AIMM

Atlanta Institute of Music and Media

Catalog

2026-2027

Table of Contents

INSTITUTIONAL MISSION STATEMENT **1**
VISION STATEMENT **1**
HISTORY **1**
Accreditation 2
Calendar and Holidays 3
Holidays / Breaks 4
School Hours – In Session 4
School Hours – Break Weeks 4
ADMISSIONS INFORMATION **5**
Acceptance Requirements 5
Admissions and Financial Aid Information 5
Deferred Enrollment and Re-Enrollment Eligibility 5
ACADEMIC PROGRESS POLICIES AND PROCEDURES **6**
Credit and Time Requirements 6
Credit Hour Policy 6
Academic Grading System 6
Academic Performance Measurements 7
Grade-Point Average (GPA) 7
Cumulative Grade-Point Average (CGPA) 7
Honors Designation 7
Academic Grading Policies 7
Grade Level Progression 8
Grade Extension 9
Incomplete (INC) 9
Requirements for Graduation 10
Transcripts 10
ACADEMIC ADMINISTRATION: POLICIES AND PROCEDURES **11**
Academic Warning Status 11
Academic Probation Status 11
Academic Suspension Status 11
Academic Suspension 12
Change in Status – Withdrawal from Program 12
ATTENDANCE POLICIES AND PROCEDURES **13**
Course Attendance Policy 13
Attendance and Withdrawal Policy 13
Student Identification 14
SATISFACTORY ACADEMIC PROGRESS **15**
Academic Requirements 15

Attendance Requirements 15
Make-Up Exams 15
Academic Review 16
Transfer Credits 16
INTERDEPARTMENTAL PROGRAM TRANSFER 16
Transfer of Certificate Credits to Degree Programs 18
Overview 18
Credit-Bearing Certificate Programs 18
Transfer of Credits 18
GPA Inclusion 18
Continued Academic Standing 18
Transition from one AIMM Degree to Another 19
Credit By Exam Policy 19
Curriculum Changes 19
Class Scheduling 19
Class Clearance 20
ADDITIONAL POLICIES AND PROCEDURES 21
Note To Financial Aid Recipients 21
Student Code of Conduct Policy 22
Title IX Policy Statement 23
Cheating/Plagiarism Policy 26
Academic Integrity 26
Artificial Intelligence (AI) Generated Content 27
Class Conduct 28
Personal Conduct 28
Professionalism 28
Appropriate Attire 28
Disciplinary Process 29
Drug Prevention Program 29
Appeal Panel 30
PROPERTY RIGHTS: PERSONAL VS. INSTITUTIONAL 31
Property Rights 31
Property of the Institute 31
Identification (ID) Cards 31
STUDENT SERVICES 32
Student Advisement Services 32
Student Housing 32
Students with Special Needs 32
Employment Placement Assistance 33
ADMINISTRATIVE SERVICES 34
Student Records 34

Studio Time Guidelines & Booking Procedures 34
General Criteria 34
Care of Lab/Studio Stations 34
Privacy & Copyright 35
Visitors Procedure 36
MEDIA SERVICES CENTER GUIDE 37
General Media Services Center Information 37
Regulations and Restrictions 37
Media Services Network 37
Wireless Internet Access 37
Lost And Found 38
Student Lounge 38
Tuition and Fees: 2026-2027 Academic Year 39
TO All STUDENTS 40
Veterans Education Benefits 40
AIMM VA Online Tuition Scholarship 41
Financial Aid Students 43
Tuition Rates and Fees 44
Miscellaneous Fees 44
Cancellation Policy 45
Withdrawal 46
Tuition Refund Policy 46
Drop / Add Policy 47
FINANCIAL AID 48
Financial Aid Students 48
Federal Pell Grant 48
Federal Supplemental Education Opportunity Grant (FSEOG) 49
Federal Direct Loans 49
Title IV Refund Policy 50
Financial Aid Fraud Policy 50
Vocational Certificate Programs at AIMM 51
Degree Programs at AIMM 51
Federal Direct Subsidized Loans 51
Federal Direct Unsubsidized Loans 52
Federal Direct PLUS Loans 52
Interest Rates 53
Grade Level Progression - Annual Loan Limit 53
FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) 53
VERIFICATION POLICY AND PROCEDURE 55
What is Verification? 55
Why was I selected for Verification? 55

Consequences of Failure to Meet the Verification Deadlines 55
Documentation Needed to Satisfy the Verification Requirements 55
Professional Judgment 56
Notification to Students 56
Correction Procedure for Students 56
Overpayment Cases 57
Opting Out (Verification) 57
Satisfactory Academic Progress (SAP) Standards 58
Cumulative Grade Point Average (CGPA) 58
Completion Rate (Credit Hour Progression) 58
DETERMINATION OF FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) 59
Maximum Time Frame Eligibility 59
Maximum Time Frame Appeal Process 59
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS 60
Satisfactory Academic Progress for Financial Aid Eligibility 60
FA SAP Warning 60
Financial Aid (SAP) Suspension 60
Financial Aid (SAP) Suspension (Appeal Approved) 61
Financial Aid (SAP) Suspension (Appeal Denied) 61
Notification of Appeal Determination 61
Dismissal and Return to AIMM 62
VOCATIONAL CERTIFICATE PROGRAMS 63
Performance Certificate 63
Certificate in Music and Technology 65
Certificate in Music Production 67
ASSOCIATE DEGREE PROGRAMS 69
Associate of Applied Science in Music and Technology 69
Associate of Applied Science in Music Production and Audio for Media 72
PROGRAM COMPLETION AND PLACEMENT DATA 75
COURSE DESCRIPTIONS 77
AIMM GRIEVANCE POLICY 94
HEALTH AND SAFETY PROCEDURES 95
Campus Security and Access 95
Injury or Illness 95
First Aid/Emergency Procedures 95
Mental Health 95
Student Safety Protocol 95
Inclement Weather Announcements 96
Text Messaging Service 96
STANDARD RESPONSE PROTOCOL 97
EMERGENCY PLAN AND PROCEDURES 97

Accidents Involving Injury 97
Sickness and Less Severe Injuries 98
Missing Student Reporting Policy 98
AIMM CATASTROPHIC EVENT POLICY 99
CAMPUS CRIME STATISTICS AND POLICIES 100

INSTITUTIONAL MISSION STATEMENT

The Atlanta Institute of Music and Media (AIMM) is dedicated to empowering aspiring musicians and media professionals through comprehensive educational programs that foster both technical proficiency and artistic creativity through specialized certificate and degree offerings. Our instructional focus is on developing professional competencies necessary for successful careers in music and media industries, thereby contributing to the broader community and enhancing the cultural landscape.

VISION STATEMENT

The Atlanta Institute of Music and Media strives to excel in contemporary music and media arts education with its primary focus being a positive, fulfilling, and rewarding student experience. AIMM continues to set the industry standard by providing the technical and applied learning skills needed to equip students with the knowledge and tools necessary to prepare them for successful careers.

Atlanta Institute of Music and Media's curriculum accomplishes its mission through class and practical application instruction; audio, video and computer lab instruction; and live clinics featuring today's most well-known and informative artists and music industry professionals.

Atlanta Institute of Music and Media programs are taught by professionals whose work experience, certification and/or music degrees give each instructor the background to teach the demanding curriculum.

It is the belief of the Atlanta Institute of Music and Media that music is the universal language and, therefore, welcomes students from diverse backgrounds. Atlanta Institute of Music and Media serves students without discrimination on the basis of sex, race, age, religion, or sexual orientation.

HISTORY

Founder Steve Freeman developed the mission statement of the Atlanta Institute of Music and Media in September 1985. It was revised in December 1993 by the governing board of the Atlanta Institute of Music and Media to better define the type of instruction offered and to add the non-discriminatory clause. Another revision was made in July 1997 by its President, Nite Driscoll, to better define AIMM’s purpose, which is to offer instruction and further develop the knowledge and talents of the non-beginning student, defined as one who already possesses or demonstrates an intermediate or better level of physical dexterity and aptitude relative to his or her instrument. In 2008, AIMM expanded its offerings to include recording arts as a program of study. From 2015 to 2019, the Music & Technology Certificate and Degree, Music Production Certificate, Performance Certificate, and Music Production & Audio for Media Degree programs were initiated.

Atlanta Institute of Music and Media currently offers the following programs:

- **Performance Certificate (with a concentration in Guitar, Bass, Drums, Keyboards, or Voice)**
- **Certificate in Music Production**
- **Certificate in Music and Technology**
- **Associate of Applied Science in Music and Technology**
- **Associate of Applied Science in Music Production and Audio for Media**

AIMM is authorized by the Georgia Nonpublic Postsecondary Education Commission; therefore, an applicant must be a high school graduate or have a GED to be accepted. AIMM does not admit individuals based upon ATB (Ability to Benefit) testing.

In addition to being authorized by Georgia Nonpublic Postsecondary Education Commission and accredited by the Council on Occupational Education, the Atlanta Institute of Music and Media has a Board of Directors that governs its operations. In addition to the Board of Directors, there are two Occupational Advisory Boards; one that governs the Music and Technology Certificate/Degree programs and Performance Certificate program, and one that governs the Certificate in Music Production, and Music Production and Audio for Media Degree Programs.

Accreditation

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898; fax (770) 396-3790

Business Name: Atlanta Institute Of Music And Media, Inc.
Business Type: Domestic S-Corporation, Private 2-Year, For-Profit College
Licensed to Operate In Gwinnett County, GA: Certificate #2020099595
State of Georgia Control Number: J823750
Authorized by Georgia Nonpublic Postsecondary Education Commission: Certificate #528
Accredited by Council On Occupational Education: School #201700

Calendar and Holidays

2026

Winter quarter	January 5, 2026	to	March 20, 2026
Spring quarter	April 6, 2026	to	June 19, 2026
Summer quarter	July 6, 2026	to	September 18, 2026
Fall quarter	October 5, 2026	to	December 18, 2026

2027

Winter quarter	January 4, 2027	to	March 19, 2027
Spring quarter	April 5, 2027	to	June 18, 2027
Summer quarter	July 6, 2027	to	September 17, 2027
Fall quarter	October 4, 2027	to	December 17, 2027

2028

Winter quarter	January 10, 2028	to	March 24, 2028
Spring quarter	April 10, 2028	to	June 23, 2028
Summer quarter	July 10, 2028	to	September 22, 2028
Fall quarter	October 9, 2028	to	December 22, 2028

2029

Winter quarter	January 8, 2029	to	March 23, 2029
Spring quarter	April 9, 2029	to	June 22, 2029
Summer quarter	July 9, 2029	to	September 21, 2029
Fall quarter	October 8, 2029	to	December 21, 2029

Holidays / Breaks

Martin Luther King, Jr. Day
Spring Break
Memorial Day
Juneteenth Day
Summer Break
Independence Day
Labor Day
Fall Break
Thanksgiving (and Friday following)
Winter Break
New Year's Eve
New Year's Day

School Hours – In Session

Monday & Wednesday - 9am to 8pm

Tuesday & Thursday - 9am to 6pm

Friday - 9am to 5pm

School Hours – Break Weeks

Monday through Friday - 10am to 5pm

ADMISSIONS INFORMATION

Acceptance Requirements

To gain acceptance into AIMM, applicants must possess a minimum 2.0 grade point average in high school and/or college or an equivalent GED cumulative score of 600 (with a minimum score of 150 in each category). Previous versions of GED scoring formats will be adjusted to this standard.

Admissions and Financial Aid Information

Please refer to AIMM's Website https://aimm.edu/ for admissions requirements and financial aid information.

Deferred Enrollment and Re-Enrollment Eligibility

Applicants who are accepted to the Atlanta Institute of Music and Media (AIMM) are expected to enroll within a reasonable timeframe following acceptance. An accepted applicant may defer ("push out") their enrollment; however, limits apply.

If an accepted applicant defers their enrollment for **three (3) separate quarters** or defers enrollment **three (3) times total** after being accepted—whether consecutively or non-consecutively—the applicant will no longer be eligible to enroll immediately.

In such cases, the applicant will be required to wait **one (1) full calendar year,** defined as **four (4) consecutive academic quarters**, from the date of their most recent deferral before being permitted to enroll at AIMM.

After the required waiting period has been satisfied, the applicant must re-confirm eligibility with the Admissions Office and may be required to submit updated admissions documentation. Admission is not guaranteed and is subject to institutional policies in effect at the time of re-enrollment.

AIMM reserves the right to deny or further delay enrollment if program capacity, academic readiness, or institutional requirements are not met.

ACADEMIC PROGRESS POLICIES AND PROCEDURES

The academic policies and procedures set forth by the Atlanta Institute of Music and Media help to ensure a high standard of education for its students as well as providing a guideline for students to monitor their own academic progress. Student records are maintained by the school and furnished upon written request to the student who is in good financial standing with the Institute.

Credit and Time Requirements

The Atlanta Institute of Music and Media (AIMM) ensures that all credit and time requirements for degree and certificate programs meet the Council of Occupational Education (COE) accreditation standards. Credit hour policies follow the Carnegie Unit standard and are consistently applied across programs.

Council of Occupational Education (COE) Regulations:

> **Criterion 2A-14: A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.**

Credit Hour Policy

AIMM defines a credit hour in accordance with federal guidelines: one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for an 11-week term. For lab and applied courses, this is adjusted to reflect contact time and workload equivalencies, as documented in course syllabi and institutional policies.

Academic Grading System

The grading system incorporates letter grades designated by equivalent numeric values as follows:

Letter Grades	Equivalent Grade Points	Letter Grades	Equivalent Grade Points	Not Weighted
A = 93-100	4.0	C+ = 77-79	2.3	P = Pass
A- = 90-92	3.7	C = 73-76	2.0	NP = Not Pass
B+ = 87-89	3.3	C- = 70-72	1.7	INC = Incomplete
B = 83-86	3.0	D = 65-69	1.0	W = Withdrawn
B- = 80-82	2.7	F = below 65	0.0	WF = Withdrawn Fail

Academic Performance Measurements

During each quarter in which the student is enrolled, his or her academic performance is recorded, reported and monitored by the following measurements:

Grade-Point Average (GPA)

During any level of the program, the total grade points earned is divided by the number of courses completed to determine the grade-point average for each quarter. The GPA is a metric that measures the student's performance for an individual quarter of study at AIMM.

Cumulative Grade-Point Average (CGPA)

For all courses completed from all levels of study, the total grade points earned are divided by the number of courses completed to determine the cumulative grade-point average. The CGPA is a metric that measures the student's performance for their entire program of study.

Honors Designation

A student's name is placed on the Honors list when the GPA for a quarter is 3.7 or higher. A graduate is designated as an honors graduate when the CGPA for a completed program is 3.7 or higher, and when the student completes all required hours, grades, and attendance within the enrollment period specified.

Academic Grading Policies

All non-elective courses must be completed with a passing grade for advancement to the next curriculum level. Should the student fail to achieve a passing grade in a course, the student will be required to take the course again at the current credit hour rate. If the student receives a passing grade upon retaking the course, the passing grade will be averaged with the previous failing grade in cumulative grade-point calculations.

Furthermore, a student may wish to repeat a course to earn a higher grade. Both the original grade and the subsequent grade for each repeated course will be listed on the record and averaged together in cumulative grade-point calculations.

Grade Level Progression

The annual loan limit for Direct Subsidized and Unsubsidized Loans increases as a student progresses in grade level. Atlanta Institute of Music and Media measures students' grade level progression based on the number of credits required in a program divided by the number of academic years it takes to complete the program.

Therefore, AIMM's two (2) year associate degree grade level progression is denoted as such:

Associate of Applied Science in Music Production and Audio for Media - 92 quarter credits

Year 1 grade-level (Freshman): **46 quarter credits**
Year 2 grade-level (Sophomore): **46 quarter credits**
Total: 92 quarter credits

Associate of Applied Science in Music and Technology - 94 quarter credits

Year 1 grade-level (Freshman): **47 quarter credits**
Year 2 grade-level (Sophomore): **47 quarter credits**
Total: 94 quarter credits

Grade Extension

Students can receive a **Grade Extension** if they have extenuating circumstances such as documented family or medical emergencies, which preclude the student from completing their coursework. For an extension to be given, the student must request and complete a **Grade Extension** form with the Vice President of Academic Affairs within one week after the end of the quarter. To be granted a **Grade Extension**, the student must have achieved at least 50% grade average in any course in which the extension is being requested. A student who receives a **Grade Extension** will have until the end of week one of the following quarter to complete the administrative process.

Incomplete (INC)

Any student who feels that s/he can't makeup their missing coursework with a Grade Extension can submit a Letter of Appeal for an **Incomplete**. Incomplete grades are granted in rare circumstances when a student, due to extenuating circumstances such as documented family or medical emergency, is unable to complete their coursework within the Grade Extension period. In order to be eligible for an Incomplete, students must complete coursework through week 6 and be passing all classes. The Letter of Appeal must be completed by the end of the drop/add period and must include both documentation of extenuating circumstances and an Incomplete Grade Form approved by the Vice President of Academic Affairs for the desired extension. An extension up to a maximum of one quarter may be granted with approval from an Academic Appeal Panel and the Vice President of Academic Affairs (Chairman of the Panel).

If an Incomplete is granted, the student will be withdrawn from their classes and receive a W on their transcript. They will then be added to the same classes (when possible) the following quarter at no charge to complete any missing coursework. AIMM cannot guarantee that students will be able to take the same courses the following quarter. For example, AIMM may not always offer the same General Education courses every quarter and some instrumental and recording classes might not run if there are not enough students registered.

If the student has not rectified the Incomplete by the end of the following quarter, the failing grade becomes permanent. Any failure is included in the student's GPA and CGPA calculations, and any INC that remains unaddressed may prevent the student from successfully completing their program of study. All students who incur a failing grade will be required to meet with their Academic Advisor to make a schedule adjustment for the current quarter of enrollment. Such adjustments may include reduction in status from full-time to part-time, retaking the failed course, and retake fees associated with the course repeat.

It is important to note that a reduction in status from full-time to part-time due to an incomplete grade and/or having to retake failed courses may also impact a student's academic progress; unsatisfactory academic progress can impact a student's financial aid causing a delay or suspension in financial aid funding.

Requirements for Graduation

To be qualified to graduate a student must:

1. Receive a passing grade in all subjects (65% or better);
2. Achieve a minimum CGPA of 1.7;
3. Complete the required number of credit hours as designated within each program;
4. Satisfy all financial obligations with the Institute;
5. Complete all program requirements within the allotted time;
    - For Certificate (diploma) programs, a student must complete within 1.5 years of initial date of enrollment, unless the student began his/her program at a part-time status, in which case the student may take up to 3 years.
    - For Associate Degree programs, a student must complete within 3 years of the initial date of enrollment.

Please note, students will not be permitted to graduate with an AIMM Certificate or Degree if they owe a balance on tuition. Students will be prohibited from participating in the graduation ceremony if they have not satisfied all of the above obligations.

Transcripts

Students may order copies of their official transcripts by completing a “Transcript Request Form” available through Parchment (https://www.parchment.com), which will then be automatically submitted to AIMM’s Registrar office.

ACADEMIC ADMINISTRATION: POLICIES AND PROCEDURES

Students with a cumulative GPA of 1.7 or better are considered to be in good academic standing. Students who fail to achieve a quarterly GPA or CGPA of 1.7 are in conditional academic status and are subject to the following:

Academic Warning Status

Students will be placed on **Academic Warning** when a GPA or CGPA falls below 1.7, and/or when a student is otherwise determined to be academically deficient. Students who are deficient may jeopardize their financial aid disbursements; please see the S.A.P (Satisfactory Academic Progress) portion of the “Financial Aid” section in this catalog for additional information.

Academic Probation Status

Any student who fails to meet the terms of an Academic Warning will be withdrawn from AIMM, unless s/he files an appeal. An appeal panel would be comprised of the Vice President of Academic Affairs, academic advisor(s), financial aid administrator, and/or other neutral parties of the faculty or administration. If successful, the appeal would result in the student being placed on Academic Probation for one term. In order to rectify Probation and be considered in good standing, a student must make up all deficient course grades precisely as prescribed in the probation plan agreed upon by the academic advisors and/or appeal panel as described above, and bring their CGPA up to a 1.7. Any student not meeting the terms as outlined will be suspended from AIMM for one (1) year before being allowed to return.

Academic Suspension Status

Students who do not achieve a minimum CGPA of 1.7 at the end of the next quarter of enrollment following academic probation, *o*r if their academic appeal is denied, will be suspended from the Institute. Students who have been academically suspended from the Institute for the first time will be eligible to return after one year. Students will be required to submit an additional admissions application, and any new enrollment documents (i.e. transcripts from other schools attended during suspension from AIMM). Students who return after academic suspension will be placed on academic probation and must meet with an advisor prior to registration. Readmitted students who do not achieve a minimum CGPA of 1.7 grade point average for the first quarter of re-enrollment will be academically dismissed from the Institute, as described below.

Academic Suspension

A student will be administratively withdrawn from the Institute when student:

1. Fails to achieve a CGPA 1.7 GPA while on Academic Probation: or
2. Withdraws from the program during the quarter of Academic Probation; or
3. Earns a CGPA of less than 1.7 for the fourth time overall

NOTE TO FINANCIAL AID RECIPIENTS:

Satisfactory Progress must be maintained in order to remain eligible for federal student aid. Students placed on Academic Probation lose aid eligibility until they can meet the minimum satisfactory progress requirements.

Change in Status – Withdrawal from Program

Students who must interrupt their program of study for any reason (i.e. financial hardship, illness, etc.) must notify their Academic Advisor immediately and complete the necessary paperwork. A withdrawal may be considered temporary or permanent. Any temporary withdrawal which is due to medical issues must be accompanied by written proof from a board certified physician or other certified medical professional to prove the need for medical withdrawal. The student's place is not guaranteed in class for return, meaning it is at the discretion of the instructors and staff to require the student to return at a later date or withdraw permanently; nor is financial aid award guaranteed upon return. The student must remain in good standing both with the school and with any lenders associated with the student in order to be considered for aid upon return. Stafford Loan recipients may lose their grace period if they do not return to school within 180 days, and may be required to begin repaying their loan immediately as a result of the lost grace period. Also, any student who withdraws and then returns is subject to any tuition increases that occur. Please see the school's refund policy for information on refunds or monies due upon withdrawal.

A student may also change status from full to part time, or vice versa. Students must be in good academic standing at the time of transfer, and are only permitted to change full or part time status between quarters or no later than week 4 in the current quarter of study. Any student who changes from full to part time will be required to pay any tuition increase that occurs during their program of study.

Students MUST understand if they decide to take a quarter off, their 6 month loan repayment grace period will be affected!

ATTENDANCE POLICIES AND PROCEDURES

Maintaining a good attendance record is essential to the student's progress and professional development. Attendance records are included in a student's records and, with the student's permission, are made available on request to potential employers after a student has graduated.

Course Attendance Policy

Attendance records are maintained and monitored in the following manner:

Attendance is taken and recorded as part of the grade for every scheduled class meeting by the instructor.

- For in-person courses, a student will be marked absent if they **arrive fifteen minutes late** to class or **leave fifteen minutes prior to the end of class**.
- For online asynchronous courses, attendance is calculated by a specific time schedule set for required course participation defined in each course syllabus by the instructor. Active course participation is defined as fulfilling assignment or discussion requirements within the published timeline and submitting assignments within the published timeline. Absence is defined as not fulfilling assignment or discussion requirements within the published timeline and/or not submitting assignments within the published timeline. Failure to post within the expected frequency of postings as stated in the syllabus assignment or discussion descriptions may result in grade reduction.

Attendance and Withdrawal Policy

For Title IV purposes, the U.S. Department of Education defines attendance as documented academically related activity. Attendance tracked for grading purposes may differ from attendance used for Title IV withdrawal determination. Academically related activity may include, but is not limited to:

- Submission of academic assignments
- Participation in required discussion posts
- Completion of quizzes, exams, or other assessments
- Participation in instructor-directed academic activities
- Initiating contact with an instructor regarding course content

Logging into the learning management system without documented academic activity does not, by itself, constitute attendance.

A student who has no attendance and no documented academically related activity in all enrolled courses for 14 consecutive days may be subject to withdrawal from the school.

For extenuating circumstances, such as documentable medical, legal, or family emergencies, a student may submit a Letter of Appeal for an Incomplete (INC). Veterans or military personnel on active or reserve duty are exempt from this policy.

Students withdrawn under this policy will be required to repeat coursework at the current tuition rate per credit hour in order to complete their program.

Student Identification

All students are required to carry an ID card at all times while on campus. The ID card will have an administratively approved photo, which students are required to provide during student orientation.

Student ID photo requirements are as follows:

- A recent color photo taken within the last six months.
- Directly face the camera with no shadows on your face.
- Wear normal clothing; no uniforms, except for religious clothing worn daily.
- The background must be plain in color.
- No hat or head covering, unless it is worn daily for religious purposes.
- No headphones, sunglasses, or similar items can be worn.
- No filters can be applied.
- The photograph must be unedited.

Students are required to retain their ID card that is used for various purposes for the duration of their program:

- For entry into the facility; checking out resource materials; checking out lab stations; and for participation in certain student activities.
- Some retailers, theaters and restaurants offer special discounts to those who present a student ID card.

If a student loses his or her ID card, they are required to inform the office staff immediately and need to fill out the **Request for a New ID** form. Students will incur a $10 charge to replace a lost ID.

All students are required to carry their IDs at all times while on campus and may be asked to present their IDs for verification of enrollment.

SATISFACTORY ACADEMIC PROGRESS

Academic Requirements

A. Each course must be completed and passed with a minimum grade of 65% (= 1.0 GPA) or better by the last week of each quarter. Students not meeting academic requirements will be placed on academic probation.
B. Each level's lab requirements must be fulfilled by the end of the last week of that level.
C. Students receiving Title IV federal aid must maintain satisfactory academic progress in order to remain eligible for federal aid.

Attendance Requirements

A. Full-time students must attend at a rate of 12 credit hours per quarter, minimum. There is no penalty for exceeding 12 credit hours per quarter. It will generally take full-time certificate students 1 year to complete their programs of study; full-time degree students should attempt a rate of 16 credits per quarter on average in order to graduate within 18 months.
B. Three-quarter (¾) time students must attend at a rate of 9 -11 credit hours per quarter. It is recommended that any student who wishes to attend three-quarter (¾) time clear their credit load with Financial Aid prior to matriculation each quarter, in order to ensure appropriate financial aid coverage.
C. Half-time students must attend at a rate of 6 credit hours per quarter, minimum. It is recommended that any student who wishes to attend part-time clear their credit load with Financial Aid prior to matriculation each quarter, in order to ensure appropriate financial aid coverage. The half-time rate of pursuit may impact students receiving financial aid.

Make-Up Exams

In the event a student is absent due to mitigating circumstances on the date that an exam or project is due, it is the student's responsibility to confer with the instructor for permission to schedule a make-up exam. The work must be completed by the end of the quarter unless the student applies for a "Grade Extension" (see "Grade Extension" policy). Unless the original final examination was missed due to circumstances beyond the student's control, the instructor may, at his or her discretion, deduct points from the make-up exam grade. The make-up exam may differ from the original exam and will be administered by the instructor or other department members.

Academic Review

Students placed on Academic Warning, Probation or Dismissal status by the administration will receive notice of such action. The academic record of a student who is subject to Academic Warning, Probation or Dismissal is reviewed by the Academic Advisors, Registrar, and the Vice President of Academic Affairs, who maintain the discretionary authority to administer each student's academic situation in a manner deemed to be in the best interest of both the student and the Institute.

Transfer Credits

Atlanta Institute of Music and Media may grant credit for previous training to a student who has completed related training prior to attending the Institute. The student may be required to successfully complete a **Credit by Exam** (CBE) in the area for which credit is desired. During the admissions process, students may apply for an advance transfer of credits for courses they previously completed with a satisfactory grade of C- (70%) or better at an accredited college or university, when such courses reasonably relate to similar courses offered by the Institute. In such cases, the student must provide official, sealed transcripts and course descriptions for all courses for which s/he is seeking transfer credit.

All advanced credit must be applied for and approved no later than the end of the first week of the initial quarter of study. Consult the Director of Admissions for details regarding the awarding of advanced credits.

Atlanta Institute of Music and Media may grant transfer credit for previously completed coursework that is substantially equivalent to courses offered by the Institute. No more than fifty percent (50%) of the credits required for any AIMM program may be accepted in transfer from another institution. Students must complete a minimum of fifty percent (50%) of the credits required for graduation through coursework taken directly at AIMM. AIMM reserves the right to require a Credit by Exam (CBE) or other assessment to verify competency prior to awarding transfer credit.

INTERDEPARTMENTAL PROGRAM TRANSFER

Students who wish to transfer from one program to another within Atlanta Institute of Music and Media must successfully meet the entrance requirements for the other program. Students will be required to consult with their Academic Advisor to initiate a Change of Program (COP) form, which includes an appeal to be approved by AIMM’s Academic Leadership Team. Eligibility to change programs will be based on student CGPA, attendance, and overall academic effort made in the previous program. If the appeal is approved, students must fulfill all necessary admissions requirements no later than the Friday of the first break week between quarters. AIMM cannot guarantee that the transfer will be immediate; students requiring additional preparation for the

program into which they wish to transfer may be required to postpone transfer until the following quarter. Any relevant credits previously earned will be transferred if the student received a C- (70%) or better. Students will be given the opportunity to take a Credit by Exam (CBE) if they did not earn a C- (70%) or better (see CBE policy below).

Transfer of Certificate Credits to Degree Programs

Overview

Students who complete a certificate program at the Atlanta Institute of Music and Media (AIMM) and subsequently enroll in a degree program may be eligible to apply previously completed coursework toward their new academic program. The application of credits and the treatment of GPA depend on whether the certificate coursework was completed for academic credit.

Credit-Bearing Certificate Programs

Certificate programs at AIMM that award academic credit are considered part of the institution's credit-bearing academic structure. When a student transitions from a credit-bearing certificate program into an AIMM degree program, the following policies apply:

Transfer of Credits

- All courses completed within the certificate program that are designated as credit-bearing and applicable to the student's chosen degree program will be transferred into the degree program.
- Courses that do not meet degree requirements may be recorded on the transcript but will not count toward the degree.

GPA Inclusion

- Because credit-bearing certificate courses carry academic grades, these grades are included in the student's institutional cumulative GPA.
- Upon matriculation into a degree program, the institutional GPA does not reset.
- Grades earned in the certificate program continue as part of the student's permanent academic record and are factored into the cumulative GPA reflected for the degree program.

Continued Academic Standing

- Academic standing (e.g., Good Standing, Probation) is determined based on the cumulative GPA, inclusive of certificate coursework.

Transition from one AIMM Degree to Another

Students who complete a degree at AIMM and choose to pursue a second degree at the institution will follow the same academic continuity rules as outlined for credit-bearing certificates:

- All applicable coursework will transfer into the new degree program where appropriate.
- The institutional cumulative GPA will be refactored with the transfer credits applied to the new program.
- The student retains a single institutional academic record that reflects all AIMM coursework completed across programs.

Credit By Exam Policy

A student may wish to earn **Credit By Exam** (CBE) for a course or courses in which the student has already gained proficiency. Students wishing to exempt such courses should do the following:

1. Notify the Academic Advisor or Vice President of Academic Affairs of their interest in gaining **Credit By Exam** upon initial registration.
2. Complete AIMM's **Credit By Exam** form available from the Vice President of Academic Affairs.
3. Complete the exam process with the appropriate instructor and submit all paperwork to the Vice President of Academic Affairs no later than the end of the first week of the student's first quarter of study.
4. CBE will only count if a C- (70%) is achieved.

Curriculum Changes

The subjects and outlines for the program of study are outlined in the AIMM Catalog and other materials you receive from the Institute. Each subject is periodically reviewed for content, relevancy to changing musical styles and relevancy to updated equipment. Some subjects within the program are necessarily taught in sequential order while some may be taught in an unstructured sequence. The Institute reserves the right to alter or change subject titles, subject content, or the sequencing of subjects at any time necessary for the purpose of enhancing the education program. These changes in titles or in curriculum content are initially filed with and approved by Georgia Nonpublic Postsecondary Education Commission and the Council on Occupational Education prior to publication and instruction. Subject schedules are available in advance of each academic quarter and the student is welcome to meet with their Academic Advisor regarding any scheduled changes.

Class Scheduling

Courses are offered with sufficient frequency such that a student may complete their program in a reasonable amount of time (generally within 100% of program length from the date they began their program at the chosen rate of pursuit). The majority of courses are offered quarterly, with only a few being offered less frequently, the least frequent of which are offered annually. Every

attempt is made to schedule students appropriately with regard to their schedule needs and academic needs.

AIMM reserves the right to not offer a particular course if the enrollment is deemed insufficient. In addition, General Education courses are offered on a rotating basis; therefore, students may not be able to take their desired GE classes every quarter.

The Institute reserves the right to reschedule or change time and place of a class's offering at any time necessary to accommodate classroom and facility usage needs. Schedule changes may also occur due to student enrollment status changes. For example, in the case in which a student changes from full-time to part-time status, class times and/or structure may not be identical to those which were present when the student initially enrolled. Students are given notice in advance of their class schedules so that they can plan ahead accordingly (job schedules, transportation, etc.).

Class Clearance

On the first day of the new quarter, all students must complete a class clearance procedure before attending classes. Completion of late registrations, adding of subjects due to failing grades, etc., and payments due between registration and new term start may be required at this time. Also at this time, all part-time schedules must be determined and approved by the Academic Advisor.

All late fees and past due amounts must be brought current before the student is eligible to attend classes in the new quarter. Students will not be permitted to proceed to the next level without having paid completely the balance due from the previous level.

The last date a student may drop a class is the Friday of the first week of the quarter. If a student drops after the first Friday but before the fourth Friday of a quarter, s/he will be assigned a non-punitive grade of W (Withdrawn) in the course and will be required to take the course again at the current credit hour rate. If a student withdraws or is withdrawn from a course after the fourth Friday, s/he will be assigned a punitive grade of WF (Withdrawn Fail) and will be required to take the course again at the current credit hour rate. If the student receives a passing grade upon retaking the course, the passing grade will replace the previous failing grade in cumulative grade-point calculations. Regarding financial aid, any attendance in any registered class will be considered an "attempt," meaning regardless of when the student withdraws from said class, it will be counted as a failure in that quarter's Satisfactory Academic Progress assessment.

Any student who withdraws, or is withdrawn by the administration, out of a single course, but is still enrolled and in attendance in other courses at the Institute, will be charged according to the schedule below:

- On or before the first Friday: no charge for that single course
- After the first Friday of the quarter, the full charge for that single course if student is still enrolled and actively attending other courses

ADDITIONAL POLICIES AND PROCEDURES

1. Students who fail a prerequisite course or courses by attendance or grade point average will have to pay to retake the course in order to complete the program.

2. Active students who wish to audit a course after having completed the course and receiving a passing grade are not charged again for the course if it is retaken within one year of completion.

3. Students wishing to take Pro Tools Certification Exams will only be permitted to do so if their tuition payments are up-to-date. A student with a past-due balance will not be allowed to sit for any level of Pro Tools Certification Exam until his/her balance is brought current. Students taking any portion of their program in distance learning format (online) will be required to take the Pro Tools Certification Exam on campus.

4. Students who wish to attend courses which have been new additions to the program since the student's initial enrollment will be required to pay the current rate of tuition to take these courses.

5. AIMM graduates can audit any course they have already successfully completed from their program of study at no charge within a one-year period following their graduation.

6. Any student who changes status from full-time to ¾ time or part-time will also be expected to pay any tuition increases and/or any additional lab fees that are assessed.

7. If a student withdraws, either permanently or temporarily during their program of study, AIMM instructors are not permitted to instruct that student on a private basis for a period of six (6) months after withdrawal from the Institute.

Note To Financial Aid Recipients

Please check the Financial Aid section of the catalog to determine how SAP impacts financial aid eligibility.

Student Code of Conduct Policy

Students are generally young professionals who are preparing for careers in the music and recording industry. An integral part of their career and professional development is the expectation that they will conduct themselves during the education processes in the same manner as will be expected in an employment or professional performance situation.

Atlanta Institute of Music and Media has adopted a **Student Code of Conduct Policy** to protect the rights of students, faculty, staff and the school itself. This policy ensures that the Atlanta Institute of Music and Media learning environment is one characterized by mutual respect, civility and good citizenship.

As members of the academic community, Atlanta Institute of Music and Media students are expected to accept and adhere to these high standards of personal conduct.

Students shall:

1. Treat all members of the Institute's community with courtesy, respect and dignity.
2. Comply with directions of administration acting in the performance of their duties.
3. Treat the campus itself with respect, including buildings, classrooms, studios, lab areas, equipment and furnishings.
4. Respect the rights and property of others, including students, faculty, and administration.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
6. Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies including but not limited to those that appear in the AIMM Catalog.
9. Have no firearms, weapons or any other item designed to inflict harm or damage on campus; refrain from any contact with firearms on campus and from tampering with fire safety equipment in the Institute building.

The Student Code of Conduct Policy, as well as the preceding guidelines outlining the adjudication of conduct-related offenses, applies to all Atlanta Institute of Music and Media students.

Title IX Policy Statement

Nondiscrimination Policy & Notice of Nondiscrimination

The Atlanta Institute of Music and Media (AIMM) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to The Atlanta Institute of Music and Media's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. AIMM's Title IX Coordinator is Shane Driscoll, Chief Operating Officer, who can be reached at shanedriscoll@aimm.edu.

AIMM's nondiscrimination policy and grievance procedures can be located at: https://aimm.edu/title-ix.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://aimm.edu/title-ix.

Grievance Procedures for Complaints of Sex Discrimination

AIMM has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that AIMM investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

- a student or employee of AIMM who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- a person other than a student or employee of AIMM who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in AIMM's education program or activity;
- a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- AIMM's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal

right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

Basic Requirements of Title IX Grievance Procedures:

- AIMM will treat complainants and respondents equitably.
- AIMM requires that any Title IX Coordinator, investigator, or decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- AIMM presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Written Notice of Allegations:

Upon initiation of these Title IX grievance procedures, AIMM will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- AIMM's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision-maker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence.

Dismissal of a Complaint:

AIMM may dismiss a complaint of sex discrimination if:

- AIMM is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in AIMM's education program or activity and is not employed by AIMM;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and AIMM determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- AIMM determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, AIMM will make reasonable efforts to clarify the allegations with the complainant.

Investigation:

AIMM will conduct a thorough and impartial investigation of all complaints. Both parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, AIMM will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision-maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable.
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.

Appeal of Determinations, if offered:

AIMM offers an appeal process for determinations regarding sex discrimination that is the same as it offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

Supportive Measures:

AIMM will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to AIMM's education program or activity or provide support during AIMM's Title IX grievance procedures or during the informal resolution process. These supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Informal Resolution, if offered:

In lieu of resolving a complaint through AIMM's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. AIMM does not offer informal

resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Contact Information for OCR:

For additional support, you may contact the U.S. Department of Education's Office for Civil Rights at https://ocrcas.ed.gov/contact-ocr.

Shane Driscoll, Chief Operating Officer
Title IX Coordinator
Atlanta Institute of Music and Media
shanedriscoll@aimm.edu

Cheating/Plagiarism Policy

Cheating is defined as any attempt by a student to improve his/her performance through the use or attempted use of unauthorized review material or texts during an examination, or having another student do his/her own work or using another student's work whether known or unknown by said student. It shall be forbidden that any student knowingly participate in any form of cheating and/or plagiarism whether as described above or by any other method to be identified in the future. Any student having knowledge of such an incident is to report the incident immediately to their Instructor, Academic Advisor, or to the Vice President of Academic Affairs. Any student found participating in such activity, or having specific knowledge of such activity and not reporting it immediately will receive 0% for the examination in question as well as face possible expulsion.

Academic Integrity

Atlanta Institute of Music and Media expects students to fulfill their academic obligations honestly and in a manner that reflects the professionalism expected in the industry. Dishonesty is considered an offense subject to disciplinary actions. Academic misconduct includes but is not limited to the following:

1. Any joint effort in examinations, assignments, or other academic activity unless authorized by the instructor.
2. Cheating/Plagiarism in any form; using another's phrase, sentence, or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own.
3. Atlanta Institute of Music and Media is committed to creating a learning environment that teaches and encourages professionalism. Atlanta Institute of Music and Media expects students to engage in their academics in a professional manner which is necessary to be successful in the music industry.

Artificial Intelligence (AI) Generated Content

1. AI-generated content may be used in the classroom to generate text for research purposes, writing assignments, and other academic activities, but must be appropriately cited.
2. AI-generated content should be used as a tool to supplement learning and not as a substitute for critical thinking, research, or writing.
3. Students should be encouraged to use AI-generated content as a starting point for their research and writing and not as a source of completed assignments.
4. Students will receive a zero for assignments that contain uncited AI-generated content. It will be treated as plagiarism.

FERPA Issues:

1. Instructors should be aware that AI may generate text that contains sensitive or confidential information.
2. Instructors should remind students to be cautious about sharing any personal information or identifiable data in their interactions with AI.
3. Instructors should ensure that the use of AI complies with the Family Educational Rights and Privacy Act (FERPA). Students' personal information and academic records should be kept confidential and not shared with third parties.

AI-generated Plagiarism:

1. Instructors should make it clear to students that the use of AI-generated content does not excuse them from the responsibility of properly citing sources.
2. Students should be reminded that they must properly attribute any sources used in their work, whether they were found through AI or elsewhere.
3. Instructors should use plagiarism detection software to ensure that students are not submitting work that includes unattributed text generated by AI.

Conclusion:

The use of AI-generated content in the classroom can be a valuable tool for supplementing learning and improving research and writing skills. However, it is important to use AI-generated content ethically and responsibly. Instructors should remind students of the need to properly attribute sources and comply with FERPA regulations, and use plagiarism detection software to ensure academic integrity.

Class Conduct

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

Personal Conduct

Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the school. These sanctions apply whether or not such conduct occurs on campus, off campus, at Institute-sponsored or non-Institute-sponsored events. The sanctions also include the use of social media platforms. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

AIMM reserves the right to reject a student's application for any reason including hate speech or violent and/or derogatory language on social media that does not reflect our values or commitment to a thriving and inclusive community where students, administration and faculty feel safe and respected. In addition, social media posts of this nature limit job placement opportunities upon graduation.

Professionalism

While AIMM is an educational facility, our classes are geared towards a real-world music performance and audio engineering environment, complete with working with industry professionals. Our programs are designed to develop, or enhance, students' work ethic both professionally and personally. As an AIMM student, you are expected to: attend class, be prompt, adhere to deadlines, complete projects and exhibit professional behavior towards the staff, your instructors and peers. Students are expected to resolve any conflicts that arise in a reasonable and professional manner.

Appropriate Attire

AIMM students are expected to maintain proper personal appearance at all times. Clothing with pictures or language denoting violence, prejudicial biases, sexual acts or other inappropriate

depictions or suggestions is not acceptable. Students must also ensure that undergarments are not displayed at any time, while on campus. A primary mission of Atlanta Institute of Music and Media is to prepare students for success in performance or their field of employment. AIMM is fortunate to have potential employers and guests occasionally visit the campus, so proper appearance is important.

Disciplinary Process

Any student who violates the code of conduct will be subject to disciplinary action, which may include the following. :

1. **Written Warning:** A written warning would be the first course of action unless the severity of the violation should require more severe action. The written warning will be issued to the student during a meeting with their academic advisor. The student will be given the opportunity to respond in writing to the warning before it is signed by all parties and placed in their academic record.
2. **Suspension from Class:** In the next course of action or if the severity of the violation warrants more drastic measures, the student may be suspended from class. If a student is suspended from class, the student will be required to retake the class in his/her next quarter and shall be responsible for any applicable retake fees. The student should also be aware that retaking classes can impact the student's academic status (full-time vs. part-time) and can thereby potentially impact his/her tuition rate and/or financial aid.
3. **Expulsion:** If a student has previously received a written warning, been suspended from class and/or if the severity of the violation warranted more drastic measures, and such measures were taken, the student may be terminated from the Institute.

Please note, AIMM reserves the right to expel any student who is deemed a threat or major disruption to the educational environment at any time for any reason. Students have the right to appeal any such decision, following the appeal process outlined above. Any student can appeal the disciplinary action taken against him/her. The student would have to submit an appeal in writing to the Vice President of Academic Affairs. AIMM would have ten (10) business days to review and respond to the appeal. An Appeal Panel composed of the Vice President of Academic Affairs (Chairman of the Panel), Vice President of Student Services, Academic Advisors, and Registrar, would meet to review the letter of appeal. The student would be allowed to attend the review proceedings. The Institute and student would be required to abide by the Appeal Panel's decision. All proceedings would be documented and signed by all parties.

Drug Prevention Program

Georgia state law requires all post-secondary institutions to offer a Drug Prevention Program. In keeping with this requirement, all new students are required to complete AIMM's online orientation process in Canvas Learning Management System, during which substance abuse information and treatment resources are available containing contact information for various treatment programs. Each student is required to indicate that they have read the material by marking the activity as complete in Canvas, and that s/he has an understanding of the material

presented, and that s/he will adhere to the policy which establishes a drug free learning environment at AIMM.

AIMM prohibits the consumption of alcohol on campus. It is the policy of the Atlanta Institute of Music and Media that any student found using or under the influence of illegal substances or alcohol while on campus will be expelled from the Institute. Normal refund policy applies in this case. Federal Financial Aid recipients are subject to loss of Title IV funds in the event of a felony conviction.

Appeal Panel

As explained previously, students may be subjected to administrative action (probation, suspension, dismissal or expulsion) in the event they fail to meet certain academic, attendance or conduct standards, financial obligations or requirements as established by the Institute.

Students have the right to appeal any change in student academic, attendance or conduct status to the Appeal Panel composed of the Vice President of Academic Affairs (Chairman of the Panel), Vice President of Student Services, Academic Advisors, and Registrar.

Requests for appeal and supporting documentation must be submitted to the Vice President of Academic Affairs within three class days of the date on the notice. Thereafter, the Panel will convene at the earliest opportunity to hear and consider the appeal. The Panel has the responsibility of reaching in each appeal a decision that is, on balance, in the best interests of the student and the Institute. The Vice President of Academic Affairs should be contacted for further information on appeal procedures.

PROPERTY RIGHTS: PERSONAL VS. INSTITUTIONAL

Property Rights

Atlanta Institute of Music and Media is not responsible for the personal property of students (such as books, supplies, equipment or clothing). Students should place their name and telephone number on all items of value, and keep track of their items at all times. Equipment serial numbers should be recorded and kept in a safe place. Students should review their personal property/homeowners insurance and automobile comprehensive insurance policies to determine whether valuable equipment or personal items would be covered in the event of theft or loss.

Property of the Institute

Students are responsible for any Institute books or equipment used or checked out and they are responsible for the costs of repair or replacement of such items in the event they are damaged or lost.

Identification (ID) Cards

Students are required to retain an ID card that is used for various purposes for the duration of their program:

- For entry into the facility; checking out resource materials; checking out lab stations; and for participation in certain student activities;
- Some retailers, theaters and restaurants offer special discounts to those who present a student ID card.

If a student loses his or her ID card, it is important to inform the office staff immediately for replacement. All students are required to carry their IDs at all times while on campus, and may be asked to present their IDs for verification of enrollment. Students will incur a $10 charge to replace a lost ID.

STUDENT SERVICES

Atlanta Institute of Music and Media provides support services to help students complete their education programs and reach their career objectives. Every student is encouraged to take advantage of all support services.

Student Advisement Services

The Administrative Offices provide general advisement services for students. The administration wishes to be helpful to all students and all discussions are held in strictest confidence. Students are invited to discuss attendance or academic problems with their Academic Advisor. Additionally, the Administrative Offices can provide medical and dental referrals, information about the city (what is happening - how to get around), and information regarding student activities.

Student Housing

The Admissions Office can refer prospective students to others interested in having a roommate at their request. However, AIMM cannot guarantee a roommate for a student. AIMM does not provide on-campus housing for students. The Admissions Office can refer students to nearby properties that have histories of working with AIMM students. It is ultimately the responsibility of the student to secure affordable off-campus housing while enrolled at AIMM. AIMM partners with Point2Homes to provide up-to-date apartment availability and prices to properties in the area.

Students with Special Needs

Under the Americans With Disabilities Act, a person with a disability has a physical or mental impairment; has a record of such impairment; or is regarded as having such an impairment which substantially limits a major life activity such as walking, seeing, hearing, speaking, breathing, self-care, or learning. Atlanta Institute of Music and Media makes reasonable accommodations for students with documented disabilities when such accommodations are necessary to ensure equal access to the campus or curriculum.

Your request for an accommodation should be as specific as possible and must be supported with appropriate recent professional documentation. You do not need to identify any disabilities for which you are not requesting accommodations.

Students must obtain and complete a **Disability Accommodation Request Form** and submit it to the Vice President of Student Services no later than the Drop/Add deadline (1st Friday) of the quarter. In addition, recent documentation (within the past three years) from a qualified professional must be submitted separately. The documentation must include a diagnosis and recommendations by a licensed practitioner who is qualified to diagnose and evaluate the conditions for which you are requesting accommodations at Atlanta Institute of Music and Media.

Please note that high school IEPs alone are never sufficient to document a disability. This information will be shared with others only as needed to meet your special requirements.

Employment Placement Assistance

AIMM assists graduates with resume writing and job placement. AIMM monitors each student's development throughout their program of study, and the on-campus Placement Director advises each student so that they may find their talent and plan a strategy for the direction they have chosen in the music industry. The Placement Director networks with music and media related businesses and representatives, including regional and national booking agencies for bands, recording studio owners, film and television production personnel, houses of worship, live sound venues, audiovisual companies, sports complexes, music store owners, and other professional performing artists. These contacts provide a variety of employment opportunities for those who successfully complete their program.

ADMINISTRATIVE SERVICES

Student Records

Student Records maintained at AIMM are confidential. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the Atlanta Institute of Music and Media to comply with the requirements of FERPA.

AIMM's student records policy states that students can obtain copies of any official records kept pertaining to that student. In general, AIMM will not release any information pertaining to a student's record, unless the student has authorized such release in writing, except directory information that is considered allowable disclosure under the FERPA guidelines. Students can obtain more information about the U.S. government's FERPA policy here.

Studio Time Guidelines & Booking Procedures

General Criteria

Only actively enrolled students are allowed to use AIMM's facilities. Studio booking requests are approved on a first-come first-served basis. Students can verify availability by speaking to the Technical Department. Studio booking requests must be submitted no later than five days prior to the desired start date. Special circumstances and 'walk-in' bookings will occasionally be granted access at the discretion of the Technical Department. Any and all requests for usage of specific AIMM equipment must be described in detail on the booking form and approved by the department director. Failure to state properly the nature of equipment requests on the booking form will result in the student/group being issued equipment of the Technical Department's choosing. AIMM reserves the right to change scheduled studio bookings.

Care of Lab/Studio Stations

No food, drink, or smoking/vaping is allowed in the labs/studios. Any food or drink in your possession must be kept in a closed pack, briefcase, purse, etc. while using the lab/studio. Lab computers are for academic use. Chat functions, social networking sites, and game playing are restricted from all computers except as required for academic purposes. Those using the

facilities should work quietly. Loud conversations and disruptive behavior disturb others who are trying to do academic work. Use of the on-board speakers on lab computers, as well as the use of cell phones, is strictly prohibited. Users should take care not to display images, sounds or messages which could create an atmosphere of discomfort or harassment to others. Students should make arrangements through their instructor for a private work area if a class assignment requires them to access such materials. Users must not intentionally disrupt the campus computing system or obstruct the work of other users by knowingly consuming inordinately large amounts of system resources or internet/network bandwidth. Computers are configured according to the needs of students and faculty/staff. Users must not change hardware or software configuration settings. Users who have suggestions for a hardware or software configuration change should speak to the department director. Lab stations are also not to be rearranged to accommodate student equipment.

Lab/studio workstations are only available to students during regularly scheduled class times, and sessions booked through the designated studio booking procedure. Any student or group using a workstation without prior authorization will be removed. Students engaged in non-academic pursuits may be asked by attendants to relinquish machines for students who need to do work for their classes. Some computers are reserved for specific purposes because of special features. These computers are clearly identified in each facility, and students needing those resources shall have priority on those machines. Malfunctioning equipment should be reported immediately to the attendant or manager in charge of the area. Repeated violations of any of the policies cited above will result in disciplinary action, including, but not limited to:

- **Dismissal from the class**
- **Loss of computer/lab area/studio privileges**
- **A failing grade on the assignment/class**
- **Expulsion from school**

Privacy & Copyright

Electronic records sent, received, or stored on computers owned, leased, or administered by AIMM is the property of AIMM. As the property of the AIMM, the content of such records, including electronic mail, is subject to inspection by AIMM personnel. While AIMM may not routinely do so, AIMM is able and reserves the right to monitor and / or log all network activity of users without notice, including all email and Internet communications. Users should have no reasonable expectation of privacy in the use of these resources. Only software owned by or licensed to AIMM shall reside on campus lab/studio computers. No software or “freeware” shall be installed on any AIMM lab/studio computer without express permission from the program director. Users must save their work to removable media.

All applicable copyright laws and licenses must be observed at all times. Unauthorized reproduction or distribution of copyrighted material, including work by other students, instructors, faculty, and staff, as well as works produced outside of AIMM, is strictly prohibited, as per the Copyright Law of the United States. Anyone violating copyright will be subject to civil and criminal

penalties. Also, the distribution and display of obscene materials is prohibited by the laws of Georgia. Obscene materials are defined under Georgia law (see G.C.A. §16-12-80).

Visitors Procedure

Any student who wishes to bring a visitor to the school for any reason must check each visitor in with the Receptionist or available staff member. Visitors will be given a temporary badge and are required to wear the badge at all times during their visit. Visitors are also required to sign out and return their badge upon leaving. Please note, students are discouraged from bringing frequent visitors, as they are generally considered to be potentially disruptive to other students' education. AIMM reserves the right to ask any non-student to leave the premises at any time.

MEDIA SERVICES CENTER GUIDE

The following information is to serve as a guide for student use of the media services center. The Institute's media services center, or library, has as its specific mission to support, through appropriate facilities, materials, and services, the primary educational goals and objectives of the students. In addition to providing resources supportive of the student's technical capabilities, the media services center also places an emphasis on personal and professional growth.

General Media Services Center Information

The Media Services Center is open Monday through Thursday from 10:00am to 6:00pm and Friday from 10:00am to 5:00pm when classes are in session. AIMM's Media Services Center houses curriculum-related books, videos, lab materials, and audio-visual materials. It is available for use by all currently enrolled students of Atlanta Institute of Music and Media. Staff are on hand to help students with reference questions and to aid students in locating and checking out materials and questions regarding function of lab station equipment.

Regulations and Restrictions

Students are expected to respect the instructions of the Media Services Center attendant and student staff. Tearing, clipping, or defacing any materials located in the media services center is prohibited and will be considered vandalism of Institute property. No materials should be taken from the Media Services Center without proper checkout. Students are financially responsible for any Media Services Center materials damaged or lost while in their possession. Fines for lost materials will be levied on the basis of the cost of materials plus replacement fee for any lost items.

Media Services Network

All AIMM Library Video selections are available at lab stations through the AIMM Canvas Learning Management System. In addition to a variety of videos, other available materials include audio cds, selections from the extensive record collection, AIMM Performance Class resources including sheet music, audio play-along recordings, video play-along recordings, and selections from other course curriculum. All stations also include limited Internet access for school-related research and recording software. Students are not permitted to connect their personal computers or devices to the library network. To check out any media services center materials (books, periodicals, audio or video CDs/DVDs/tapes), students need to show their Institute ID.

Wireless Internet Access

A wireless internet network (WiFi) is available throughout the campus for student personal computing use. This is an open network that is not password protected and does not connect

with the main AIMM Admin network. AIMM is not responsible for any content accessed through the student WiFi network or any security issues. Use at your own accord.

Lost And Found

Lost and found items should be turned into the Technical Department (Tech Cage).

Student Lounge

There is a TV, drink and snack machines, and a water cooler located in the Student Lounge for the convenience of the students and staff. The Institute expends considerable efforts to maintain a clean and professional facility, therefore, the consumption of food and beverages should be limited only to the student lounge. Also, it is understood that while the Lounge area is a main social gathering place for AIMM students, faculty and staff please keep the noise level to conversational levels so as to not disrupt studio sessions, classrooms and the front office area.

Tuition and Fees: 2026-2027 Academic Year

Books

There are no fees for required Pro Tools manuals, as they are provided to students enrolled in those classes (applies to Music Production Certificate and Degree Programs). Any other required texts for any and all programs will be the responsibility of the student, and generally do not exceed $200-$350 for the entire program.

Technology Fee

*Students are required to pay a $250.00 Technology Fee each quarter the student is enrolled, which covers implementation and maintenance of Canvas Learning Management System (LMS) and all computer and recording studio lab usage on campus.

*The Technology Fee is subject to change on a quarterly basis

Certificate in Music Production			
Total Credit Hours: 36			
	Per Credit Hour		Program Total
Tuition	$425.00		$15,300.00
Book Fees	None		$0.00
Technology Fee	$250.00/Quarter		$750.00 *
		Grand Total	**$16,050.00**
Certificate in Music and Technology			
Total Credit Hours: 36			
	Per Credit Hour		Program Total
Tuition	$425.00		$15,300.00
Book Fees	None		$0.00
Technology Fee	$250.00/Quarter		$750.00 *
		Grand Total	**$16,050.00**
Performance Certificate			
Total Credit Hours: 36			
	Per Credit Hour		Program Total
Tuition	$425.00		$15,300.00
Book Fees	None		$0.00
Technology Fee	$250.00/Quarter		$1,000.00 *
		Grand Total	**$16,300.00**
Associate of Applied Science in Music and Technology			
Total Credit Hours: 94			
	Per Credit Hour		Program Total
Tuition	$425.00		$39,950.00
Book Fees	None		$0.00
Technology Fee	$250.00/Quarter		$2,000.00 *
		Grand Total	**$41,950.00**
Associate of Applied Science in Music Production and Audio for Media			
Total Credit Hours: 92			
	Per Credit Hour		Program Total
Tuition	$425.00		$39,100.00
Book Fees	None		$0.00
Technology Fee	$250.00/Quarter		$2,000.00 *
		Grand Total	**$41,100.00**

TO All STUDENTS

Students are expected to comply with the payment arrangements as set for by the tuition contract, or if applicable, by the mutual agreement between the student and the Bursar. A late fee penalty will be added to all balances not paid by the end of Week 9. A student is subject to suspension when payments are two weeks overdue. Suspension will continue until overdue balance, including late fees, is paid in full.

Veterans Education Benefits

Students who wish to use VA Education Benefits must have submitted a "Certificate of Eligibility" or "Statement of Benefits" prior to beginning classes, in addition to all other admissions requirements. Any payment arrangements necessary will be based on the information provided on the "Certificate of Eligibility" for that student. Students using Chapter 31 or 33 VA Education Benefits may attend class prior to payments being received by AIMM.

Atlanta Institute of Music and Media is dedicated to supporting students who are members of the Armed Forces, including reserve components, who are called to perform a period of service. Our policies ensure that students on active duty are not subject to academic or financial penalties due to their service commitments.

Atlanta Institute of Music and Media adheres to the following guidelines for students on active duty:

- No Failing Grades: Students will not be assigned failing grades due to absence or withdrawal because of service orders.
- Grade Point Average Protection: Students' grade point averages will not be reduced due to service-related absences or withdrawal.
- Excused Absences: Absences due to service orders will always be characterized as excused.
- No Financial Penalties: No financial penalty will be assessed for withdrawing or taking a leave of absence due to receiving service orders.

In the event of a student's withdrawal due to service orders, we commit to:

- Refunding Tuition and Fees: Refunding all tuition and fees paid for the academic term.

For students taking a leave of absence from courses due to service orders, we will:

- Assign Incomplete Grades: Assign a grade of incomplete (or its equivalent) for the affected courses.
- Provide Opportunities to Complete Courses: Ensure that students have the opportunity to complete their courses after their period of service, without academic penalty.

Students receiving orders for a period of service should immediately notify the Veterans Affairs Coordinator, including the expected duration of their service. AIMM is committed to working with

each student to facilitate their academic continuity and support their transition during and after their period of service. We recognize the sacrifices made by our military students and are committed to their academic success and well-being.

AIMM VA Online Tuition Scholarship

The Atlanta Institute of Music and Media (AIMM) proudly supports military-affiliated students pursuing careers in music, recording, live sound, entertainment business, and media industries.

The AIMM VA 30% Online Tuition Scholarship is an institutional scholarship program designed specifically for eligible students enrolled in AIMM online programs. The scholarship is intended to support military-affiliated students who may prefer flexible online education options while utilizing approved veterans' educational benefits.

This scholarship is not a separate tuition rate or discount pricing structure. AIMM maintains one published tuition rate for all students enrolled in the same academic program. Eligible students may instead qualify for institutional scholarship assistance equal to up to 30% of eligible tuition charges for approved online coursework.

Online military scholarship programs are increasingly common within higher education institutions serving military-affiliated students. These programs are intended to encourage online participation among students utilizing veterans' educational benefits, as online students often receive reduced housing allowance benefits compared to traditional campus-based enrollment.

Eligible Veterans Educational Benefit Programs

AIMM is approved to participate in the following VA educational benefit programs:

- Post-9/11 GI Bill® (Chapter 33)
- Veteran Readiness & Employment (VR&E) (Chapter 31)
- Survivors' and Dependents' Educational Assistance (DEA) (Chapter 35)
- Montgomery GI Bill® (Chapter 30)
- Selected Reserve GI Bill® (Chapter 1606)

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

Scholarship Eligibility Requirements

To be eligible for the scholarship, students must:

- Be admitted to an eligible AIMM online certificate or degree program
- Submit required military or VA documentation
- Maintain Satisfactory Academic Progress (SAP)
- Remain enrolled in eligible online coursework
- Comply with institutional and federal requirements regarding veterans' educational benefits

Required Documentation

Students must provide documentation sufficient to verify eligibility.

Active Duty / Reservist Students

• Current military orders
• Military Leave and Earnings Statement (LES)

Veteran Students

• VA Certificate of Eligibility (COE)
• DD214
• VR&E authorization documents

Dependents & Spouses

• Certificate of Eligibility
• Sponsor DD214 or LES
• Marriage certificate or birth certificate where applicable

AIMM reserves the right to request additional documentation when necessary to verify eligibility.

Online Enrollment Requirements

Only courses required for the student's declared program of study may qualify toward scholarship eligibility and VA certification.

Changes in enrollment status, withdrawals, repeated coursework, or non-required coursework may affect:

• Scholarship eligibility
• VA certification
• Monthly housing allowance eligibility
• Student financial responsibility

Satisfactory Academic Progress (SAP)

Students receiving institutional military scholarship assistance must maintain Satisfactory Academic Progress as outlined in the AIMM Academic Catalog.

Failure to maintain SAP may result in suspension or cancellation of scholarship eligibility and interruption of VA certification.

Tuition & Financial Responsibility

The AIMM VA 30% Online Tuition Scholarship is an institutional scholarship program and is not a federal entitlement.

The scholarship:

• Applies only to eligible tuition charges
• Does not apply to books, equipment, housing, or other non-tuition expenses unless otherwise stated
• May not be combined with certain institutional scholarships or awards
• May be adjusted to comply with institutional packaging policies and federal Cost of Attendance limitations

Students remain financially responsible for all balances not covered by:

• VA educational benefits
• Institutional scholarships
• Other approved funding sources

Scholarship Renewal

The scholarship may be renewed for eligible students who:

• Maintain continuous enrollment
• Remain in good academic standing
• Continue to meet military-affiliated eligibility requirements

AIMM reserves the right to modify, suspend, or discontinue the scholarship at any time.

Financial Aid Students

If you are a first-time federal student loan or parent loan borrower, the government requires that you be in attendance for thirty (30) days before funding is released to the school. All students (regardless of Financial Aid eligibility) are required to make their initial tuition payment by the stated deadline.

In subsequent quarters, any amount due for tuition which is not covered by federal aid will be paid in full by Week One of that quarter, unless the student wishes to make payment arrangements, at which point a finance fee will be added to the cash balance.

Any portion of tuition due not covered by Financial Aid is considered a cash balance. Because tuition is due and payable in full upon registering for each quarter, any cash balance not paid in full upon registering will be assessed a finance fee. The finance fee is subject to change; the current fee can be found on the Tuition Contracts. Payments may be made at intervals according to either 1) the schedule as outlined in the Tuition Contract, or 2) the payment arrangement made between the student and the Bursar's office.

AIMM accepts cash, checks, money orders, VISA, Discover, MasterCard and American Express as payment forms.

1. A student withdrawn from the program due to severe illness or death in their immediate family will be refunded tuition according to the following policy:

    A. Students who have paid the quarter's tuition in full will receive a percentage-of-tuition refund as stated in this Catalog. No cancellation fee will be charged.
    B. Students who are on the tuition payment plan will only be charged for the percentage of the quarter attended, and AIMM will void the student contract and will not charge a cancellation fee.
    C. Students may transfer their quarter's tuition to another start date without additional charges, provided they submit a request to the Bursar in writing.

2. In the event that any course cancellation, class rescheduling or changes to the curriculum should prevent a student from attending, other arrangements will be made in a timely manner or the student will be refunded the tuition for the quarter within thirty (30) days of the originally scheduled start date.

3. Enrolled students who wish to take a quarter off are required to complete withdrawal paperwork and will be required to pay any increases in tuition at the time of their return to the program. Additional entrance tests may be required for those returning students whose absence is one year or longer.

Tuition Rates and Fees

Tuition and fees are subject to change at the end of the quarter.

Miscellaneous Fees

- Class Instruction (required retakes, per credit hr) $425.00
    - *Refer to sections on Academic Grading Policies and Class Clearance*
- Technology fee $250.00 per/qtr
- Returned Check fee $35.00
- Late Registration fee $50.00
- Transcript Processing fee $10.00/each transcript

Please visit: www.parchment.com

Cancellation Policy

1. AIMM agrees to fully refund tuition and fees paid, excluding nonrefundable fees, should a cancellation request be made within 72 hours of signing the enrollment agreement.
2. If AIMM cancels or changes a program of study or course (time, or location, or other change considered substantive by the President) in such a way that a student who has started the program or course is unable to continue:
    a. The institute will make arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or
    b. The institute will refund all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

Withdrawal

Any student who withdraws and is determined to still owe money to the institution must pay the balance due within three months of the withdrawal. Please see below for Tuition Refund policy details. Any student who fails to pay the balance due in full within three months of withdrawal will have his/her tuition account turned over to a collections agency, and any student whose account is placed in collections will be responsible for any additional collection and/or attorney fees, and may accrue the maximum monthly interest allowable by law. Also, students wishing to return to the institute must pay their balance due in full, either to the collections agency or directly to the school; students who negotiate their debt will not be permitted to return.

Students MUST understand if they decide to take a quarter off, their 6 month loan repayment grace period will be affected!

Tuition Refund Policy

Students who wish to withdraw from their course of study at Atlanta Institute of Music and Media must submit a notice of withdrawal in writing to the appropriate administrative staff member. Withdrawal forms are available from the student's academic advisor. In the event a student does not complete a withdrawal form, AIMM will complete a pro-rata refund calculation based on the student's last day of attendance. Students who do not attend any classes will be fully refunded any advance payments made.

AIMM will use the date of withdrawal to calculate whether any refunds are due or further financial obligations remain. The calculation is based on the percentage of number of days attended compared to the total number of days in the quarter in which the student was enrolled at the time of withdrawal. If it is determined that a refund is owed or that the student still owes tuition, the student will be notified in writing within the parameters outlined below. The calculations for federal financial aid recipients differ from those of cash paying students. Refund calculations are detailed below.

Federal regulations govern the administration of the Title IV federal student aid programs in which AIMM participates. See the section on Financial Aid for additional information on financial aid refund calculations, which may differ from how cash refunds are calculated based on the GNPEC refund policy.

AIMM will only retain the amount of school charges that is proportional to the part of the enrollment period that was completed by the student. The refund calculation will be based on the number of calendar days completed in the period of enrollment for which tuition and fees were charged (pro rata). If the student attended for 50% in the period of enrollment charged, AIMM may retain 100% of the charges for that period.

AIMM's Refund Policy complies with the refund policies adopted by the Georgia Nonpublic Postsecondary Education Commission and the Council on Occupational Education, in particular, those listed below:

- The institution's refund policy is published in the catalog and uniformly administered.
- Refunds, when due, are made without requiring a request from the student.
- Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.
- Retention of tuition and fees collected in advance for a student who does not commence class does not exceed $100.

If a student has an extenuating circumstance that prevents completion of his/her course of study, such as injury or prolonged illness, the student may appeal any decision made regarding refunds. The appeal must be submitted in writing within sixty (60) days of the student's last date of attendance; the appeal will be reviewed by a panel made up of the student's Academic Advisor, Director of Financial Aid, Vice President of Academic Affairs, Director of Admissions, and Bursar.

For more information on refund implications for withdrawal from a single course or courses while a student is still in attendance in other courses, please see "Class Clearance" section.

Drop / Add Policy

The last date a student may drop a class is the Friday of the first week of the quarter. If a student drops after the first Friday but before the fourth Friday of a quarter, s/he will be assigned a non-punitive grade of W (Withdrawn) in the course and will be required to take the course again at the current credit hour rate. If a student withdraws or is withdrawn from a course after the fourth Friday, s/he will be assigned a punitive grade of WF (Withdrawn Fail) and will be required to take the course again at the current credit hour rate. If the student receives a passing grade upon retaking the course, the passing grade will be averaged with the previous failing grade in cumulative grade-point calculations. Regarding financial aid, any attendance in any registered class will be considered an "attempt," meaning regardless of when the student withdraws from said class, it will be counted as a failure in that quarter's Satisfactory Academic Progress assessment.

Any student who withdraws, or is withdrawn by the administration, out of a single course, but is still enrolled and in attendance in other courses at the Institute, will be charged according to the schedule below:

- On or before the first Friday: no charge for that single course
- After the first Friday of the quarter: full charge for that single course if the student is still enrolled and actively attending other courses

FINANCIAL AID

Atlanta Institute of Music and Media (AIMM) is accredited by the Council on Occupational Education (COE) and is authorized to participate in the Title IV student financial assistance programs, through the Department of Education (ED). Our eligibility to administer federal financial aid programs is based on our Program Participation Agreement with ED. Financial aid is money to help pay for college. At Atlanta Institute of Music and Media (AIMM), we participate in the following federal financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loan Programs:
    - Federal Direct Subsidized Loans
    - Federal Direct Unsubsidized Loans
    - Federal Direct PLUS Loans

Other types of Financial Aid that we accept include:

- Veterans Educational Benefits
- Outside Scholarships

Financial Aid Students

General eligibility requirements for Federal financial aid programs are that you must:

- demonstrate financial need (for most programs)
- be a U.S. citizen or an eligible noncitizen
- have a valid Social Security Number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled at least half-time to be eligible for Federal Direct Loan Program funds
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- show you're qualified to obtain a college or career school education by:
    - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or completing a high school education in a homeschool setting approved under state law.

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are usually only awarded to undergraduate students who have not earned a bachelor's or professional degree (***see new program regulations***), and are used to assist them in paying for their postsecondary education. **NEW**: The amount of Federal Pell Grant funds you may receive over your lifetime *(Lifetime Eligibility Used) or* ***LEU*** is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is

equal to 100%, the six-year equivalent is 600%. For most students the Pell Grant provides a base in the financial aid package upon which other sources of aid are added.

NOTE: *You may not receive Pell funds from more than one school at a time.*

Federal Supplemental Education Opportunity Grant (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) is available for undergraduates with exceptional financial need. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOG first. The FSEOG does not have to be repaid. The FSEOG is administered by the FAO (Financial Aid Office) at each participating school and is considered 'campus-based' aid. The availability of FSEOG funds is generally very limited, so students are encouraged to submit their FAFSA early so that they can be considered for the FSEOG. ***Once the full amount of the school's FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. FSEOG Awards at AIMM range from $600 to $1200 per academic year when funds are available.***

Federal Direct Loans

Federal Direct Loans are federal student loans for eligible students to help pay for the costs of higher education. These loans must be repaid. The lender is the Department of Education rather than a bank or other financial institution. There are two types of Federal Direct Loans for students, the Federal Direct Subsidized Loan and the Federal Direct Unsubsidized Loan.

Repayment

Repayment on the Federal Direct Subsidized and Unsubsidized Loans begins after a **6 month grace period**. The grace period of 6 months begins after the student drops below half-time status, withdraws from school completely or graduates. The grace period gives you time to get financially settled and to select your repayment plan. Note that for some loans, **interest will accrue during your grace period**.

Note: Temporarily withdrawing from the Atlanta Institute of Music and Media (AIMM) **triggers federal regulations that can immediately start the countdown on your student loan repayment.**

Prior to Disbursement of Federal Direct Loan Funds

Students are required to complete an online **Entrance loan counseling session** at https://studentaid.gov/, as well as, complete a Master Promissory Note (MPN), before the first disbursement of loan funds can be received. An online **Exit loan counseling session** at https://studentaid.gov/ is also required when the student ceases half-time enrollment or upon completion of the program.

Interest Rates

Interest rates on federal student loans are set by Congress. Currently, all interest rates are fixed rates for the life of the loan. For the actual calculated rate for the current year, please contact the Financial Aid Office at AIMM.

Title IV Refund Policy

Students receiving assistance from Title IV programs (Federal Pell Grant and FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60% of the term, he or she will have earned 100% of the aid for that period. If the student completed 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student establishes eligibility prior to the withdrawal date. Federal Direct Loan recipients who withdraw before the 60% point in the term are ineligible for funds, and those funds will be returned to the lender (ED). The Title IV aid earned is first used to pay the tuition and fees the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance. If the amount of Title IV aid earned is insufficient to cover these charges, the student is liable for these charges.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Other assistance under this title for which a return of funds is required

Financial Aid Fraud Policy

Federal regulations [34 CFR 668.16(g)] require a school to refer to the Department of Education's Office of Inspector General any credible information indicating that an applicant for Title IV Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Fraud is the intent to deceive as opposed to a mistake. Examples of commonly falsified items include but are not limited to:

- False claims of independent student status
- False claims of citizenship
- False claims of identities and the use thereof
- Forgery of signatures of certifications
- False statements of income
- False reporting of marital status

Financial Aid Office Contact Information

E-mail: financialaid@aimm.edu

Vocational Certificate Programs at AIMM

At the Atlanta Institute of Music and Media (AIMM), an eligible **Dependent** undergraduate student may borrow up to the maximum award amount of $3500 subsidized and $2000 unsubsidized for a total award of **$5500** for the ***first three quarters*** of their program. **Independent** undergraduate students may borrow up to a maximum of $3500 in subsidized loan funds and an additional $6000 of unsubsidized loans for a total maximum award of **$9500** for the ***first three quarters*** of their program. Additional loan eligibility is contingent upon the remaining terms to complete the student's program, *based on the student's enrollment status (i.e. part-time; full-time))*

Degree Programs at AIMM

At the Atlanta Institute of Music and Media (AIMM), an eligible **Dependent** undergraduate student may borrow up to the maximum award amount of $3500 subsidized and $2000 unsubsidized for a total award of **$5500** for the ***first three quarters*** of the first year of their program. An eligible **Dependent** undergraduate student may borrow up to the maximum award amount of $4500 subsidized and $2000 unsubsidized for a total award of **$6500** for the start of the ***second*** year of their program (see Grade Level Progression-Annual Loan Limits). **Independent** undergraduate students may borrow up to a maximum of $3500 in subsidized loan funds and an additional $6000 of unsubsidized loans for a total maximum award of **$9500** for the ***first three quarters*** of their program. **Independent** undergraduate students may borrow up to a maximum of $4500 in subsidized loan funds and an additional $6000 of unsubsidized loans for a total maximum award of **$10,500** for the start of the ***second*** year of their program (see Grade Level Progression -Annual Loan Limits). Additional loan eligibility is contingent upon the remaining terms to complete the program, *based on the student's enrollment status (i.e. three-quarter time; full-time).*

Important Update: Changes to Your Federal Direct Student Loans (Effective 7/1/2026)

Under new **One Big Beautiful Bill Act (OBBBA)** regulations, your annual subsidized and unsubsidized loan limits depend on your exact enrollment intensity:

- **12+ credit hours (Full-time):** Eligible for full annual loan limits.
- **6 to 11 credit hours (Part-time):** Your annual loan limits will be reduced and prorated based on your exact number of credits.
- **Less than 6 credit hours (Less than half-time):** You are not eligible to receive Federal Direct Student Loans.

Federal Direct Subsidized Loans

- Available to undergraduate students with financial need
- AIMM calculates the amount a student can borrow (based on federal guidelines), and the amount may not exceed a student's financial need
- The U.S. Department of Education (ED) pays the interest on a Direct Subsidized Loan while a student is in school at least half-time, for the first six months after the student leaves school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).
- Repayment on the loan begins 6 months after the student ceases to be enrolled, graduates or falls below half-time status (referred to as a grace period).

Federal Direct Unsubsidized Loans

- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- AIMM determines the amount a student can borrow (based on federal guidelines) based on their cost of attendance and other financial aid they receive.
- A student is responsible for paying the interest on the Direct Unsubsidized Loan during all periods from the time the loan is disbursed ***(unless they choose to defer payment of principal during their enrollment period).***
- While the student is not required to make payments on the interest while in school, during their grace period or during periods of deferment, AIMM strongly suggests that the student pay the interest on their student loan during these periods, on a quarterly basis. Otherwise, any accrued interest will be capitalized (added) to the loan balance when the student enters repayment.
- Repayment on the loan begins 6 months after the student ceases to be enrolled, graduates or falls below half-time status (referred to as a grace period).

Loan Disbursement Note: *For first-time federal student loan borrowers, the Federal government requires that the student be in attendance for at least (30) days before their loan funds are released to the school for crediting to the student's account.*

Federal Direct PLUS Loans

Direct PLUS loans are low interest loans available to parents of dependent undergraduate students. In order to apply, the parent must be the biological or adoptive parent (or in some cases, the step-parent) of the student for whom the parent is borrowing on behalf of. .

- A Credit Check is required as part of the application process for a Parent PLUS Loan.
- **Borrowing Caps:** Parent PLUS loans are capped at $20,000 annually and a $65,000 aggregate limit per dependent student.
- Repayment of a Direct PLUS Loan begins 60 days after the full amount of the loan funds for the school year have been disbursed.

- Parents can elect to defer payments of both principal and interest while the student is enrolled in school at least half-time.
- Parents can select the option to defer repayment of their Parent PLUS Loan when completing the online Parent PLUS Loan Promissory Note (PMPN) on the https://studentaid.gov/) website.

Interest Rates

Interest rates on federal parent loans are set by Congress. Currently, all interest rates are fixed rates for the life of the loan. For the actual calculated rate for the current year, please contact the Financial Aid Office (FAO) at AIMM.

Grade Level Progression - Annual Loan Limit

The Annual Loan Limit for Direct Subsidized and Unsubsidized Loans increases as a student progresses in grade level. Atlanta Institute of Music and Media measures a student's grade level progression based on the number of credits required in a program divided by the number of academic years it takes to complete the program.

Therefore, AIMM's two (2) year associate degree grade level progression is denoted as such:

Associate of Applied Science in Music Production and Audio for Media - 92 quarter credits

Year 1 grade-level (Freshman): **46 quarter credits**
Year 2 grade-level (Sophomore): **46 quarter credits**
Total: 92 quarter credits

Associate of Applied Science in Music and Technology - 94 quarter credits

Year 1 grade-level (Freshman): **47 quarter credits**
Year 2 grade-level (Sophomore): **47 quarter credits**
Total: 94 quarter credits

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

In order to apply for Federal student aid through the Department of Education (ED), a student must first complete the FAFSA (***Free Application for Federal Student Aid)***. Students can go online to the FAFSA website at https://studentaid.gov/ to access the online application. The FAFSA is used to determine eligibility for federal financial aid under the Title IV programs. The FAFSA must be completed each academic year that a student is in school in order to stay eligible for federal student aid.

In order for the Atlanta Institute of Music and Media (AIMM) to gain access to a student's online FAFSA (ISIR) results, AIMM's school code: **031045** must be entered on the student's FAFSA.

Once the student submits their FAFSA data to the Department of ED's Central Processing System (CPS), they will receive an email confirmation that their FAFSA data has been successfully processed. The student's processed FAFSA results (ISIR) should be accessible, within 72 hours of the student's FAFSA processed date, through AIMM's Financial Aid Portal, Campus Ivy. The student's FAFSA data will be used to calculate their eligibility for Federal Financial Aid funds.

Once the student has successfully submitted their FAFSA on the https://studentaid.gov/ website and applied for admission to AIMM, the AIMM FAO will forward them an email with instructions on AIMM's Institutional Financial Aid process and what is required to process their Financial Aid File. Working through AIMM's Financial Aid Portal through Campus Ivy, the student will be able to complete the entire Financial Aid process electronically, using a streamlined, user-friendly system.

In some cases, students may be selected for Verification by the Department of Education (ED). Please see Verification Procedures below. ***Verification*** is the process that a school uses to confirm that the data reported on the student's FAFSA is accurate. If Verification is required, the student will be notified of this selection and provided the appropriate documents that must be completed and uploaded to the student's Financial Aid Portal in Campus Ivy. for processing and ultimately completing the Verification process. A final determination of the student's financial aid eligibility will be calculated and a Financial Aid Funding Estimate (FE) will be created by the FAO and texted to the student (Financial Aid applicant) for approval by e-signature. Once the student e-signs the FA Funding Estimate, the student's FA File is sent for processing and then approved for disbursement.

The Financial Aid Funding Estimate (FE) outlines the types and amounts of financial aid that the student is eligible to receive on a quarterly basis, as well as, the estimated out of pocket expenses not covered by financial aid; provided the student begins enrollment at AIMM.

NOTE: *Students must be accepted into a program of study at AIMM, in order to receive and have their financial aid processed*.

Failure to submit required documentation will result in financial aid not being awarded. Students who have not completed the financial aid process by the beginning of their first term must make payment arrangements with the Bursar and they will be considered a 'Cash Paying' student until their financial aid is processed.

VERIFICATION POLICY AND PROCEDURE

What is Verification?

Verification is the process that the Federal Government requires schools to perform in order to confirm that the data reported on your Free Application for Federal Student Aid (FAFSA) is reviewed for accuracy and completeness.

Why was I selected for Verification?

The main reasons for being selected for verification include that you were chosen randomly during the processing of your FAFSA data. The Federal government's processing system (CPS) performs edit checks on the data reported identifying inconsistencies, potential errors and incomplete data.

Once all required documents to complete Verification have been uploaded to the student's Financial Aid Student Portal in Campus Ivy, the student's file can be sent for processing and approval of the Title IV funding that was estimated on the Funding Estimate, that was previously e-signed and accepted by the student. You may be selected for verification either by the Department of Education (ED) or the Atlanta Institute of Music & Media Financial Aid Office (FAO). If you are selected for verification, you will be notified by email from either the AIMM FAO and/or Campus Ivy.

Consequences of Failure to Meet the Verification Deadlines

In order to be considered for Federal grant funds, students selected for verification must return all requested verification documentation within 30 days of the date the student is notified that they are selected for verification. Please note that the school also must have received a valid FAFSA result before the end date of the award year (June 30). If the student fails to complete the verification process, the file will remain incomplete and federal aid will not be awarded.

If a student was chosen for verification after aid has been determined, the student must complete the verification process within this time frame to remain eligible for the funds. If the student's eligibility for aid has changed due to the verification process, the aid will be recalculated. If the student fails to submit the verification information, any federal grants or loans will be returned to the Department of Education and any undelivered or undisbursed federal Stafford loans will be returned to the lender.

Documentation Needed to Satisfy the Verification Requirements

Once a student is chosen for verification, he or she will receive a request to submit additional information and/or materials. Federal regulations have customized the verification process. Therefore, not all students selected for verification will be required to verify the same data. The

Financial Aid Office and Campus Ivy will notify the student which data must be verified and what information or materials will be required to verify that particular data.

Verification may include (but is not limited to) a review of the following data for a student, a student's spouse, or parents of a dependent student:

- Adjusted Gross Income
- Taxes Paid Income Earned from Work
- Untaxed Income and Benefits
- Household Size
- Number in College
- Receipt of SNAP (food stamps) Benefit
- Child Support Paid and Received
- Citizenship or Eligible Non-Citizenship Status
- Veteran Status

Some of the requested materials may include, but are not limited to a verification form, a signed copy of federal tax returns, W-2 wage statement(s), a written statement declaring any untaxed income received, proof of high school completion status and verification of identity and a Statement of Educational Purpose (SEP) purpose.

Tax data can also be provided by utilizing the IRS Data Retrieval, made available through the FAFSA application. Please note that if the student is a dependent, he or she will be asked to supply parental information on the verification form and will need to obtain a parent signature on the verification certification. A dependent student also will be required to supply tax information for his/her parents and should also utilize the IRS Data Retrieval on the FAFSA to supply such information. If any part of the verification documentation is not fully completed or if any discrepancies exist, the student may be asked to supply additional information or explanation.

Professional Judgment

If a student is requesting an income adjustment to the FAFSA through Professional Judgment, the verification process must be completed first. Students displaying a special circumstance will be evaluated on a case-by-case basis by using professional judgment. If the Financial Aid Administrator sees any conflicting information on the FAFSA, they reserve the ability to request additional documentation.

Notification to Students

Once the verification process is complete, students will be notified through email of their award eligibility. Please note that if federal aid was awarded before a student was chosen for verification and eligibility has changed as a result of the verification process, the student will receive an email notification of the revised award. If the aid has been reduced the student will be billed accordingly.

Correction Procedure for Students

Upon completion of the verification process, if the student feels an error has been made he or she may contact our office to request the file be reviewed again. If the student provided incorrect

information, the student will need to submit in writing the correction and request that the file be reviewed again.

Overpayment Cases

In the event that financial aid eligibility has changed due to a verification resulting in overpayment to the student, the necessary funds will be returned to the Department of Education. The student will receive an email notification of the revised award from the Financial Aid Office and the Bursar will notify the student of their outstanding balance.

Opting Out (Verification)

The verification process is required by federal regulations and must be completed in order for you to receive any federal financial aid. If you decide not to complete the verification process, and therefore not receive any federal financial aid, please email financialaid@aimm.edu, so we can update your status and document this to our system.

Satisfactory Academic Progress (SAP) Standards

Federal regulations require that all students who receive federal financial aid must maintain satisfactory academic progress and work towards an eligible degree or certificate. The standards of Satisfactory Academic Progress measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a Cumulative Grade Point Average (CGPA) requirement, a Cumulative Completion Rate requirement, and a Maximum Time Frame requirement. The Maximum Time Frame requirement requires students to be on pace to complete their degree or certificate before reaching 150% maximum time frame limit (see maximum time frame eligibility section below for more information). The standards apply to all federal financial aid programs administered by the Atlanta Institute of Music and Media (AIMM) Financial Aid Office.

Cumulative Grade Point Average (CGPA)

The **qualitative** measurement assesses the student's Cumulative Grade Point Average (CGPA). The minimum CGPA requirement is a 1.7 (C- average). If a student changes programs, their CGPA starts over.

Completion Rate (Credit Hour Progression)

The **quantitative** measure assesses the pace at which a student progresses towards a degree. The successful completion of 67% of all attempted credit hours is required to successfully maintain the pace of progression towards completing a degree or certificate on time. The 67% completion is determined by dividing the cumulative hours earned by the cumulative hours attempted.

DETERMINATION OF FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress will be determined for all financial aid applicants prior to financial aid being disbursed. Satisfactory Academic Progress (SAP) is reviewed at the end of every term.

Maximum Time Frame Eligibility

Federal regulations require that a student complete his/her degree or certificate within 150% of the credits required for that degree/certificate. For example, if an Associate Degree Program requires 94 credits to graduate, a student must complete the Associate Degree Program within 141 attempted credit hours (94 x 150% = 141). Additionally, if an Associate Degree Program requires 92 credits to graduate, a student must complete the Associate Degree Program within 138 attempted credit hours (92 x 150% = 138). Another example would be for a student enrolled in a Certificate Program, which requires 36 credit hours to graduate, a student must complete the Certificate Program in 54 attempted credit hours (36 x 150% = 54).

Attempted credits include all earned, unearned, repeated, and transfer credits. All attempted credits count toward this limit even if financial aid is not received or there are extenuating circumstances for not completing this.

A student's record will be evaluated to determine if they are able to complete their degree or certificate within the maximum time frame allowed. When it is determined that a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid.

Maximum Time Frame Appeal Process

Students have the right to request an extension of their financial aid eligibility once per degree objective should they exceed or expect to exceed the maximum credits allowed for their degree or certificate. Students will need to complete a Maximum Time Frame Appeal form and include a current degree/certificate check (from their Academic Advisor). Submission of an appeal does not guarantee approval.

If an appeal is approved, coursework will be limited to courses required for the completion of the degree or certificate. In addition, a student must maintain a minimum cumulative GPA (CGPA) of 1.7 and successfully complete all courses listed on the academic plan. Failure to meet the requirements of the approved time frame appeal will result in suspension of financial aid eligibility.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Satisfactory Academic Progress for Financial Aid Eligibility

The student is meeting all federal and institutional guidelines to receive Federal Financial Aid by maintaining a Cumulative GPA requirement (at least a 1.7 CGPA), completing 67% of all attempted credit hours and is able to graduate within the 150% maximum time frame limit.

FA SAP Warning

Students failing to maintain *Quantitative* SAP standards (*student's cumulative GPA drops below the requirement of 1.7)* and/or the *Qualitative* SAP standards (*student does not achieve a completion rate of 67% of all attempted hours*) for the term, are placed on financial aid warning for the subsequent term of attendance.

Students on financial aid warning will remain eligible for financial aid during the warning term, provided all other eligibility requirements are met. Satisfactory progress will be checked again at the end of the warning term.

If a student currently on warning status fails to complete 67% of all attempted credit hours for the term, does not maintain the required 1.7 CGPA, or both in the following term, the student is then placed on ***financial aid suspension (FA SAP Appeal)***. Students placed on financial aid suspension are not eligible for Title IV aid.

Financial Aid (SAP) Suspension

Financial aid suspension remains in effect until you take action to regain eligibility. ***Students may appeal their financial aid suspension status*** by submitting a *FA SAP Appeal Form explaining the extenuating circumstance(s) along with sufficient* documentation, to the AIMM Financial Aid Office (FAO).

Note: The (SAP) Appeal Form will provide instructions on how to appeal your suspension status.

The student's Financial Aid Appeal Form should explain what type of circumstance(s) contributed to the academic issues and what plans the student has to eliminate such issues in the future. It is ***required*** that the student submits supporting documentation. An extenuating case is defined as:

- Medical emergency leading to the hospitalization of the student or a member of the student's immediate family (i.e.mother, father, spouse, sibling, child)
- Death of a member of the student's immediate family (i.e. mother, father, spouse, sibling, child).
- Unexpected military service (i.e. deployment)
- Verifiable error on the part of the college (documentation of error is required)

Acceptable documentation may include, but is not limited to:

- Hospitalization: Physician or hospital statement verifying dates of illness and a release that the student may return to school activities
- Death of a family member: Obituary or funeral program that lists the student's name.
- Military Duty: A letter from the Commanding Officer or a copy of the official activation orders.

Note: Even if you are considering withdrawing from AIMM or are already withdrawn and you receive a FA SAP Appeal Notification email, please remember to submit a FA SAP Appeal Form within the required deadline, regardless of your decision. This will help ensure that your financial aid eligibility status is reviewed in a timely manner, if you decide to return to AIMM.

Financial Aid (SAP) Suspension (Appeal Approved)

If an appeal is approved, the student will receive a status of '*financial aid probation*'. Probation indicates that one more term of financial aid will be allowed. A status of 'probation' is limited to one period of enrollment (probation term) and satisfactory academic progress will be checked at the end of the probation term.

Financial Aid (SAP) Suspension (Appeal Denied)

If a FA SAP Appeal is denied, **the *student's Federal Financial Aid will be terminated and the student will lose eligibility for all Title IV Federal funding.*** *Students whose appeals are denied will be considered Cash Paying students and will be responsible for their financial obligations (tuition/fees) at AIMM. An* ***option*** *for payment is to apply for a private/alternative education loan.* AIMM partners with SallieMae Smart Option Loans. *These loans are not regulated by Federal Standards of Academic Progress (FA SAP) policies.*

Apply @ salliemae.com/smartloan or 855-429-9759.

Notification of Appeal Determination

Students are *notified through email* as to whether their appeal for reinstatement of financial aid is approved or denied. *It is your responsibility to ensure that your email address is recorded accurately in SONIS. Students whose appeals are approved will have their Financial Aid reinstated for the next consecutive term.*

If a student placed on financial aid probation re-establishes a 67% completion rate and a 1.7 GPA by the end of the probationary term, financial aid will remain reinstated and the student will return to a status of 'satisfactory'.

At the end of the student's probation term, if the student ***does not* meet** FA SAP standards, ***the student's Federal Financial Aid will be terminated and the student will lose eligibility for all Title IV Federal funding.***

The student will not be eligible for another appeal. The student's Federal Financial Aid will not be reinstated until the student enrolls for subsequent terms, at the student's own expense (see **SallieMae Smart Option Loan** guidance) and completes the academic work necessary to regain both a 67% completion rate and a 1.7 CGPA.

Dismissal and Return to AIMM

Under Federal Student Aid regulations, a student who withdraws while on a Financial Aid Satisfactory Academic Progress (SAP) Appeal does not automatically regain financial aid eligibility by remaining out of school and returning at a later date. Federal regulations require the institution to evaluate the student's SAP status upon re-enrollment. Time away from school alone does not restore federal financial aid eligibility.

It is the student's responsibility to understand and monitor their FA SAP status when returning to school after dismissal or after choosing not to continue enrollment due to failure to meet FA SAP standards. Federal Financial Aid eligibility will not be reinstated until the student re-enrolls and, at their own expense, successfully completes the coursework necessary to meet the institution's SAP requirements, including a minimum cumulative completion rate of 67% and a cumulative GPA of 1.7 or higher.

VOCATIONAL CERTIFICATE PROGRAMS

Performance Certificate

(with a concentration in Guitar, Bass, Drums, Keyboards, or Voice)

Program Mission Statement

Atlanta Institute of Music and Media provides Performance Certificate students with the instructional environment necessary to develop both their technical and musical talents, and acquire the skills to become one of today's professional performing artists. The Performance Certificate curriculum accomplishes this through class and practical application instruction, audio and video computer lab instruction, and live clinics featuring today's most well-known and innovative engineers, producers, and music industry professionals.

Atlanta Institute of Music and Media's Performance Certificate is taught by professionals whose work experience, certification and/or music/engineering degrees give each instructor the background to teach the demanding performance, engineering and production curriculum.

It is the belief of Atlanta Institute of Music and Media that music, along with its many technological facets, is the universal language and, therefore, welcomes students from diverse backgrounds. Atlanta Institute of Music and Media serves students without discrimination on the basis of sex, race, age, religion, or sexual orientation.

This program's stated objective is to provide the knowledge and assistance in producing a recorded portfolio needed to obtain employment or self-employment in music performance and music production used in the world wide web, movies, television, radio, record labels, video film multimedia production studios, and live recording for bands and churches.

Program Description

The Performance Certificate consists of 36 credits of instrument courses that are fully transferable to the 94 credit Associate of Applied in Science Music and Technology Degree. These courses are designed to provide the student with the necessary education to further his or her music performance abilities, and to facilitate the student's ability to gain employment in the field. The student will select an instrument concentration in Guitar, Bass, Drums, Keyboards, or Voice. The program can be completed in 12 months (4 quarters) of ¾ time, or 18 months (6 quarters) of ½ time enrollment.

Students in the Performance Certificate program are not required to complete General Education courses. Students must show proficiency in their instrument of concentration as described in Admissions procedures.

Performance Certificate with a concentration in Guitar, Bass, Drums, Keyboard, or Voice	
Core Courses (Students must complete 36 credits)	**Credits**
INT100 Performance I *	4
INT200 Performance II *	4
INT300 Performance III	4
INT400 Performance IV	4
INT301 Studio Performance	4
RCD430 Music Business *	1
RCD530 Portfolio and Web Media *	3
INT145 Music Theory Essentials I *	3
INT245 Music Theory Essentials II *	3
GTR/BAS/DRM/KBD/VOC130 Reading I *	1
GTR/BAS/DRM/KBD/VOC230 Reading II *	1
GTR/BAS/DRM/KBD/VOC120 Scales I / Technique I *	1
GTR/BAS/DRM/KBD/VOC220 Scales II / Technique II *	1
GTR/BAS/DRM/KBD/VOC320 Scales III / Technique III	1
GTR/BAS/DRM/KBD/VOC420 Scales IV / Technique IV	1
TOTAL	**36**

Courses denoted with an asterisk (*) may be available to take online asynchronously. Please check with your Academic Advisor on availability.

Certificate in Music and Technology

(with a concentration in Guitar, Bass, Drums, Keyboards, or Voice)

Program Mission Statement

Atlanta Institute of Music and Media provides Certificate in Music and Technology students with the instructional environment necessary to develop both their technical and musical talents, and to acquire the skills to advance their musical aptitude and gain knowledge in the field of performance, recording and engineering. The curriculum accomplishes this through in-person and online delivery, which includes practical application instruction, lab instruction, and recorded clinics featuring today's most well-known and innovative engineers, producers, and music industry professionals.

Atlanta Institute of Music and Media's Certificate in Music and Technology is taught by professionals whose work experience, certification and/or music/engineering degrees give each instructor the background to teach the demanding curriculum.

It is the belief of Atlanta Institute of Music and Media that music, along with its many technological facets, is the universal language and, therefore, welcomes students from diverse backgrounds. Atlanta Institute of Music and Media serves students without discrimination on the basis of sex, race, age, religion, or sexual orientation.

This program's stated objective is to provide the knowledge and assistance in producing a recorded portfolio needed to obtain employment or self-employment in music and/or production used in the world wide web, movies, television, radio, record labels, video, film, multimedia production studios, and live performance or recording for bands and churches.

Program Description

The Certificate in Music and Technology consists of 36 credits that are fully transferable to the 94 credit Associate of Applied Science in Music and Technology Degree. The certificate program is offered in-person or online and contains courses designed to provide the student with the necessary education to further their musical and recording and engineering abilities. Students select an instrument of concentration in Guitar, Bass, Drums, Keyboard, or Voice, and complete courses specific to that instrument, as well as recording and engineering courses. The program is designed for the intermediate instrumentalist who also wishes to gain knowledge in the field of recording and engineering, in order to open opportunities in today's ever-changing music industry. The program can be completed in 9 months (3 quarters) of full-time enrollment, 12 months (4 quarters) of ¾ time, or 18 months (6 quarters) of ½ time enrollment.

Students in good standing will have the option to take AVID Pro Tools Certification Exams upon course completion.

Students in the Certificate in Music and Technology program are not required to complete General Education courses, except for SCI120 Physics of Sound. Students must show proficiency in their instrument of concentration as described in Admissions procedures.

Certificate in Music and Technology with a concentration in Guitar, Bass, Drums, Keyboard, or Voice	
Core Courses (Students must complete 36 credits)	**Credits**
RCD140 Introduction to Audio Production I *	3
RCD240 Introduction to Audio Production II *	3
RCD130 MIDI: Synthesis and Sequencing *	4
RCD430 Music Business *	1
INT145 Music Theory Essentials I *	3
INT245 Music Theory Essentials II *	3
INT100 Performance I *	4
INT200 Performance II *	4
SCI120 Physics of Sound *	3
RCD100 Pro Tools 101 *	2
RCD200 Pro Tools 110 *	2
GTR/BAS/DRM/KBD/VOC130 Reading I *	1
GTR/BAS/DRM/KBD/VOC230 Reading II *	1
GTR/BAS/DRM/KBD/VOC120 Scales I / Technique I *	1
GTR/BAS/DRM/KBD/VOC220 Scales II / Technique II *	1
TOTAL	**36**

Courses denoted with an asterisk (*) may be available to take online asynchronously. Please check with your Academic Advisor on availability.

Certificate in Music Production

Program Mission Statement

Atlanta Institute of Music and Media provides Certificate in Music Production students with the instructional environment necessary to develop both their technical and musical talents, and acquire the skills to become one of today's professional producers/engineers. The curriculum accomplishes this through in-person and online delivery, which includes class and practical application instruction, audio and video computer lab instruction, and live clinics featuring today's most well-known and innovative engineers, producers, and music industry professionals.

Atlanta Institute of Music and Media's Certificate in Music Production is taught by professionals whose work experience, certification, and/or music/engineering degrees give each instructor the background to teach the demanding engineering and production curriculum.

It is the belief of Atlanta Institute of Music and Media that music, along with its many technological facets, is the universal language and, therefore, welcomes students from diverse backgrounds. Atlanta Institute of Music and Media serves students without discrimination on the basis of sex, race, age, religion, or sexual orientation.

This program's stated objective is to provide the knowledge and assistance in producing a recorded portfolio needed to obtain employment or self-employment in music production used in the world wide web, movies, television, radio, record labels, video film multimedia production studios, and live recording for bands and churches.

Program Description

The Certificate in Music Production consists of 36 credits that are fully transferable to the 92 credit Associate of Applied Science in Music Production and Audio for Media Degree. These technical courses are designed to provide the student with the necessary education to further his or her recording and engineering abilities, and to facilitate the student's ability to gain employment in the field. The program can be completed in 9 months (3 quarters) of full-time enrollment, or 18 months (6 quarters) of ½ time enrollment.

Students in good standing will have the option to take AVID Pro Tools Certification Exams upon course completion.

Students in the Certificate in Music Production program are not required to complete General Education courses. Students must pass an entrance exam as described in Admissions procedures.

Certificate in Music Production	
Core Courses (Students must complete 36 credits)	**Credits**
RCD100 Pro Tools 101 *	2
RCD101 Critical Listening Skills *	1
RCD110 Basic Keyboarding Skills *	2
RCD120 Music Theory Basics *	2
RCD130 MIDI: Synthesis and Sequencing *	4
RCD140 Introduction to Audio Production I *	3
RCD150 Skills Lab *	1
RCD200 Pro Tools 110 *	2
RCD205 Studio Interconnect Basics *	2
RCD220 Studio Acoustics Basics *	1
RCD231 MIDI: Sampling & Composition *	2
RCD240 Introduction to Audio Production II *	3
RCD255 Applied Computing Basics *	2
RCD330 DAW Editing and Processing *	2
RCD430 Music Business *	1
SCI120 Physics of Sound *	3
RCD530 Portfolio and Web Media *	3
TOTAL	**36**

Courses denoted with an asterisk (*) may be available to take online asynchronously. Please check with your Academic Advisor on availability.

ASSOCIATE DEGREE PROGRAMS

Associate of Applied Science in Music and Technology

Program Mission Statement

Atlanta Institute of Music and Media provides Music and Technology Degree students with the instructional environment necessary to develop both their technical and musical talents, and to acquire the skills to advance their musical aptitude and gain knowledge in the field of recording and engineering. The curriculum accomplishes this through in-person and online delivery, which includes class and practical application instruction, lab instruction, and live clinics featuring today's most well-known and innovative engineers, producers, and music industry professionals.

Atlanta Institute of Music and Media's Associate of Applied Science in Music and Technology is taught by professionals whose work experience, certification and/or music/engineering degrees give each instructor the background to teach the demanding curriculum.

It is the belief of Atlanta Institute of Music and Media that music, along with its many technological facets, is the universal language and, therefore, welcomes students from diverse backgrounds. Atlanta Institute of Music and Media serves students without discrimination on the basis of sex, race, age, religion, or sexual orientation.

This program's stated objective is to provide the knowledge and assistance in producing a recorded portfolio needed to obtain employment or self-employment in music and/or production used in the world wide web, movies, television, radio, record labels, video, film, multimedia production studios, and live performance or recording for bands and churches.

Program Description

The Associate of Applied Science in Music and Technology consists of 94 credits of instrument-related and technical courses designed to provide the student with the necessary education to further his or her musical and recording and engineering abilities. Students select an instrument concentration in Guitar, Bass, Drums, Keyboard, or Voice, and complete courses specific to that instrument, as well as recording and engineering courses. The program is designed for instrumentalists who also wish to gain knowledge in the field of recording and engineering in order to open opportunities in today's ever-changing music industry. The program can be completed in 18 months of full-time enrollment, 24 months of ¾ time enrollment, or 36 months of ½ time enrollment.

Students in good standing will have the option to take AVID Pro Tools Certification Exams upon course completion.

Associate of Applied Science Degree students are required to complete 24 credits of General Education courses. Transferability of General Education credits completed at other institutions must be equivalent to the General Education courses available at AIMM. Students must complete an entrance interview as described in Admissions procedures. Students must show proficiency in their instrument of concentration as described in Admissions procedures.

Associate of Applied Science in Music and Technology with a concentration in Guitar, Bass, Drums, Keyboard, or Voice	
Core Courses (Students must complete 54 Credits)	**Credits**
INT100 Performance I *	4
INT200 Performance II *	4
INT300 Performance III	4
INT400 Performance IV	4
INT301 Studio Performance	4
INT145 Music Theory Essentials I *	3
INT245 Music Theory Essentials II *	3
GTR/BAS/DRM/KBD/VOC130 Reading I *	1
GTR/BAS/DRM/KBD/VOC230 Reading II *	1
GTR/BAS/DRM/KBD/VOC330 Reading III	1
GTR/BAS/DRM/KBD/VOC430 Reading IV	1
GTR/BAS/DRM/KBD/VOC120 Scales I / Technique I *	1
GTR/BAS/DRM/KBD/VOC220 Scales II / Technique II *	1
GTR/BAS/DRM/KBD/VOC320 Scales III / Technique III	1
GTR/BAS/DRM/KBD/VOC420 Scales IV / Technique IV	1
RCD100 Pro Tools 101 *	2
RCD101 Critical Listening Skills *	1
RCD130 MIDI: Synthesis and Sequencing *	4
RCD140 Introduction to Audio Production I *	3
RCD150 Skills Lab *	1
RCD200 Pro Tools 110 *	2
RCD240 Introduction to Audio Production II *	3
RCD430 Music Business *	1
RCD530 Portfolio and Web Media *	3
TOTAL	**54**
Elective Courses (students choose 16 out of 41 credits)	
GTR/BAS/DRM/KBD/VOC910 Group Lesson I (elective instrument)	2
GTR/BAS/DRM/KBD/VOC920 Group Lesson II (elective instrument)	2
GTR/BAS/DRM/KBD/VOC930 Group Lesson III (elective instrument)	2
GTR/BAS/DRM/KBD/VOC940 Group Lesson IV (elective instrument)	2
INT345 Music Theory Essentials III	3
INT445 Music Theory Essentials IV	3
RCD205 Studio Interconnect Basics *	2
RCD220 Studio Acoustics Basics *	1

RCD300 Pro Tools HD 201	2
RCD320 Electronic Music Production	4
RCD340 Introduction to Music Production	4
RCD350 Introduction to Live Sound	2
RCD400 Pro Tools HD 210M	2
RCD410 Science & Art of Mastering	1
RCD435 Methods of Mixing	5
RCD550 Video Production (TBD)	2
RCD560 Advanced Live Sound (TBD)	2
TOTAL	**41**
Electives Required	**16**
General Education Courses (students must complete 24 credits)	
HUM110 Creative Writing *	3
HUM115 English Composition *	3
HUM120 Music Appreciation *	3
MAT110 Accounting *	3
MAT120 Mathematical Modeling *	3
SCI110 Principles of Electronics *	3
SCI120 Physics of Sound *	3
SOC110 Cultural Anthropology *	3
TOTAL	**24**
Program Total	**94**

Courses denoted with an asterisk (*) may be available to take online asynchronously. Please check with your Academic Advisor on availability.

Associate of Applied Science in Music Production and Audio for Media

Program Mission Statement

Atlanta Institute of Music and Media provides Music Production and Audio for Media Degree students with the instructional environment necessary to develop both their technical and practical talents, and to acquire the skills necessary to advance their musical aptitude and gain knowledge in the field of Music Production and Audio for Media. The curriculum accomplishes this through in-person and online delivery, which includes class and practical application instruction, lab instruction, and live clinics featuring today's most well-known and innovative engineers, producers, and music industry professionals.

Atlanta Institute of Music and Media's Associate of Applied Science in Music Production and Audio for Media is taught by professionals whose work experience, certification and/or music/engineering degrees give each instructor the background to teach the demanding curriculum.

It is the belief of Atlanta Institute of Music and Media that music, along with its many technological facets, is the universal language and, therefore, welcomes students from diverse backgrounds. Atlanta Institute of Music and Media serves students without discrimination on the basis of sex, race, age, religion, or sexual orientation.

The program's stated objective is to provide the knowledge and assistance in generating a post production portfolio needed to obtain employment or self-employment in music and/or production as used in film, television, and gaming.

Program Description

The Associate of Applied Science in Music Production and Audio for Media consists of 92 credits of courses encompassing technical applications of music, dialogue, sound design, and location audio for film, television, gaming, and new media forms of expression. The program includes extensive technical courses designed to provide the student with the necessary education to further his or her technical and recording and engineering abilities. The program can be completed in 18 months of full-time enrollment (although 21 months is more common), 24 months of ¾ time enrollment, or 36 months of ½ time enrollment.

Students in good standing will have the option to take AVID Pro Tools Certification Exams upon course completion.

Associate of Applied Science Degree students are required to complete 24 credits of General Education courses. Transferability of General Education credits completed at other institutions must be equivalent to the General Education courses available at AIMM. Students must complete an entrance interview as described in Admissions procedures. Students must complete an entrance interview as described in Admissions procedures.

Associate of Applied Science in Music Production and Audio for Media	
Core Courses (students must complete 53 credits)	Credits
RCD100 Pro Tools 101 *	2
RCD101 Critical Listening Skills *	1
RCD110 Basic Keyboarding Skills *	2
RCD120 Music Theory Basics *	2
RCD130 MIDI: Synthesis and Sequencing *	4
RCD140 Introduction to Audio Production I *	3
RCD150 Skills Lab *	1
RCD200 Pro Tools 110 *	2
RCD205 Studio Interconnect Basics *	2
RCD220 Studio Acoustics Basics *	1
RCD231 MIDI: Sampling & Composition *	2
RCD240 Introduction to Audio Production II *	3
RCD255 Applied Computing Basics *	2
RCD300 Pro Tools 201 *	2
RCD320 Electronic Music Production *	4
RCD330 DAW Editing and Processing *	2
RCD340 Introduction to Music Production *	4
RCD350 Introduction to Live Sound	2
RCD410 Science & Art of Mastering *	1
RCD430 Music Business *	1
RCD460 Introduction to Audio Post Production *	4
RCD500 Location Sound I *	3
RCD530 Portfolio and Web Media *	3
TOTAL	**53**
Elective Courses (students choose a total of 15 out of 35 credits)	
Choice between RCD400 or RCD401 to complete Pro Tools certification	
RCD400 Pro Tools 210M *	2
RCD401 Audio Post Production Techniques *	2
Additional Elective Courses:	
RCD360 Sound Design for Game Audio	3
RCD435 Methods of Mixing *	5
RCD444 Advanced Music Production *	6
RCD470 ADR and Foley *	2
RCD510 Sound Design for Film Audio	3

RCD520 Location Sound II	4
RCD540 Mixing Audio for Post Production	4
RCD550 Video Production (TBD)	2
RCD560 Advanced Live Sound (TBD)	2
TOTAL	**35**
Electives Required	**15**
General Education Courses (students must complete 24 credits)	
HUM110 Creative Writing *	3
HUM115 English Composition *	3
HUM120 Music Appreciation *	3
MAT110 Accounting *	3
MAT120 Mathematical Modeling *	3
SCI110 Principles of Electronics *	3
SCI120 Physics of Sound *	3
SOC110 Cultural Anthropology *	3
TOTAL	**24**
Program Total	**92**

Courses denoted with an asterisk (*) may be available to take online asynchronously. Please check with your Academic Advisor on availability.

PROGRAM COMPLETION AND PLACEMENT DATA

Performance Certificate - 2025 Completion & Placement Data:

Total Completion Rate (%)
BENCHMARK: 60%
80%

Graduate Placement Rate (%)
75%

Total Placement Rate (%)
BENCHMARK: 70%
75%

Certificate in Music and Technology - 2025 Completion & Placement Data:

Total Completion Rate (%)
BENCHMARK: 60%
67%

Graduate Placement Rate (%)
100%

Total Placement Rate (%)
BENCHMARK: 70%
100%

Certificate in Music Production - 2025 Completion & Placement Data:

Total Completion Rate (%)
BENCHMARK: 60%
69%

Graduate Placement Rate (%)
70%

Total Placement Rate (%)
BENCHMARK: 70%
76%

Associate of Applied Science in Music and Technology - 2025 Completion & Placement Data:

Total Completion Rate (%)
BENCHMARK: 60%

66%

Graduate Placement Rate (%)

71%

Total Placement Rate (%)
BENCHMARK: 70%

79%

Associate of Applied Science in Music Production and Audio for Media - 2025 Completion & Placement Data:

Total Completion Rate (%)
BENCHMARK: 60%

63%

Graduate Placement Rate (%)

71%

Total Placement Rate (%)
BENCHMARK: 70%

79%

COURSE DESCRIPTIONS

BAS120 Scales I
Scales I begins with an exploration of currently accepted bass technique; then the major scale is explored in depth including: modes, pentatonic scale, blues scale, arpeggios, and sequences. Students are expected to play regularly, demonstrating not only knowledge of the scales, but also knowledge of how to use those scales to create music.

BAS130 Reading I
This class focuses on two areas: rhythm reading and note reading. In the rhythm reading section, the students start with eighth note based rhythms in both straight eighth and swing eighth feels. By the end of Level I, the student will be working with complex combinations of triplet and sixteenth note figures. In the note reading section, the students start off with whole note and half note exercises that quickly advance to the complex level of rhythm reading.

BAS220 Scales II
Scales II explores the melodic minor scale in depth including: Modes, arpeggios, and sequences. The class also explores uses of symmetric scales. Students are expected to play regularly, demonstrating not only knowledge of the scales, but also knowledge of how to use those scales to create music.
Prerequisite: BAS120 Scales I

BAS230 Reading II
This class takes the skills learned from the rhythm and note reading exercises covered in Level I and puts them to work on real bass charts. These bass charts were actually used on gigs. The focus is on understanding form, fingering analysis, and groove. The students will be tested on these charts each week by playing through the charts like they are in a real gig situation.
Prerequisite: BAS130 Reading I

BAS320 Scales III
Scales III explores the harmonic minor scale in depth including: Modes, arpeggios, and sequences. The class also explores uses of bebop scales. Students are expected to play regularly, demonstrating not only knowledge of the scales, but also knowledge of how to use those scales to create music.
Prerequisite: BAS220 Scales II

BAS330 Reading III
This class expands the student's knowledge of reading by exposing them to real gig charts that are more complex and cover a wide range of styles, including different techniques such as slap and pick playing. Students will also learn and perform charts using the Nashville number system.
Prerequisite: BAS230 Reading II

BAS420 Scales IV
Scales IV explores alternate harmonic concepts for melodic and harmonic improvisation including: playing outside, ethnic modes, superimposing triads, and interval shapes. Students will be able to demonstrate not only knowledge of the scales, but also knowledge of how to use those scales to create music.
Prerequisite: BAS320 Scales III

BAS430 Reading IV
This is the test. If the student can comfortably play these charts, he/she is ready for just about any reading situation. As said before, these are real bass charts used on real gigs.
Prerequisite: BAS330 Reading III

BAS910 Group Lesson I
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.

BAS920 Group Lesson II
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: BAS910 Group Lesson I

BAS930 Group Lesson III
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: BAS920 Group Lesson II

BAS940 Group Lesson IV
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: BAS930 Group Lesson III

DRM120 Technique I
Basics in technique are introduced and instilled in this class. Fundamentals of grip, foot position, posture, and stool height are all fully covered. The student is taught standard and Swiss rudiments to develop and improve both control and speed. Bass drum, hi-hat, and snare exercises are included to build coordination and independence at the kit.

DRM130 Reading I
Students are introduced to reading in this class. Note and rest values, dynamic markings, repeats and chart direction will be covered. The student is made to feel at home in the written environment. Each student performs easy-to-read snare drum solos and begins study in Gary Chester's "New Breed."

DRM220 Technique II
This class further develops the student's dexterity and comfort behind the set through the introduction and use of the inner body rudiments, trios, quads, and the drumset application of rudiments. The student begins to apply his or her new skills and starts to build his arsenal of chops. This will be a foundation for a career of musical construction.
Prerequisite: DRM120 Technique I

DRM230 Reading II
Further exploration of rudimental snare drum solos, along with deeper studies in Gary Chester's "New Breed" are the core of this class. Students also begin to read drum set solos, along with special exercises composed by the instructor.
Prerequisite: DRM130 Reading I

DRM320 Technique III
This course is designed to bring out what each student does best: it teaches the student how to compose a solo. Students will explore connecting skills and grooves as well as changing meter and intensity. Duets and soloing with a theme and form are discussed and performed. The student will leave this class with a sense of compositional and stylistic identity.
Prerequisite: DRM220 Technique II

DRM330 Reading III
Snare drum solos in different time signatures are performed to hone the student's ability to read in situations other than 4/4. Students study displacement, left hand cymbal techniques, and advanced drumset solos along with extensive chart reading and play-alongs.
Prerequisite: DRM230 Reading II

DRM420 Technique IV
Drum technique IV is a class designed to help students increase their technical facility and stylistic awareness by learning the definitive drum parts of Steve Gadd, David Garibaldi and others.
Prerequisite: DRM320 Technique III

DRM430 Reading IV
The pinnacle of our reading program brings the student to a professional level of performance. Students study composite independence on the kit, snare drum solos involving 26 standard rudiments, and play-alongs that demand high levels of proficiency.
Prerequisite: DRM330 Reading III

DRM910 Group Lesson I
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.

DRM920 Group Lesson II
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.

Prerequisite: DRM910 Group Lesson I

DRM930 Group Lesson III
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: DRM920 Group Lesson II

DRM940 Group Lesson IV
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: DRM930 Group Lesson III

GTR120 Scales I
Application of scales and arpeggios, taught within the context of the corresponding Performance class selections, with a focus on playing the changes with major and minor dominant blues. Topics covered: major scales with corresponding diatonic chords and arpeggios, major pentatonic, major pentatonic with flat 3, blues scale, natural minor, mixolydian mode.

GTR130 Reading I
This course is designed to introduce and develop the skills required for sight reading of chords and single note melodies on the guitar. Beginning in the open position, students will read etudes, duets, and chord charts for each class session. By the end of the quarter, the student should be able to read up to the second position in a variety of styles and rhythmic patterns.

GTR220 Scales II
Scales II explores the melodic minor scale in depth including: modes, arpeggios, and sequences. The class also explores uses of symmetric scales. Students are expected to play regularly, demonstrating not only knowledge of the scales, but also knowledge of how to use those scales to create music.
Prerequisite: GTR120 Scales I

GTR230 Reading II
This course is designed to develop the student's ability to read in various positions on the neck. Beginning with the second and third positions, students will read etudes, duets, and chord charts for each class session. By the end of the quarter, students will be required to read single note melodies up to the seventh position and a variety of styles of chord charts.
Prerequisite: GTR130 Reading I

GTR320 Scales III
Annotated example solos are used to demonstrate the application of scales and arpeggios, which are taught within the context of corresponding performance class selections with a focus on jazz standards. Topics covered include: harmonic minor scales, diatonic harmonization with chords, arpeggios and modes, modes of melodic minor, the four superimpositions of melodic minor over dominant chords.
Prerequisite: GTR220 Scales II

GTR330 Reading III
Building on the techniques learned in previous reading classes, this course is designed to further develop the student's ability to read different rhythmic groups in all positions of the neck. Along with introducing real world situations (including jazz band charts and transcribed solos), students will focus on developing the ability to read in a variety of formats with little or no preparation time.
Prerequisite: GTR230 Reading II

GTR420 Scales IV
Annotated example solos are used to demonstrate the application of scales and arpeggios, which are taught within the context of corresponding Performance class selections. Students will analyze the styles of various guitarists, including Django Reinhardt, Joe Pass, Pat Martino, Steve Morse, Mike Stern and Pat Metheny.
Prerequisite: GTR320 Scales III

GTR430 Reading IV
Students in Reading IV will be exposed to real world sight reading situations. Along with studying syncopated rhythms, the course introduces a variety of chart styles including big band charts, studio session charts, guitar ensemble charts, and fake book style charts.
Prerequisite: GTR330 Reading III

GTR910 Group Lesson I
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.

GTR920 Group Lesson II
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: GTR910 Group Lesson I

GTR930 Group Lesson III
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: GTR920 Group Lesson II

GTR940 Group Lesson IV
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: GTR930 Group Lesson III

HUM110 Creative Writing
This course covers different kinds of writing across multiple genres, including—but not limited to—poetry, fiction, nonfiction and hybrid forms. Students will be encouraged to experiment with these forms of writing, to step out of their comfort zone and challenge their own preconceptions of where writing can take them. The great Russian writer Anton Chekhov once said, "don't tell me

the moon is shining; show me the glint of light on broken glass." In essence, Chekhov is illustrating one of the most important principles of creative writing: the act of describing through imagery rather than simply "telling." This course will take Chekhov's dictum to heart by practicing reading and writing in each genre with an eye towards drafting, writing, and revising original compositions.

HUM115 English Composition
Students will develop their reading and writing skills to progress as writers and thinkers in an increasingly complex world. They will learn to break down good essay writing by looking at all aspects of the composition process – from initial thesis statements to final revisions. They will study standard English grammatical and syntactical conventions to ground their composition skills in the systems and structures that make writing legible to a general audience. Students will also practice brainstorming, drafting, and revising in order to learn about the writing process, identify what works for them individually, and work towards making our processes more productive. Students will regularly apply what they have learned to different formal and informal genres to understand the transferability of standard English writing conventions and the praxis of writing texts across varying styles, forms, and purposes.

HUM120 Music Appreciation
This course is an overview of the history and evolution of music from the Renaissance through the 21st century. Special importance will be placed on the sociological, technological, and historical influences upon the development of musical styles and careers of important artists. Students will develop critical listening skills and will be able to identify important artists as well as artistic styles and song forms. Topics will include the development of musical notation, evolution of instruments, major era stylistic traits, significant artists in pop and western art music, evolution of the recording industry and distribution formats, the history of multimedia and societal influences on the development of musical styles and music's influence on society.

INT100 Performance I
This course is an interdisciplinary live performance class based on standard introductory level repertoire for R&B, Blues, Rock and Pop styles. Students perform on stage weekly in a live interactive ensemble format with voice and rhythm section instrumentation that emulates professional gigging scenarios. The emphasis is on execution of melody, rhythm, chords, form, and improvisation. Materials such as sheet music, charts, play along tracks, lyrics, video tutorials are provided via Canvas Learning Management System.

INT200 Performance II
This course is an interdisciplinary live performance class based on standard intermediate level repertoire for R&B, Blues, Rock and Pop styles. Students perform on stage weekly in a live interactive ensemble format with voice and rhythm section instrumentation that emulates professional gigging scenarios. The emphasis is on execution of melody, rhythm, chords, form, and improvisation. Materials such as sheet music, charts, play along tracks, lyrics, video tutorials are provided via Canvas Learning Management System.
Prerequisite: INT100 Performance I

INT300 Performance III
This course is an interdisciplinary live performance class based on standard intermediate-advanced level repertoire for R&B, Blues, Rock and Pop styles. Students perform on stage weekly in a live interactive ensemble format with voice and rhythm section instrumentation that emulates professional gigging scenarios. The emphasis is on execution of melody, rhythm, chords, form, and improvisation. Materials such as sheet music, charts, play along tracks, lyrics, video tutorials are provided via Canvas Learning Management System.
Prerequisite: INT200 Performance II

INT400 Performance IV
This course is an interdisciplinary performance class based on standard advanced level repertoire for R&B, Blues, Rock and Pop styles. Students perform on stage weekly in a live interactive ensemble format with voice and rhythm section instrumentation that emulates professional gigging scenarios. The emphasis is on execution of melody, rhythm, chords, form, and improvisation. Materials such as sheet music, charts, play along tracks, lyrics, video tutorials are provided via Canvas Learning Management System.
Prerequisite: INT300 Performance III

INT301 Studio Performance
This course is an interdisciplinary studio performance class based on standard intermediate-advanced level repertoire for R&B, Blues, Rock and Pop styles. Students perform in the recording studio weekly in an interactive ensemble format with voice and rhythm section instrumentation that emulates professional recording sessions. The emphasis is on execution of melody, rhythm, chords, form, and improvisation. Materials such as sheet music, charts, play along tracks, lyrics, video tutorials are provided via Canvas Learning Management System.
Prerequisite: INT200 Performance II

INT145 Music Theory Essentials I
This class covers the basic elements of music theory, ear training and notation. Diatonic harmony, major and minor key signatures, triads and 7th chords, scale harmonization, meters, basic rhythmic notation, and chord symbol conventions. Students will practice recognizing fundamental musical elements by ear. Basic keyboard skills will be covered including chords, scales and reading.

INT245 Music Theory Essentials II
This class focuses on scales, modes and linear structures needed for improvisation and melody. Ear training and dictation of melody and diatonic chord progressions are covered. Advanced notation concepts including form, articulation and syncopated rhythm are included. Harmonic concepts are practiced and reinforced using a keyboard.
Prerequisite: INT145 Music Theory Essentials I

INT345 Music Theory Essentials III
This course focuses on the chord progressions and harmonic techniques used in contemporary music. Concepts include diatonic, extended diatonic and chromatic progressions, modulations and reharmonization. The keyboard is used to illustrate and reinforce these concepts. Students explore melodic, rhythmic and harmonic transcription, and basic desktop music publishing is covered.
Prerequisite: INT245 Music Theory Essentials II

INT445 Music Theory Essentials IV
This course explores advanced harmonic and melodic techniques used in modern music. Melodic writing, harmonization, voice-leading and arranging are covered. Students will compose and arrange music using the techniques discussed, and will apply these ideas on the keyboard.
Prerequisite: INT345 Music Theory Essentials III

KBD120 Scales I
This class introduces keyboard students to the basic scales and chord forms used in contemporary musical performance. Major and minor scales, triads and basic voicings will be covered. Class will use keyboards in a lab setting to build muscle memory and technique.

KBD130 Reading I
This class introduces the students to note-reading on the keyboard. Subjects include note recognition, intervals, chord shapes and rhythmic figures. Students will read together in a keyboard lab setting, and will be given individual exams.

KBD220 Scales II
This course focuses on the linear forms used for melody and improvisation as well as basic accompaniment figures used by the contemporary keyboard player. Major scale modes and patterns, pentatonic scales, melodic minor modes and chord-tone lines are studied.
Prerequisite: KBD120 Scales I

KBD230 Reading II
This class introduces the students to two-handed reading on the keyboard. Simple passages with bass lines and open-position chords are covered in various keys. Key signatures (5 and 6 sharps or flats) will be introduced. Students will read together in a keyboard lab setting and will be given individual playing exams.
Prerequisite: KBD130 Reading I

KBD320 Scales III
This class covers a variety of harmonic voicings and patterns used in contemporary keyboard. Students will learn to harmonize melodic material and to accompany soloists in the ensemble. The techniques used to build a keyboard part and a keyboard-based arrangement will be covered.
Prerequisite: KBD220 Scales II

KBD330 Reading III
This course focuses on chart and lead-sheet reading on the keyboard. Various ways to interpret a chart will be covered including simple accompaniment, solo piano, and piano trio styles. Swing, rock, and Latin rhythmic figures and textures are introduced. Students will read together in a keyboard lab setting and will be given individual playing exams.
Prerequisite: KBD230 Reading II

KBD420 Scales IV
This class focuses on advanced voicings, patterns, and textures used in contemporary keyboard. Triads, 4ths, Upper structure, and parallel voicing are covered. Students will learn solo piano textures and arranging techniques.
Prerequisite: KBD320 Reading III

KBD430 Reading IV
This course covers advanced reading for keyboard including lines with chromatic alterations, chords spread between two hands, altered chord shapes and advanced rhythmic figures. Students will read together in a keyboard lab setting, and will receive individual playing exams.
Prerequisite: KBD330 Reading III

KBD910 Group Lesson I
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.

KBD920 Group Lesson II
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: KBD910 Group Lesson I

KBD930 Group Lesson III
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: KBD920 Group Lesson II

KBD940 Group Lesson IV
Students receive two hours of group instruction weekly to address areas of technique or theory for which they require assistance.
Prerequisite: KBD930 Group Lesson III

MAT110 Accounting
This course teaches the fundamental accounting and tax information needed to create a successful sound career in the music industry and digital media industries. It will include basic accounting and tax elements, information on setting up a business, selecting the appropriate type of business entity, and accounting aspects as related to various music and intellectual property transactions.

MAT120 Mathematical Modeling
This course covers applied algebra, linear, piecewise, exponential and quadratic functions. It focuses on logical problem-solving techniques required for critical thinking. Statistical analysis and probability will be used to analyze and explore real world data. In addition, students will develop a clear understanding of the role and function of quantitative analysis. This unit also focuses on skills needed to ensure students acquire better decision-making processes for money management in their personal and business lives.

RCD100 Pro Tools 101
This course introduces basic principles a student needs to understand how to complete a Pro Tools project, from initial setup to final delivery. Topics include purposes and uses of edit tools, modes, various track and signal clip functions for recording, editing, and importing audio, MIDI, and video used for music and media production. Included with the course textbook are media files for Pro Tools 101 exercises and hands-on projects.

RCD101 Critical Listening Skills
This course will cover essential listening skills in relation to music production, from recording to mixing. Topics focus on recognizing essential music and production components including beats and note values, identifying time signatures, key signature, natural major and minor scales, and recognizing octaves of frequencies.

RCD110 Basic Keyboarding Skills
In this course, the students are introduced to the keyboard layout, playing techniques and scales and chords. The course curriculum progresses to include all aspects necessary for proper keyboard operation for MIDI and music production.
Corequisite: RCD120 Music Theory Basics

RCD120 Music Theory Basics
This course introduces students to the basic elements of sound and pitch, rhythm and meter, scales and key signatures, chords and progressions and other aspects needed to understand basic music concepts from a technical perspective.
Corequisite: RCD110 Basic Keyboarding Skills

RCD130 MIDI: Synthesis and Sequencing
This course is an introduction to the MIDI language, using Ableton Live and Native Instrument's Komplete Bundle as the vessel of instruction. This course demonstrates core concepts such as the basic MIDI environment, sequencing, sampled-based and synthesis instruments, automation, and final steps for MIDI-based production including mixing and effects processing.

RCD140 Introduction to Audio Production I
This course gives the student an introduction to, and a strong foundation in, audio production techniques, including an introduction to analog recording history, physical properties of sound, basic microphone types, recording environments, mono & stereo microphone techniques as well as basic analog signal flow & analog signal processing including equalization and dynamic processing techniques.

RCD150 Skills Lab
This lab course is designed to help students gain the basic skills needed to be successful in the tech-focused programs at AIMM. It introduces the software, audio equipment, and fundamental skills required for music production. Additionally, troubleshooting, problem solving, as well as soft skills like communication, etiquette and work ethic are all covered.

RCD200 Pro Tools 110
This course builds on the introductory Pro Tools 101 course, evolving basic Pro Tools principles while providing the student with the essential processes needed to complete a Pro Tools project, from initial set up to final mixdown, and to take the Avid Pro Tools 110 Specialist Certification exam. The course teaches intermediate Pro Tools techniques, covering key concepts and skills needed to operate a Pro Tools system. Topics include Hardware I/O setup and routing, Elastic Audio, internal Bus path usages for send/returns, automation, and more. Included with the course textbook are media files for Pro Tools 110 exercises and hands-on projects. Students in good standing will have the opportunity to take the Avid Pro Tools 110 Specialist Certification exam upon course completion.
Prerequisite: RCD100 Pro Tools 101

RCD205 Studio Interconnect Basics
This course teaches the basics of studio connections and routing of electronics, various types of analog and digital cables and connections, and soldering basics, developing necessary skills commonly needed in professional and home studio environments.

RCD220 Studio Acoustics Basics
This course expands upon the basic principles of acoustics in recording studio environments including analysis and measurement of acoustic related issues. Students will learn various solutions concerning room acoustic treatment, concert halls, and recording studio environments.
Prerequisite: SCI120 Physics of Sound

RCD231 MIDI: Sampling and Composition
Building on the previous MIDI Production course, this course introduces industry-standard processes and techniques used to record, edit, and create a sample-based MIDI instrument, enhancing realism in MIDI-based productions with attention to sound and timbre, tone production, and tempo-mapping, as well as covering standard commercial music cues for visual media, such as composition of music beds for film or television.
Prerequisites: RCD130 MIDI: Synthesis and Sequencing

RCD240 Introduction to Audio Production II
This course gives the student a more advanced introduction and foundation to audio production techniques including principles of analog & digital audio production and recording and data storage and playback media for digital audio formats. The student will gain an advanced understanding of large format analog console signal flow, time-based processors and an introduction to plug-in processing.
Prerequisite: RCD140 Introduction to Audio Production I

RCD255 Applied Computing Basics
This class covers the basics of computer components and software essential to maintenance and use in audio production studio applications. While the information in this course is universally applicable, it retains a strong focus on the Mac OS X® computing platform, which is the industry-standard operating system for professional digital media.

RCD300 Pro Tools 201
This course covers core concepts and skills needed to operate an Avid Pro Tools HD/Ultimate system in a professional studio environment, Included with the course textbook are media files for Pro Tools 201 exercises and hands-on projects.
Prerequisite: RCD200 Pro Tools 110

RCD320 Electronic Music Production
In this course, students will gain a broad understanding of the tools, production techniques and processes needed to successfully produce music and audio in the contemporary market. Techniques covered include working with and warping audio content in Ableton Live, use of various types of synthesized and drum machine sounds, MIDI and audio effect processors including arpeggiators, filters, saturation, sidechain compression, and more.
Prerequisite: RCD130 MIDI: Synthesis and Sequencing

RCD330 DAW Editing and Processing
This course covers vital tools & processes of audio editing and production techniques used in the industry by musicians, engineers, producers and sound designers. Subjects range from integrated functions in popular DAW.s such as playlist compositing, time-alignment tools, sample replacement, and vocal and instrument tuning with Antares Auto-Tune, Celemony Melodyne, & many more topics.
Prerequisite: RCD100 Pro Tools 101

RCD340 Introduction to Music Production
This course offers hands-on experience of the complete process for a professional music production inside AIMM studios, from beginning to end. The course moves the student through all stages of a music production from planning, to tracking demos, cutting basics, overdubs, vocal production, mixing & mastering. In each phase, students will learn a professional approach along with cutting edge techniques to utilize. In class, students will work with musicians and artists, and cover various roles utilized.
Prerequisite: RCD240 Introduction to Audio Production II

RCD350 Introduction to Live Sound
This course introduces all the basic aspects of live venue sound systems, including signal flow for live applications, front of house and monitor sound systems, speaker set up, microphone techniques for live applications, proper power requirements, room EQ, and communications with artists. The class consists of a two-hour lecture paired with a one-hour lab for a balance of conceptual and practical instruction.

RCD360 Sound Design for Game Audio
This course shows students how to create sound elements for use in video games. Dialogue, sound effects, foley, music, background elements, vehicles, and cinematics are all covered. Students will also learn how to implement these sounds using the Unity game engine in an actual video game environment.
Prerequisite: RCD460: Introduction to Audio Post Production

RCD400 Pro Tools 210M
This course covers specific techniques for working with advanced professional Avid Pro Tools systems in a music production environment. The main topics in this course are followed by exercises that allow the student to practice concepts taught in class. Included with the course textbook are media files for Pro Tools 210M exercises and hands-on projects. Students in good standing will have the opportunity to take the Avid Pro Tools 210M Professional Certification exam upon course completion.
Prerequisite: RCD300 Pro Tools 201

RCD401 Audio Post Production Techniques
This course covers specific techniques for working with advanced Avid Pro Tools sessions in a professional post production environment, including topics such as standards and use of time code, synchronization of audio with video systems and formats for visual media, and more. Included with the course textbook are media files for Pro Tools 210P exercises and hands-on projects. Students in good standing will have the opportunity to take the Avid Pro Tools 210P Professional Certification exam upon course completion.
Prerequisites: RCD460 Introduction to Audio Post Production & RCD300 Pro Tools 201

RCD410 Science & Art of Mastering
This course provides an overview of concepts, techniques, equipment and environments used in the process of mastering a record. Topics include outlining the differences between a mixing engineer and mastering engineer, use standard mastering tools and approaches with digital software, and types of delivery standards required for various platforms and release formats, including digital streaming to vinyl records.
Prerequisite: RCD200 Pro Tools 110

RCD430 Music Business
Students will learn about the music business through a series of lectures covering copyrights, entertainment agency contacts, trademark/service mark, resume creation, tax deductions, artist management and split agreements, the changing record industry, performing rights organizations, demo and pro-tape kit creation and health and safety of the engineering industry.

RCD435 Methods of Mixing
In this course students will explore both creative and technical aspects of audio mixing necessary to mix in the modern music environment. This course introduces the steps of the mixing process including organization, tempo mapping, editing, equalization, compression, dynamic processing, time-based effects, automation, specialty effects, and printing final mixes. The techniques and concepts presented apply to any digital or analog mixing scenario.

Prerequisite: RCD200 Pro Tools 110

RCD444 Advanced Music Production
In this comprehensive, hands-on course, students utilize any & all subject matter from previous courses while introducing advanced music production techniques and approaches such as multi-microphone drum tracking to guitar reamping, compositing, editing, and mixing. The student will create and deliver an original music production, from initial composition to tracking all necessary instruments utilizing engineering techniques and a final product delivery, evolving the setup of a DAW session to meet the needs of a professional music production scenario. The product generated in this course can be used in the student's audio portfolio to aid in securing job opportunities in the industry.
Prerequisite: RCD340 Introduction to Music Production:

RCD460 Introduction to Audio Post Production
In this course, students are introduced to all of the necessary processes for working with audio in post production scenarios. Students are taught uses of location equipment and mixing, dialogue recording and editing (ADR), sound effects with foley and sound design, working with time code, synchronization, and overall workflow and delivery standards necessary to be successful in the modern independent and professional audio market.
Prerequisite: RCD200 Pro Tools 110

RCD470 ADR and Foley
In this course students work on recording and performance of both Foley and Automated Dialogue Replacement (ADR), emulating the professional skills having to do with microphone technique, proper dialogue recording for post; both single ADR and group ADR; and recording and performing Foley. Props, surfaces and performance techniques are emphasized.
Prerequisite: RCD460: Introduction to Audio Post Production

RCD500 Location Sound I
In this course students will obtain the knowledge of gathering sound for a television or film production in the field. Techniques for capturing clean, consistent, and intelligible audio during the filming or taping of a production will be explored and implemented through hands-on exercises.
Prerequisite: RCD460: Introduction to Audio Post Production

RCD510 Sound Design for Film Audio
In this course students will gain a deeper understanding and awareness of Sound Design methods used in modern day films and entertainment. Techniques in sound synthesis, editing, creating, and mixing will be explored and analyzed as well as critical listening and basic understanding of the history of sound design in film.
Prerequisite: RCD460: Introduction to Audio Post Production

RCD520 Location Sound II

In this course students will use the knowledge gained from the Location Sound I course to record location audio for both mock and real production sound situations. The student will record dialog for actual filming scenarios that reflect professional demands and applications.
Prerequisite: RCD500 Location Sound I

RCD530 Portfolio and Web Media
In this course students will gain the knowledge necessary to market themselves in the ever changing audio industry. This course will help students connect their academic work and studio experiences to a digital environment where they can present themselves to employers in a professional manner. The students will analyze and create business card templates, digital showreel demos for online platforms, and deliver an electronic portfolio for completion of the program.
Prerequisite: RCD130 MIDI: Synthesis and Sequencing

RCD540 Mixing Audio for Post Production
In this course students will gain a deeper understanding of multi-channel setup and techniques for dialogue, sound effects, and music, in relation to monitoring, mixing, and delivery formats for working with film, television, and other forms of visual media.
Prerequisite: RCD460 Introduction to Audio Post Production

RCD550 Video Production (TBD)

RCD560 Advanced Live Sound
This course will expand on the concepts discussed in the Introduction to Live sound course. Students will gain a deeper understanding of signal flow for live applications, front of house and monitoring sound systems, speaker set up and rigging, microphone techniques for live applications, mixer routing and controls, proper power requirements and set up, room EQ, and communication with artists/musicians.
Prerequisite: RCD350 Introduction to Live Sound

SCI110 Principles of Electronics
This course is a basic introduction to analog electronics. Simple electrical circuits are explored with a focus on how sound is created and manipulated electronically. Basic electrical measurements, components, troubleshooting and safety are covered during the lectures. The practical portion of the course involves building simple projects.

SCI120 Physics of Sound
This course introduces students to the physical nature of music and sound. Students will develop an understanding of the properties of sound, sound propagation, quantifiable components of a sound wave, acoustics, psychoacoustics, analog electronics, auditory perception of harmonic content, the human hearing mechanism and musical instrument tone production.

SOC110 Cultural Anthropology
Anthropologists take a broad approach to study and understand different aspects of the human experience. This course explores how people in different places live, use music, and interact with

the world around them. Students will analyze select case studies from around the world. They will study the perspectives, practices, and social organization of other groups whose values and lifeways may be very different from their own.The knowledge they gain will enrich human understanding on a broader level. Special importance will be placed on global music styles that impact contemporary music including Indian classical music, West African Music, Brazilian Samba, Cuban music styles, and African-American folk music.

VOC120 Technique I
Students will learn the basic elements of abdominal breathing, mouth/vowel shaping, and resonant placement. Students will demonstrate appropriate pitch matching, breath control, diction, artistry and stylistic choices. Students begin to identify and release areas of tension within the body for maximum efficiency. Students will perform music from various genres and time periods.

VOC130 Reading I
Students learn note recognition, intervals, chord structures, and key/time signatures. Students will read together in a classroom setting, and will be given individual exams. This class introduces students to reading notes by sight using their voice, when given a starting pitch and a block chord. Examples will include scalar passages as well as intervals with simple rhythms. Students will perform major, minor, chromatic scales as well as sing intervals ascending and descending. In addition, students will sing each note of major chords ascending and descending.

VOC220 Technique II
Students will work on developing advanced breathing, diction, and vocal technique, as well as in-depth work on creative choices. Students will delve into what causes inhibitions and how to overcome them and will begin the process of engaging the public through their art. Students will demonstrate appropriate pitch matching, breath control, diction, artistry and stylistic choice. In addition, Students will perform music from various genres and time periods with appropriate stylistic choices. *Prerequisite: VOC120 Technique I*

VOC230 Reading II
This class builds upon the fundamentals covered in Reading I by moving on to more difficult intervals and dotted rhythms. Students will learn to name key signatures and time signatures, and they will learn to sing both pentatonic and blues scales. In addition, students will learn to harmonize and sight read musical examples in a classroom setting.
Prerequisite: VOC130 Reading I

VOC320 Technique III
This upper level course will include advanced techniques in breathing and powerhouse singing, stage presence, image and branding, as well as ethical practices. Students will learn to harmonize melodies and develop techniques used in commercial two, three and four-part harmony. In addition, vocal health and injury prevention will be covered.
Prerequisite: VOC220 Technique II

VOC330 Reading III

This course covers more complex rhythmic and melodic structures. Students will sing both pentatonic and blues scales and be introduced to modes. In addition, they will sing triads within minor keys and learn to sing and play at the same time from a lead sheet while playing simple chords on the keyboard. Students will sight sing examples together in a classroom setting and will be given individual singing exams.
Prerequisite: VOC230 Reading II

VOC420 Technique IV
Advanced vocal techniques in harmonic space, breath control, vowel color and artistry will be covered. Students will prepare repertoire from a variety of genres, which demonstrate vocal control, artistry and strong technical skills.
Prerequisite: VOC320 Technique III

VOC430 Reading IV
This course covers advanced sight-reading for voice including lines with chromatic alterations as well as advanced rhythmic figures. Students will sight read together in a classroom setting and learn to improvise.
Prerequisite: VOC330 Reading III

VOC910 Group Lesson I
Students receive two hours of group instruction every week to address areas of technique or theory for which they require assistance.

VOC920 Group Lesson II
Students receive two hours of group instruction every week to address areas of technique or theory for which they require assistance.
Prerequisite: VOC910 Group Lesson I

VOC930 Group Lesson III
Students receive two hours of group instruction every week to address areas of technique or theory for which they require assistance.
Prerequisite: VOC920 Group Lesson II

VOC940: Group Lesson IV
Students receive two hours of group instruction every week to address areas of technique or theory for which they require assistance.
Prerequisite: VOC930 Group Lesson III

AIMM GRIEVANCE POLICY

Students have the right to express their grievances and concerns, and/or appeal any change in academic, attendance, or conduct status, by submitting in writing the nature of the grievance to the appropriate member of the administrative body. Letters may be received by mail delivery, fax, or in an electronically scanned document, but all grievances must be typewritten and signed in ink by the complainant. Depending on the nature of the grievance, submissions should be made to the appropriate member of staff:

Name	Title	Email	Regarding
Dr. Joshua Grau	VP of Academic Affairs	joshuagrau@aimm.edu	Academics
Shane Driscoll	Chief Operating Officer	shanedriscoll@aimm.edu	Personnel
Nite Driscoll	President	nitedriscoll@aimm.edu	Other

Upon receiving a written expression of concern, a panel of administrative staff members will convene to consider the grievance. The panel then has the responsibility of reaching, within three (3) business days, a decision that is, on balance, in the best interests of the student(s) and the Institute. Students who are not satisfied with the decision of the administration may appeal the decision, and/or may escalate their grievance to the following regulatory agencies listed below in order to take additional action, if necessary.

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
(770) 414-3300; Fax (770) 414-3309
In-Person Student Complaints:
https://gnpec.georgia.gov/student-resources/complaints-against-institution
Distance Education Student Complaints:
https://gnpec.georgia.gov/student-resources/complaints-against-institution/ga-sara-online-student-complaint-form

The National Council for State Authorization Reciprocity Agreements (NC-SARA)
Distance Education Student Complaints:
https://nc-sara.org/sara-student-complaints-0

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898; (800) 917-2081; Fax (770) 396-3790
www.council.org

HEALTH AND SAFETY PROCEDURES

Campus Security and Access

AIMM provides all students with an access card that allows electronic access to the student entrance of the building. The access cards are provided immediately after orientation by the Student Services office and it is the student's responsibility to maintain their card while enrolled at AIMM. Students are expected to keep the access cards on their person at all times while on campus, and utilize them for classroom attendance tracking. Students are strictly prohibited to share their access cards with any other students. Replacement cards may be requested by contacting AIMM's Student Services office (a fee may be charged for lost cards).

Injury or Illness

In the event of illness or injury to a student on the Institute premises, the student may be transported to a local hospital emergency room or doctor's office for examination and treatment if necessary. Students are responsible for any resulting expenses. Students should review their personal and/or family insurance policies to determine whether appropriate coverage exists.

First Aid/Emergency Procedures

In the event of illness or accident, first aid supplies are kept in the facility. Copies of the Emergency Plan are posted throughout the building, and are available with the Receptionist.

Fire prevention and control is executed in accordance with State and County regulations. The school maintains well-marked and accessible fire exits, as well as a properly maintained fire extinguisher in each building. Fire drills are periodically held.

The Institute maintains a list of physicians, dentists, hospitals, and other health care facilities for student use. See the Receptionist or other staff member for information on health care services available in the vicinity of the Institute.

Mental Health

Students who are experiencing mental health issues can contact the Georgia Department of Behavioral Health at 1-800-715-4225 or go to: https://dbhdd.georgia.gov/mobile-crisis-services. Or students can call 988 - The National Suicide Prevention Hotline.

Student Safety Protocol

AIMM implements mechanisms for student safety and health awareness inherent to practice, performance, teaching, and listening both in general and as applicable to the student's specialization; including but not limited to hearing, vocal, and musculoskeletal health and injury prevention. Students should be aware of these mechanisms and use caution in music

performance and audio production related scenarios; which often include high-sound pressure levels (SPL), high-voltage electrical components, stage rigging, lighting apparatus, recording studio safety, and general audio equipment maintenance. Students should consult with their instructor and/or technical supervisor for specific safety protocols for each class.

Inclement Weather Announcements

As a general rule, in case of inclement weather, AIMM will close with the closure of the Gwinnett County School System. Closure information can be found on any local television news stations, and via AIMM automated telephone message at (770) 242-7717.

Atlanta News Outlets are:

- WXIA-TV Channel 11
  www.11alive.com
- WAGA-TV Channel 5
  www.waga.com
- WSB-TV Channel 2
  www.wsbtv.com
- WATL-TV Channel 36
  www.watl36.com

Text Messaging Service

AIMM sends notifications through Canvas and a text messaging service to distribute school closures, emergency announcements, special events, and other school business. We strongly encourage students to take advantage of this valuable service. Please see the Media Services Coordinator in order to register your cell phone number to receive school business texts.

STANDARD RESPONSE PROTOCOL

In the event of an emergency that occurs while students are on campus, such as severe weather events, fires, accidents, intruders, hazardous material leaks, an active criminal in the area or other police activity, and other threats to student safety, students and teachers/administrators will follow the “SRP” procedures. SRP can be found posted on the back of each classroom door. In case of emergency, teachers will receive a text message and instruct students to follow certain directives. In general, in the event of an evacuation, students should go to the upper parking lot, closest to the main lobby of the building. In the event of need of shelter inside the building, all should gather in room 400, the performance hall, to await instruction.

EMERGENCY PLAN AND PROCEDURES

Accidents Involving Injury

In the event of an accident:

1. Immediately notify an on-site administrator or instructor.
2. Do not move the injured.
3. Try to determine the nature of the injury.
4. The on-site administrator or instructor will appoint someone to keep watch over the injured and will call the Gwinnett Hospital system at **678-312-4357**, or 911 if necessary.
5. The on-site administrator or instructor will obtain one of the first aid kits located on campus if needed.
6. The student's file will be reviewed to determine if the student suffers or has previously suffered from a medical condition or allergy.
7. The student's family will be contacted and made aware of the situation and where the student may be contacted.
8. Administrator or instructor, as appropriate, will complete an “Incident/Accident Report Form,” available in the first aid kits, and submit the completed form to the Registrar.

Sickness and Less Severe Injuries

In the event a student becomes sick:

1. Immediately contact an on-site administrator or instructor.

2. The on-site administrator or instructor will immediately guide the student to an area where s/he can lie down.

3. The on-site administrator will find out the nature of the illness and determine whether the first aid kit is necessary.

4. If medical attention is necessary the administrator or instructor should contact Gwinnett Medical Emergency system at **678-312-4357** and/or transport the student to the appropriate medical facility as needed..

5. The student's family will be notified if necessary.

Missing Student Reporting Policy

Anyone on campus who has information that a student has been missing for more than 24 hours, should contact the Vice President of Academic Affairs, Vice President of Student Services, Registrar, or President of AIMM. The student's emergency contact and local law enforcement will be notified immediately. Appropriate campus staff will also be notified to aid in the search for the missing student.

AIMM CATASTROPHIC EVENT POLICY

Atlanta Institute of Music and Media maintains a Catastrophic Event Policy to assure students are granted appropriate consideration and security in case of an event that prohibits school from being in session. This includes: inclement weather, fire, flood, city/county/state enforced closing, or any event that would be defined as catastrophic through an Act of God, intrusion, terrorism, war, civic uprising, or unforeseen business closing.

The following mechanisms are in place:

1. AIMM curriculum content and student information data is housed on cloud-based servers and hosted through third-party agreements with Canvas LMS (learning management system by Instructure) and Jenzabar SONIS SIS (student information system). Both companies are contracted to provide secure data storage that is backed up regularly. In case of emergency or disaster, data is recovered from Amazon servers or from additional off-site backups. If AIMM's brick and mortar campus becomes compromised or is not accessible, students will be able to continue studies remotely via reliable Internet connection.

2. AIMM assures that students are contacted immediately upon any unforeseen schedule changes and provides an immediate makeup schedule for any missed classes due to inclement weather or unexpected school closing.

3. AIMM has implemented a lockdown procedure and has mechanisms in place to secure the facility, evacuate its occupants, or shelter-in-place in case of any unforeseen intrusion or terrorist related activity on campus. Regularly scheduled drills are initiated so students are aware of safety procedures and proper emergency protocol.

4. AIMM is vested in the Student Guarantee Trust Fund to assure financial reimbursement is allocated to students for courses that cannot be completed due to unforeseen circumstances that are the responsibility of the business.

5. AIMM agrees to provide a list of schools with similar programs to all students if the business were to unexpectedly close and not reopen due to unforeseen circumstances. This listing would occur through its website, social media platforms, learning management and student information systems.

CAMPUS CRIME STATISTICS AND POLICIES

Atlanta Institute of Music and Media, Inc.
2875 Breckinridge Blvd, Suite 700
Duluth, Georgia 30096

Atlanta Institute of Music and Media is located in a business park on Breckinridge Blvd in Duluth, Georgia. The campus is a 24,000+ square-foot facility with designated parking housed within the 2875 Breckinridge complex along with many other businesses. The Institute is open to students from 10am until 11pm Monday through Thursday, 10am until 7pm Friday.

While on campus, students and staff enjoy a secure area which, to the knowledge of Institute officials, has not been the site of any murder, sex offense, or aggravated assault within the past three years.

The Institute does not provide campus housing.

Any security concerns or violations should be reported immediately to a member of the staff. The staff member(s), if appropriate, will immediately inform local law enforcement of said security violation. In the event of a sexual assault occurring at the school facility within the student hours noted above, a staff member should be notified immediately (all personal information will remain confidential and any reporting is offered on a voluntary basis).

Stay in a safe, populated part of the facility (administrative offices, for example) until law enforcement arrives. Any student or staff member found guilty of such an assault will be expelled or terminated from the Institute. The Institute can arrange counseling, if desired, for any student who falls victim to a crime while on the school campus within Student Hours.

Drug usage and the consumption of alcohol are prohibited on campus. It is the policy of the Atlanta Institute of Music and Media that any student or staff member found to be violating this rule shall be immediately expelled or terminated from the Institute. The Institute offers a presentation warning of the dangers of illegal possession and/or usage of drugs and/or abuse of alcohol at new student orientation each quarter.

In accordance with the requirements of our various regulatory agencies, the Atlanta Institute of Music and Media is obligated to inform students and staff of any reported crimes or security concerns that represent an imminent or continued threat.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Atlanta Institute of Music and Media is providing a link to the Georgia Sex Offender Registry

(http://gbi.georgia.gov/georgia-sex-offender-registry). This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Please address questions or concerns to AIMM President, Nite Driscoll (770) 242-7717 or nitedriscoll@aimm.edu.