATUS**

Students that fail to meet SAP for two consecutive quarters will be contacted via Musicians Institute student email by the Registrar's Office to inform them of their SAP Probation Status. An academic plan will be established by the Registrar's Office that must be followed by the student. Students in SAP probation status will be ineligible for financial aid; however, they can appeal to have their financial aid reinstated. Appeals may be approved or denied.

Students appealing to have their financial aid reinstated after receiving their SAP probation notice will receive a SAP appeal form from the Registrar's office that they must complete and return to the Registrar's office. The form will be reviewed by the Registrar's Office and forwarded to the Financial Aid office. Every SAP appeal form must address the following issues concerning the student's academic progress: (1) why the student failed to meet satisfactory academic progress, and (2) what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. Every SAP appeal form must also include (3) an academic plan (provided by the registrar's office), and (4) an anticipated graduation date (provided by the registrar's office).

Approved appeals will result in a reinstatement of the student's financial aid eligibility. Denied appeals will result in a loss 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.

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

### **SAP TERMINATION**

Students that fail to meet SAP for three consecutive quarters are reviewed for successful completion of their academic plan. Students that failed to meet the requirements specified in their academic plan will no longer be eligible for student financial assistance and will be terminated from their program of study at MI. Students who wish to re-enroll after SAP termination must petition for reinstatement and, if approved, may be subject to a waiting period and may also be required to create and adhere to an academic plan through the Office of Student Affairs prior to returning to MI.

### **LEAVES OF ABSENCE (LOA)**

Students must meet LOA eligibility requirements to take a leave of absence. Students who find they must take a Leave of Absence (LOA) must submit a written request to the Office of Student Affairs. The request must be mailed or personally delivered to the Office of the Office of Student Affairs, 6752 Hollywood Boulevard, Hollywood, CA, 90028. The request should contain the student's expected date of return.

Leave of Absence (LOA) Policy\*:

- The maximum length of an LOA is 90 calendar days, or one academic quarter term.
- Students are only allowed to take one LOA within 12 months and one LOA per program.
- No LOA extension and/or exemption can be made within a 12-month period regardless of reason, including those that are medically related (scholarship exemptions can be made).



- To qualify for a LOA, students must have a cumulative GPA of 2.0 or above at the end of the current term, they must have a zero balance (Student Account/Billing) by the last day of the current quarter, and they must have a cumulative average of 66.67% course completion rate.
- Students must return to MI the following quarter (i.e., if taking Summer off, must return in the Fall)
- If approved for a LOA, MI will keep international students' I-20s active.
- Students must return to their current program. Students cannot change their program upon completing an LOA.
- An LOA must be requested during Weeks 9-13. Students will not be permitted an LOA for any quarter in which they have attended class.
- International students must have completed three consecutive quarters of the same program to take a leave of absence.
- Students cannot take leave in their last quarter.
- Students must have completed all the final exams and final projects for the current term.
- Students will not be permitted campus access during their LOA term, even if invited as guests or currently enrolled students.

\*Students must meet all the above eligibility requirements in order to be approved for a LOA.

#### Withdrawal Policy:

- Students have up to two academic years from their last date of attendance to return to MI and finish their program without reapplying. They must return within two academic years. Students can continue in their program and do not have to start from the beginning.
- Returning students will start on a new track of their program. If the program requirements have changed since the student's withdrawal or termination, the student will be subject to those change(s).
- Students must complete an exit counseling session with the Financial Aid Office if the student has received Financial Aid/VA funds (Domestic Students)
- Students receiving a scholarship(s) will have their scholarship rescinded, but they may reapply for their scholarship(s) upon their return to MI (please check eligibility section).
- If applicable, the international student's OPT work permit can be affected.
- For international students, MI will terminate the student's I-20 and the student must leave the country in 15 days upon withdrawal from MI.
- Students will be charged a prorated tuition for withdrawals/terminations during weeks one through six. After week six, the student will be charged 100% of the tuition.
- Students will receive a zero refund and zero letter grades if withdrawn after week six.

### **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 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 at 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 for the employee. 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 a 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 cases, 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 three 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/>.

#### BACHELOR DEGREE PROGRAM

The cost of books and supplies averages approximately \$325 per quarter for students enrolled in a full-time course of study. Actual costs will vary depending on specific courses and credit loads.

## 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 <https://portal.mi.edu/app/home>. 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 Jason Fahn at [jfahn@mi.edu](mailto:jfahn@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
ARTIST, PRODUCER, ENTREPRENEUR (APE); AUDIO ENGINEERING, DJ, ELECTRONIC MUSIC PRODUCTION, INDEPENDENT ARTIST (IAP), SONGWRITING 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](mailto: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) 263-1897

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) 860-1158

Note: Comprehensive information on sexual harassment policy and procedure can be obtained in the Student Affairs Office. Complaints may be submitted to the Student Affairs Office or delivered to the Title IX Coordinator at the address above. Students may also make verbal complaints directly to the Title IX Coordinator (or other MI personnel). Complaints of illegal sexual harassment must be received within one year of the date of the last alleged incident. Complaints to the Office of Civil Rights in the U.S. Department of Education must be made within six months of the date of the last alleged incident <https://www2.ed.gov/about/offices/list/ocr/complaints-how.html>.

## **TITLE IX MANDATORY REPORTING POLICY**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, gender, sexual orientation, or pregnancy status in education programs or activities operated by recipients of Federal financial assistance. As such a recipient school, these regulations apply to and guide Musicians Institute (MI) in addressing such issues.

According to the United States Department of Education (USDOE), sexual harassment is defined as *unwelcome sex-based conduct that creates a hostile environment by limiting or denying a person's ability to participate in or benefit from a school's education program or activity.*<sup>1</sup> This includes (but is not limited to): unwelcome sexual advances, requests for sexual favors, other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Sexual harassment, which is a form of sex discrimination prohibited by Title IX, interferes with students' right to receive an education free from discrimination, and, in the case of sexual violence is a crime.

Note: to be sex or gender-based, conduct must either be directed at someone because of their actual or perceived sex (female, male) or gender (masculine, feminine, or non-binary). This also includes discriminatory conduct on the basis of a person's sexual orientation and their pregnancy status.

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<sup>1</sup> <https://www2.ed.gov/about/offices/list/ocr/docs/t9-final-rule-factsheet.pdf>.

Due to the gravity of these issues, and in the interest of protecting individuals from harassment or misconduct on the basis of sex or gender, and criminal and discriminatory behavior, a mandatory reporting requirement has been handed down from the USDOE. This mandate requires certain individuals (“Mandatory Reporters”) to report to their supervisor, HR or the MI Title IX Coordinator any knowledge of, or information relating to, harassment or misconduct on the basis of sex or gender, and/or criminal and discriminatory behavior involving MI faculty, MI staff and/or MI students. Such reports must take place within **twenty-four (24) hours** of learning of the incident. In any such cases, the Title IX coordinator must be notified of the report/issue within forty eight (48) hours.

#### **Mandatory Reporters:**

- Vice Presidents, Directors, Supervisors
- Any employee in a supervisory or management role
- Faculty members
- MI Security Officers and any contracted security personnel
- Any employee who has the authority to take action to redress the harassment, who has the duty to report sexual harassment to appropriate school officials, **or an individual who a student could reasonably believe has this authority or responsibility.**
- Any other employees who frequently come in contact with students.

#### **Issues Necessitating Report:**

- All acts of non-consensual physical sexual conduct, such as (but not limited to): rape, sexual assault (including threats) sexual battery, and sexual coercion (pressure)
- Other unwelcome contact of a sexual nature
- Sexual/Gender-based bullying, stalking, or hazing
- Relationship violence
- Sexual/Gender-based vandalism, arson, etc.
- Program equity decisions motivated by sex/gender--such as admissions, class participation, hiring, firing, promotion, etc.
- Other sexual/gender-based inconsistencies in policy/decision/behavior

#### **Failure to Report/Act**

Failure to report/act upon incidents/behaviors such as those detailed herein allows for the possible continuation/repetition of such incidents/behaviors. Such an eventuality is neither ethical nor permissible in an institution of higher education. Furthermore, failure to correct such actions exposes an institution (and by proxy its employees) to legal ramifications—ramifications up to and including financial penalty and possible institutional closure. As such, failure of Mandatory Reporters to report such incidents/knowledge/issues is a serious infraction and may result in disciplinary action up to and including termination.

#### **A note on Student Employees:**

Because student employees interact with students in their everyday academic and personal lives, it may be challenging to determine their responsibilities in relation to Title IX. In order to clarify this, the following apply to MI/CH student employees:

- Student employees are considered mandated reporters for Title IX issues of which they become aware while on duty / during their working hours (as assigned by their supervisor or the College).
- Student employees may, but are not required to report such issues if they become aware of them while not on duty / outside of their working hours.

- Student employees should be aware that, as with all Title IX reports, the College may be required to take action/follow up on any report of sex/gender-based discrimination.
- Student employees are required to make reports for issues that they are made aware of relating to their position at the College regardless of when/where/how they become aware. **How do I make a report?**

Contact one of the following:

***Title IX Coordinator***  
 Jonathan Newkirk  
 Senior Director  
 newkirkj@mi.edu  
 (323) 860-1158  
 6752 Hollywood Blvd.  
 Los Angeles, CA 90028

***Title IX Investigator***  
 Casey Burgess  
 Director of Library Services  
 burgessc@mi.edu  
 (323) 860-1186  
 6752 Hollywood Blvd.  
 Los Angeles, CA 90028

**How do I respond to a report/complaint?**

<b>DOs</b>	<b>DON'Ts</b>
<ul style="list-style-type: none"> <li>● Inform the individual that you have a requirement to report this to Title IX personnel,</li> <li>● Tell them about their right to file a Title IX complaint with the school,</li> <li>● Tell them about their right to file a complaint with law enforcement,</li> <li>● Tell them about the availability of confidential employees to assist in filing complaints,</li> <li>● Ensure that they understand that Musicians Institute may have to follow up,</li> <li>● Listen without judgment—don't say "that person sounds like a terrible jerk!"</li> <li>● Offer support,</li> <li>● Tell them about the resource availability: Campus Hollywood resources for counseling, medical, and academic support,</li> <li>● Thank them for the report</li> </ul>	<ul style="list-style-type: none"> <li>● Question their report,</li> <li>● Discourage their report,</li> <li>● Start an investigation/press for details,</li> <li>● Make any judgment/overt assertions of punishment, promises, etc.</li> <li>● Tell them that it is their responsibility to make a report,</li> <li>● Tell them that others may be victimized if they don't make a report,</li> <li>● Apologize or express culpability on behalf of the school</li> </ul>



#### 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

## 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

Musician Institute currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students’ ability to access these sites from the student computer networks. Musician 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 receive a Guest Pass prior to their visit, the application accessible via [mobile.mi.edu](http://mobile.mi.edu).
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., harp, 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 during the week (Mon-Friday, 9a-5p) and 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 pass 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 pass request must be completed at least 24 hours prior to the campus visit
- Independent Artist sessions: A guest pass 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 Studies and Faculty for approval to participate in "The Show" and for submission to the Safety and Security Manager. A guest pass 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](http://mobile.mi.edu)
2. Provide the guest information and upload the Signed Waiver of Liability - COVID-19 (pdf) for each guest.
3. Once your request is approved, a QR code will show up under the "Guest Pass" tab (see an example below).
4. Scan the QR code at the security scanner when you bring in your guests.

**Guest pass privileges are not available to MI Select students.**

#### 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 Senior Director 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.

## 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
- 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. 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 opportunities 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 buses 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 via Zoom, free of charge, for half-hour and hour-long sessions. 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 door-to-door shuttle service for the convenience and safety of our students. Shuttle operating hours are 5:00PM-12:00 AM (Monday-Friday). The shuttle departs from MI's McCadden Place entrance every 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 2 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 below 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/8PY5Bux93S6kM1P12>)

As of Summer quarter 2023, there are two student organizations at Musicians Institute.

- The Sober Musicians Club: Mental health support group in regards to sobriety and healthy living.
- The Songsmiths: A Songwriting Club: A safe space for songwriters at MI to share ideas, receive feedback, network, collaborate, and work on their craft in a community fashion.

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 Classic 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> SU2023 (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: Billboard Hot 100 (pop), Blues, Brazilian/Latin, Classic R&B/Contemporary R&B/Neo Soul, Classic Rock, Country, Funk, Fusion, Hard Rock, Hip Hop, Jam Band, Jazz Studio, K-Pop, and Rock Repertoire (specifically for LPW 013 and LPW 023).

Besides the Style and Repertoire LPW classes, students have many other opportunities in which to earn LPW credits.

- Playback LPW: performances using backing tracks
- Coffee House: acoustic solo, duo, trios, etc.
- Real World: Students perform contemporary styles while sight reading charts and following the direction of a musical director.

LPW is a course offering core to the Certificate in Performance and Associate of Arts in Performance. It is also offered as a Common Course elective to all students. Students are not required to report to a single LPW section at a specific time each week. Instead, they complete their LPW credits in the various LPW

sections for which they are available and wish to perform, ideally completing at least one performance per week. LPW students sign up in [mobile.mi.edu](http://mobile.mi.edu) for performance slots in the LPW sections of their choice in order to complete their required ten performances per quarter. For this reason, enrollment in LPW will not appear on the student's weekly schedule.

## 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.

ACS produces a weekly newsletter to help students, staff, and alumni keep up with the events happening on campus such as clinics, presentations, student events, and campus opportunities.

## **INTERSTRIDE OVERVIEW**

Interstride is an integrated platform to support students and alumni throughout their time at Musicians Institute, from admissions through graduation.

### **Job and Gigs**

Looking for a job or gig? Students and alumni can create a career game plan while they view opportunities via the platform and can filter them based on location, field of interest, visa status and more.

\*MI offers no guarantee that professional employment will result from registering with Interstride 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 Interstride at any time without prior notice.

### **Network**

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. Students can post on Interstride to connect and collaborate with other students on and off campus. Interstride offers the ability for students to create groups and discuss topics of interest within the music industry. Additionally, students can buy, sell, trade unwanted items and musical gear with fellow students and alumni.

### **Resources**

Students will be able to view career related resources including career readiness guides, webinars, resume building, videos, visa information, and more.

### **Register**

Current MI students should check their MI email for an invitation from Interstride, then register with Interstride utilizing their MI email. MI alumni will be invited to join Interstride via the alumni newsletter.

## **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 8 through 10 (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, 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*

# DIVERSITY, EQUITY AND INCLUSION AT MUSICIANS INSTITUTE (DEIMI)

## MISSION STATEMENT

The Committee on Diversity, Equity, and Inclusion at Musicians Institute (DEIMI) is committed to supporting diversity by creating safe environments that allow all people to be heard, communicating on behalf of our community on issues that affect our campus, the music industry at large, and the world, educating our community on how to be more inclusive, and advocating for changes at Musicians Institute to make our educational experience more equitable for all.

## VISION STATEMENTS

Create an environment that values listening and communication by creating regular opportunities for faculty, administration, students, and alumni to voice any issues related to diversity, equity, and inclusion.

**Represent** the community as a whole in matters of diversity, equity, and inclusion as students, faculty, and administrators to ensure equity and inclusion at all levels of the organization.

**Lead and develop** educational efforts that will foster a culture of inclusivity in our day-to-day life both on and off campus.

**Communicate** the priorities of the committee and address any issues related to our campus and the world.

Committee membership includes faculty from various disciplines, staff members representing different departments, and 1-2 student representatives, who are elected each fall term to serve on the committee.

To contact the committee, please email [diversity@mi.edu](mailto:diversity@mi.edu) or contact the chair, Casey Burgess at [burgessc@mi.edu](mailto:burgessc@mi.edu). You may find additional information on the MI website [[mi.edu/campus/deimi](http://mi.edu/campus/deimi)] or on the committee list of resources [[library.mi.edu/deimi](http://library.mi.edu/deimi)].

## MI LIBRARY

### LIBRARY HOURS

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

Monday through Friday	8:30AM - 08:00PM
Saturday and Sunday	CLOSED

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.

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.

### **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.

### **Collections and Services**

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 and welcomes input from faculty, staff, and students to create collections to best serve our community. CDs and DVDs are available on request and kept on shelves behind the circulation desk. Inter-library loan is offered to library users if purchasing the requested materials is not an option.

The library at Musicians Institute is proud to have the largest circulating collection of instruments and equipment in the United States with over 100 electric and acoustic guitars, basses, pedals, cables, capos, tuners, microphones, headphones, midi keyboards, and more. For a full list of instruments and equipment available, please see our Guide to Instruments and Equipment [[library.mi.edu/instruments](http://library.mi.edu/instruments)]. All instruments and equipment must remain on campus. Students are required to provide a government photo ID to be held as collateral to ensure that MI property is not removed from campus. For more information about these policies, please see our website [[library.mi.edu/about/policies](http://library.mi.edu/about/policies)].

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.

The Musicians Institute Library offers 85 Macintosh Desktop Computer stations, 25 practice stations, and 3 4-top tables totaling 113 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 desks for students to bring their own laptops or to study without a computer. Each computer offers 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>).

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. As part of our pursuit to

support students' academic careers, the Library also houses the Musicians Institute Scholarly Press [[library.mi.edu/misp](http://library.mi.edu/misp)] to publish student papers. At the moment, this press is only open to our graduate students, however requests to publish by all students are accepted and can be submitted to [library@mi.edu](mailto:library@mi.edu).

The Library offers employment to students on campus on a limited basis. For more information, please contact the Librarian [[library@mi.edu](mailto:library@mi.edu)] for more information.

#### Library Resources

[Library Website](#)

[MI Library Catalog](#)

[MI Instrument Catalog](#)

[Avalon LPW Database](#)

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

[Oxford Grove Dictionary of American Music](#)

[Oxford Grove Music Online](#)

[JSTOR Music](#)

[Pollstar Pro](#)

[Inter-Library Loan Requests](#)

[Collection Development Requests](#)

## ROOM/LAB RESERVATIONS

### COMPOSITION AND SONGWRITING

Composition and Songwriting students can reserve time in Studio 01 (MI-271) and Studio B (available to book on [mobile.mi.edu](http://mobile.mi.edu) via Key/Comp/Song Booking). They are not allowed to use the drum kit in Studio 01.

### 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.

### 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.

## **INDEPENDENT ARTIST PROGRAM (IAP and APE), ELECTRONIC MUSIC PRODUCTION, AND AUDIO ENGINEERING STUDIOS (NON-ASSIGNED LABS)**

Specific studios are available for Independent Artist Program, 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](http://mobile.mi.edu). For Independent Artist Program and Electronic Music Production students, access to booking times will begin one week in advance of schedule and on a first come, first serve basis. Booking for the Audio Engineering studios (available only to Audio Engineering students) is open for the full quarter and can be booked months in advance, also 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 understand that 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 the quarter. Students must book a session ahead of time.
- 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 allowed on campus during the quarter. Please book through [mobile.mi.edu](http://mobile.mi.edu) under “Guest Pass.” A signed COVID waiver will be needed for approval.
- A Studio Tech will meet Audio Engineering students at the AE Mic Locker (room MI-165, next to the student lounge), at the start of the session. Independent Artist and Electronic Music Production students will meet the Studio Tech at their specific rooms / labs on the second floor at the start of their 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 01, 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 and Studio 02.
  - 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](http://mobile.mi.edu) the day before your session.
  - If you have an emergency and need to cancel same day, please email [studiobooking@mi.edu](mailto: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 puts MI staff at risk or makes MI Staff members feel unsafe.

## 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.

## **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.

## **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 the 2023-2024 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