

CATALOG ADDENDUM
 Effective January 1, 2018

ADMISSIONS INFORMATION

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants whose first language is not English must demonstrate competence in the English language. This requirement can be satisfied a) if the applicant attended a high school in the United States; b) submits a diploma from a secondary school in a system in which English is the official language of instruction; c) completion of an American standardized test (SAT, ACT, or GRE) exam evidencing English comprehension; or d) completed one or more years of postsecondary education at an English-speaking institution and can demonstrate completed coursework in English courses. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through one of the following:

Associate and Bachelor Degree Programs:

Presenting the Level 110 certificate of completion of ELS coursework or official documentation from another accredited ESL program that the applicant has completed an equivalent college-level English language program or presenting an official minimum score on one of the following English proficiency exams:

- A score of '61' on the Test of English as a Foreign Language (TOEFL) internet-based (iBT).
- A score of '6.0' on the International English Language Testing System (IELTS).
- A raw score of '66' and an adjusted score of '81' on the Michigan Test of English Proficiency (MTEP).

Bachelor Degree Completion Programs:

Presenting the Level 112 certificate of completion of ELS coursework or official documentation from another accredited ESL program that the applicant has completed an equivalent advanced college-level English language program or presenting an official minimum score on one of the following English proficiency exams:

- A score of '79' on the Test of English as a Foreign Language (TOEFL) internet-based (iBT)
- A score of '6.5' on the International English Language Testing System (IELTS)

CANCELLATION, WITHDRAWAL & REFUND POLICIES

The following section has been deleted from the catalog:

INITIAL PERIOD OF ENROLLMENT

~~LAFS allows first-time students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment within fourteen (14) calendar days following the first day of the student's first scheduled class. Students who wish to cancel their enrollment should follow the same cancellation process set forth above. Students who stop attending and/or fail to earn a passing grade in their first term may have their enrollment cancelled without financial obligation. Once a student is admitted as a regular student, the student is eligible to receive Federal Student Aid funds for the entire payment period.~~

The following section has been added to the catalog:

A Trial Period of 30 calendar days from the program enrollment date may be granted on a defined degree program basis. The Trial Period of attendance is a four week period of time where a student attends an eligible program without incurring program charges (minus the application fee) or receiving Federal Student Aid funds. Once the student is admitted as a regular student after successfully completing the trial period, he/she is eligible to receive Federal Student Aid funds for the entire payment period. Students who are enrolled in a Trial Period program may withdraw at any time during this period without financial obligation. The student will not be eligible to receive Title IV, HEA program funds until the successful completion of the Trial Period. Students who attend a Trial Period and who wish to receive Title IV, HEA program funds after successfully completing the trial period and becoming a regular student must meet the other student eligibility criteria as provided in the regulations at 34 CFR 668.32.

ACADEMIC POLICIES AND PROCEDURES

GRADE SYSTEM

Other letter grades:

CR	Prior Credit Earned	Not included in GPA or credits attempted
FA	Failure for Non-Attendance	Included in GPA and credits attempted
GF	Grade Forgiveness	Indicates course that was retaken
I	Incomplete	Not included in GPA but does count as credits attempted
TR	Transfer Credit	Not included in GPA or credits attempted
W	Withdrawn	Grade awarded if student withdraws from a course prior to 60% of the term. Not included in GPA but does count as credits attempted
WF	Withdrawn Failing	Grade awarded if student withdraws from a course after 60% of the term. Included in GPA and credits attempted

SATISFACTORY ACADEMIC PROGRESS

Students must successfully complete a course with a grade of D or above. Financial aid students who do not maintain Satisfactory Progress may not be able to receive federal and/or private aid funds until their progress is satisfactory.

To maintain academic progress for the purpose of Satisfactory Progress toward a degree, students must achieve a satisfactory grade point average as well as a satisfactory rate of progress (ROP).

Students must achieve the following GPA:

- Up to 25% of program completion, achieve an GPA of 1.0
- Between 25 and 50% of program completion, achieve a GPA of 1.5
- Between 50 and 75% of program completion, achieve a GPA of 1.75
- Between 75 and 100% of program completion, achieve a GPA of 2.0

A student's ROP is calculated by dividing the number of credits earned by the number of credits attempted. For instance, if a student has attempted 110 credits but only successfully earned 75 of those credits, the ROP would be 68.2 percent.

Undergraduate students must also achieve the following ROP:

- Up to 25% of program completion, achieve an ROP of 50%
- Between 25 and 50% of program completion, achieve an ROP of 55%
- Between 50 and 75% of program completion, achieve an ROP of 60%
- Between 75 and 100% of program completion, achieve an ROP of 66.67%

Satisfactory Academic Progress (SAP) will be monitored at the end of each semester.

Students not meeting SAP requirements will be placed on SAP Warning for the following semester and will be notified of their SAP Warning status through their student email account. Students are still eligible to receive financial aid while on SAP Warning status. Students on SAP Warning status must meet with a Student Advisor to develop a plan for improving their academic performance. At the end of the SAP Warning semester, students who are meeting SAP will be removed from SAP Warning status. Students who are not meeting SAP for a second consecutive semester will be deemed ineligible to receive Financial Aid. Students will be notified of their SAP status through their student email account. Students have 30 days to appeal their loss of Financial Aid eligibility. The loss of financial aid eligibility may be appealed on the basis of injury, illness, the death of a relative, or other extenuating or special circumstances. Students must submit a SAP Appeal form, which will be sent to their student email account or may be obtained from their Student Advisor, that includes the following:

- An explanation of why students failed to make SAP.
- A description of what has changed that will allow students to regain SAP.
- Supporting documentation.

The SAP Appeal committee will review appeals and notify students within 5 days of its decision. If a student's SAP Appeal is approved, the student will be placed on SAP Probation and required to meet with their Student Advisor to sign an Academic Improvement Plan. Students on SAP Probation are eligible to receive Financial Aid. Students may be approved for a SAP Probation period longer than one semester but the school must review the student's progress at the end of the first SAP Probation semester to determine if students are meeting the requirements of their Academic Improvement Plan. Students who are not meeting the terms of their Academic Improvement Plan will be deemed ineligible for Financial Aid even if they were approved for a longer SAP Financial Aid Probation period. Students are allowed to appeal the loss of eligibility for financial aid twice while in pursuit of a degree.

PROBATIONARY STATUS

Students who do not meet grading, attendance, financial, or conduct standards may be placed on probation. During this time, students are advised as to the level of improvement or the action necessary to rectify the probationary status. Students are removed from probation when satisfactory progress standards have been met. Students who do not meet satisfactory progress requirements at the end of their probationary period are subject to termination.

ACADEMIC CALENDAR

Term	Term Start	Term End
Labor Day Holiday (school closed): 9/4/2017		
Sep-17	9/5/2017	10/1/2017
Oct-17	10/2/2017	10/29/2017
Nov-17	10/30/2017	11/22/2017
Thanksgiving Holiday (school closed): 11/23/2017-11/26/2017		
Dec-17	11/27/2017	12/22/2017
Winter Break (school closed): 12/23/2017-1/7/2018		
Jan-18	1/8/2018	2/4/2018
Feb-18	2/5/2018	3/4/2018
Mar-18	3/5/218	4/1/2018
Spring Break (school closed): 4/2/2017-4/8/2018		
Apr-18	4/9/2018	5/6/2018
May-18	5/7/2018	6/3/2018
Memorial Day Holiday (school closed): 5/28/2018		
Jun-18	6/4/2018	7/1/2018
Summer Break (school closed): 7/2/2018-7/8/2018		
Jul-18	7/9/2018	8/5/2018
Aug-18	8/6/2018	9/2/2018
Labor Day Holiday (school closed): 9/3/2018		
Sep-18	9/4/2018	9/30/2018
Oct-18	10/1/2018	10/28/2018
Nov-18	10/29/2018	11/21/2018
Thanksgiving Holiday (school closed): 11/22/2018-11/23/2018		
Dec-18	11/26/2018	12/21/2018
Winter Break (school closed): 12/22/2018-1/6/2019		

CAMPUS DEGREE PROGRAMS

COURSE DESCRIPTIONS

DGL 101 Digital Literacy (3 credits)

The Digital Literacy Course offers a fundamental understanding of the critical and practical aspects of digital tools, technologies, and resources. Students will learn how to navigate, evaluate, create, and critically apply information by using a wide variety of digital technologies. Through applying their knowledge to their academic studies and professional development, students will recognize digital literacy's significance in information sharing, community building, citizenship, and education.

AUDIO PRODUCTION, ASSOCIATE OF SCIENCE CHRONOLOGICAL COURSE ORDER BY MONTH

Month	Course Code/Title	Credits
1	DGL 101 DIGITAL LITERACY	3
2	MPR 100 MUSICAL LISTENING AND IDENTIFICATION	3
3	MPR 121 MUSIC THEORY 1	3
4	APR 130 SEQUENCING AND SYNTHESIS	4
5	RCA 223 SIGNAL PROCESSING AND EFFECTS	3
6	MAT 121 QUANTITATIVE PRINCIPLES	3
7	RCA 232 PRO TOOLS ESSENTIALS	3
8	APR 240 AUDIO FOR MEDIA	4
9	RCA 253 ADVANCED PRO TOOLS	3
10	ENG 101 CREATIVE WRITING	3
11	RCA 236 MIXING CONCEPTS AND TECHNIQUES	4
12	APR 260 AUDIO SYSTEM TECHNOLOGY	4
13	HUM 110 INTRODUCTION TO TRANSMEDIA DESIGN	3
14	APR 270 ANALOG STUDIO RECORDING	3
15	APR 271 LARGE FORMAT CONSOLES	4
16	SPC 214 CREATIVE PRESENTATION	3
17	RCA 286 LIVE SOUND PRODUCTION	3
18	APR 251 MUSIC BUSINESS ESSENTIALS	4

AUDIO PRODUCTION, BACHELOR OF SCIENCE CHRONOLOGICAL COURSE ORDER BY MONTH

Month	Course Code/Title	Credits
1	DGL 101 DIGITAL LITERACY	3
2	MPR 100 MUSICAL LISTENING AND IDENTIFICATION	3
3	MPR 121 MUSIC THEORY 1	3
4	APR 130 SEQUENCING AND SYNTHESIS	4
5	RCA 223 SIGNAL PROCESSING AND EFFECTS	3
6	MAT 121 QUANTITATIVE PRINCIPLES	3
7	RCA 232 PRO TOOLS ESSENTIALS	3
8	APR 240 AUDIO FOR MEDIA	4
9	RCA 253 ADVANCED PRO TOOLS	3
10	ENG 101 CREATIVE WRITING	3
11	RCA 236 MIXING CONCEPTS AND TECHNIQUES	4
12	APR 260 AUDIO SYSTEM TECHNOLOGY	4
13	HUM 110 INTRODUCTION TO TRANSMEDIA DESIGN	3
14	APR 270 ANALOG STUDIO RECORDING	3
15	APR 271 LARGE FORMAT CONSOLES	4
16	SPC 214 CREATIVE PRESENTATION	3
17	RCA 286 LIVE SOUND PRODUCTION	3
18	APR 251 MUSIC BUSINESS ESSENTIALS	4
19	APR 300 VISUAL MEDIA ESSENTIALS	4
20	HUM 251 HISTORICAL ARCHETYPES AND MYTHOLOGY	3
21	APR 310 ADVANCED AUDIO FOR MEDIA	4
22	APR 320 ADVANCED POST PRODUCTION	4
23	MTH 310 STATISTICAL APPLICATIONS	3
24	APR 330 ADVANCED SEQUENCING AND SYNTHESIS	4
25	APR 340 INTERACTIVE AUDIO	4
26	SBS 305 LEADERSHIP AND ORGANIZATIONAL BEHAVIOR	3
27	APR 350 ADVANCED MIXING	3
28	APR 400 ADVANCED STUDIO RECORDING	4
29	APR 420 MASTERING	3
30	HUM 420 CONTEMPORARY ART	3
31	EBS 441 EVENT MANAGEMENT	3
32	APR 440 SHOW PRODUCTION	3
33	ENG 326 PROFESSIONAL WRITING	3
34	APR 490 CREATIVE PORTFOLIO 1	3
35	DFM 330 WEBSITE DESIGN	3
36	APR 491 CREATIVE PORTFOLIO 2	3

**ENTERTAINMENT BUSINESS, BACHELOR OF SCIENCE
CHRONOLOGICAL COURSE ORDER BY MONTH**

Month	Course Code/Title	Credits
1	EBS 110 ENTERTAINMENT BUSINESS MANAGEMENT	3
2	EBS 101 INTRODUCTION TO ENTERTAINMENT BUSINESS	3
3	HUM 110 INTRODUCTION TO TRANSMEDIA DESIGN	3
4	ENG 101 CREATIVE WRITING	3
	DFM 120-O DIGITAL IMAGEMAKING (Online Course)	3
5	EBS 120 ENTERTAINMENT MARKETING	3
6	MAT 121 QUANTITATIVE PRINCIPLES	3
7	EBS 230 ART OF THE PITCH	3
8	HUM 251 HISTORICAL ARCHETYPES AND MYTHOLOGY	3
	EBS 160-O ENTERTAINMENT BUSINESS FINANCE (Online Course)	3
9	EBS 141 DATA ANALYSIS AND REPORTING	3
10	EBS 200 NEW MEDIA DISTRIBUTION	3
11	EBS 240-O ENTERTAINMENT MARKET RESEARCH (Online Course)	3
	SPC 214 CREATIVE PRESENTATION	3
12	EBS 290 BRAND DEVELOPMENT	3
13	EBS 280 MEDIA COMMUNICATIONS AND PUBLIC RELATIONS	3
	HUM 222 AESTHETICS AND CULTURE	3
14	EBS 220 GLOBAL BUSINESS	3
15	EBS 265 CREATIVE PRODUCING AND DEVELOPMENT	3
16	EBS 270 PROFESSIONAL SELLING	3
17	HUM 330 TRANSMEDIA STORYTELLING	3
18	EBS 303 ENTERTAINMENT BUSINESS ETHICS	3
19	SBS 305 LEADERSHIP AND ORGANIZATIONAL BEHAVIOR	3
	EBS 312-O SPORTS AND LEISURE MANAGEMENT (Online Course)	3
20	EBS 410 ENTERTAINMENT BUSINESS LAW	3
21	ENG 326 PROFESSIONAL WRITING	3
22	DFM 330-O WEBSITE DESIGN (Online Course)	3
	MTH 310 STATISTICAL APPLICATIONS	3
23	EBS 480 ENTERTAINMENT CONTRACTS AND LICENSING	3
24	EBS 425 CREATIVE ENTREPRENEURSHIP	3
25	EBS 411 INTELLECTUAL PROPERTY	3
26	EBS 440 ARTIST MANAGEMENT	3
27	HUM 420 CONTEMPORARY ART	3
	EBS 416-O STRATEGIC PLANNING (Online Course)	3
28	EBS 470 DIGITAL MARKETING AND SOCIAL MEDIA MANAGEMENT	3
29	EBS 420 VENTURE CAPITAL AND FINANCE	3
30	EBS 441 EVENT MANAGEMENT	3
	EBS 302-O BUSINESS ACCOUNTING (Online Course)	3
31	EBS 460 ENTERTAINMENT BUSINESS TECHNOLOGY	3
32	EBS 490 ENTERTAINMENT BUSINESS FINAL PROJECT	3

MUSIC PRODUCTION, ASSOCIATE OF SCIENCE

PROGRAM REQUIREMENTS

The A.S. in Music Production program is 60 credit hours and 18 months in length. Students must successfully complete all required courses (listed below) with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER BY MONTH

Month	Course Code/Title	Credits
1	DGL 101 DIGITAL LITERACY	3
2	MPR 100 MUSICAL LISTENING AND IDENTIFICATION	3
3	MPR 121 MUSIC THEORY I	3
4	MPR 122 MUSIC THEORY II	4
5	ENG 101 CREATIVE WRITING	3
6	MPR 130 MUSIC COMPOSITION AND PROGRAMMING	3
7	MPR 131 SEQUENCING TECHNOLOGIES	4
8	MPR 201 SONGWRITING AND DEVELOPMENT	3
9	MAT 121 QUANTITATIVE PRINCIPLES	3
10	MPR 222 GENRE-BASED PRODUCTION	3
11	MPR 230 ADVANCED MUSIC COMPOSITION AND PROGRAMMING	4
12	HUM 110 INTRODUCTION TO TRANSMEDIA DESIGN	3
13	MPR 240 DIGITAL RECORDING PRINCIPLES	3
14	RCA 236 MIXING CONCEPTS AND TECHNIQUES	4
15	APR 251 MUSIC BUSINESS ESSENTIALS	4
16	SPC 214 CREATIVE PRESENTATION	3
17	MPR 260 MUSIC PRODUCTION FOR MEDIA	4
18	MPR 270 ADVANCED PRODUCTION AND INDUSTRY SKILLS	3

TUITION & FEES

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. Students are charged tuition and fees on a per semester (16-week) basis. A breakdown of total charges for each program by semester may be found in the section below.

CAMPUS DEGREE PROGRAMS – DOMESTIC/U.S. STUDENTS

Program	Credit Hours	Tuition per Credit Hour ¹	Total Tuition	Textbooks ²	Technology Fee	TechKit	STRF ³	Equip. Deposit ⁴	Grad Fee	Total Tuition & Fees
Music Production, A.S.	60	\$525	\$31,500	\$600	\$400	\$4,200	\$0	\$400	\$20	\$37,120

CAMPUS DEGREE PROGRAMS – INTERNATIONAL STUDENTS

Program	Credit Hours	Tuition per Credit Hour ¹	Total Tuition	Textbooks ²	Technology Fee	TechKit	STRF ³	Equip. Deposit ⁴	Grad Fee	Total Tuition & Fees
Music Production, A.S.	60	\$577.50	\$34,650	\$600	\$400	\$4,200	\$0	\$400	\$20	\$40,270

¹ Tuition per credit hour is an estimated rate. Actual tuition is charged on a per semester basis. Refunds, if applicable, are prorated if student withdraws prior to program completion (see Refund Policy for details).

² Student may opt-out and purchase textbooks independently. Textbook fee is non-refundable once books are received by student.

³ The current Student Tuition Recovery Fund (STRF) assessment rate is zero (\$0) per \$1,000. Please see the STRF policy below.

⁴ The equipment deposit will be refunded at the end of the program if student has no fines for late or damaged equipment.

