

# American College of Music



## General Catalog

Volume II

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[www.ppse.az.gov](http://www.ppse.az.gov)

This Catalog Is Updated Annually

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## **Message From the President**

Welcome to the American College of Music (ACM) – Education Reimagined. ACM's one-hundred percent online curriculum is designed from the ground up for the working music educator with little time or availability for a traditional brick-and-mortar graduate education. Also, ACM's classes focus on the learner, not the teacher, with a heuristic/hands-on approach with apprenticeship-type knowledge acquisition and student-centered strategies. Graduates of the American College of Music come away with a diploma and confidence that the knowledge they have obtained is based on proven theories, fact-based research, and a faculty with years of experience teaching K-12 students.

To all prospective students, please read through this Catalog to know all the aspects of the College's policies, tuition, fees, and curriculum. ACM is only as good as its students, so please feel free to contact the office of the President with your comments and concerns.

Much success in your educational journey,



Ben A. Ubovich. PhD  
President (Director)  
American College of Music  
admin@acmonline.us

## **Purpose and Mission Statement**

### **Purpose**

The American College of Music aims to provide exceptional graduate education to music educators via an online environment that strives to advance musicianship, inquiry, and academic achievement.

### **Mission and Objectives**

The American College of Music is a private online graduate college committed to developing passionate educators, reflective scholars, and life-long learning. The College provides heuristic, hands-on knowledge and student-centered, research-based instruction. ACM's graduates are ready to live, adapt, and lead in an ever-changing, interconnected world.

Through the process of teaching and learning, the American College of Music endeavors to achieve the following:

- To assist students in understanding music history, philosophy, and pedagogy.
- To empower students to experience the ineffability of performance, facilitate knowledge acquisition, and recognize the meaning of aesthetics and its effect on music listening and performance.
- To promote learner-centered teaching, critical thinking, and problem-solving as the framework for personal development.
- To create a musical community rich with cultural, social, and intellectual diversity.

## Accreditation and Authorization

### **Accreditation**

The American College of Music and its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education.

### **Authorization**

American College of Music is a private institution approved to operate by the Arizona Board for Private Postsecondary Education (AZPPSE). Approval to operate means compliance with state standards as set forth in Arizona Revised Statutes (A.R.S. §32-3001).



As a prospective student, you are encouraged to review this college catalog, which includes a program of study, tuition and fees, and payment options, before signing an enrollment agreement.

Any questions a student may have regarding this catalog that the institution still needs to answer satisfactorily may be directed to the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is 1740 W. Adams Street, #3008, Phoenix, AZ 85007, Phone: 602/542-5709. [www.ppse.az.gov](http://www.ppse.az.gov)

A student or any public member may file a complaint about this institution with the Arizona State Board for Private Postsecondary Education by calling 602-542-5709.

### **Non-Discrimination Policy**

The American College of Music admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.<sup>1</sup>

### **Corporate Structure / Statement of Legal Control**

The American College of Music (ACM) was incorporated by the Secretary of State of California as a 501(c)(3) non-profit organization in May of 2019 (#4252929) and IRS EIN No. 83-4287861. ACM is also registered as a non-profit corporation with the Arizona Corporation Commission, Entity No. 23390433.

Except as otherwise provided in the Articles of Incorporation and Bylaws of ACM, the corporation's powers shall be exercised in its affairs managed by its Board of Trustees. The Board may delegate to such committees, councils, or other groups as it shall create any of its powers that it may deem judicious, keeping in mind that it has the ultimate responsibility for ACM and must ensure proper accountability for the College.

The duties of the Board are to define and maintain the mission of ACM; to ensure that the goals and objectives of ACM are implemented; to evaluate and monitor all programs; to develop programs and activities that promote ACM's mission; to establish and review fiscal and administrative policies; to approve an annual budget; to monitor finances; to ensure that adequate resources are available to ACM; to authorize all legal documents, and to present a yearly report at the annual meeting.

### **Board of Trustees**

Under the direction of the Board of Trustees and its Chairperson, the President of ACM shall be responsible for overall planning and budgeting and the general management of the day-to-day operations of ACM.

The ACM Board of Trustees is comprised of the following individuals:

1. Chairman of the Board/Treasurer – Justin R. Poore, MBA
2. President/Trustee – Ben A. Ubovich, PhD (Manager/Director)
3. Secretary/Trustee – Allan Kristensen, MS

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<sup>1</sup> IRS Publication 557, p.25

4. Trustee - Raymond Nhan, Esq.
5. Trustee - Peter Fournier, MM
6. Trustee - Gregg Yost, BS

### **Degree Description**

ACM's Master's in Music Education entails 3 tracks: General Music, Vocal/Choral Music, and Instrumental Music. The degree is 100% online and is situated for students seeking advanced study in music education to promote their careers in public/private school teaching, seeking advanced qualifications to teach in community colleges, or seeking further graduate study beyond the master's degree.

### **Description of Educational Program** **Master in Music Education (MME)**

#### **Administrative and Academic Office**

4742 N 24th Street, Suite 300  
Phoenix AZ 85016

#### **Contact Information**

(888) 319-1776 (voice and Fax)  
info@acmonline.us  
Web: acmonline.us

Note: A degree from this institution may not be recognized for some employment positions, including, but limited to, positions with the State of Arizona. Furthermore, this degree program is not eligible to sit for the applicable licensure exam in Arizona or any other state.

#### **Admissions Requirements**

BA or BM in Music Education from an accredited US Department of Education agency.

- a. Candidates with a BM in Music will also be considered. Individuals in this category must have coursework in music education or a passing score in the California Subject Examinations for Teachers (CSET) in music education or its equivalent.
- b. 3.0 cumulative GPA in an undergraduate study (and 3.0 GPA in undergraduate music theory, earning training, and music history courses). Students with a GPA below 3.0 can still be provisionally admitted on a case-by-case basis.
- c. At least two years of professional music teaching experience or equivalent (see Prior Experiential Learning Credit).
- d. No GRE score is required for admission.
- e. ACM does not accept Ability-to-Learn Students
- f. All applicants must show proof of US citizenship/permanent residency and live in the US.
- g. ACM does not admit students from other countries and does not provide visa services.

#### **Submittals**

1. Online Graduate Admission Application
2. Official transcripts from all colleges/universities attended
3. All hard copy transcripts can be uploaded on the Online Application, sent to the following email address: [admin@acmonline.us](mailto:admin@acmonline.us), or mailed to:  
Graduate Admissions & Academic Programs  
4742 N 24<sup>th</sup> Street, Suite 300  
Phoenix AZ 85016

#### **Submittals should also include the following:**

1. Three letters of recommendation
2. Philosophy of Music Education (500 words or less)
3. Updated Resume/CV
4. Biography with photo
5. \$45 Application Fee

#### **Additional Submittals** (Academic Portfolio)

The academic portfolio includes a minimum 4–5-page scholarly writing sample and other materials that provide evidence of the applicant's knowledge and skill as a music educator.

Writing samples may include (choose one of the following):

- A music-related undergraduate assignment

- A statement of your philosophy regarding music education (can substitute for no. 3 above)
- A reflective narrative on some aspects of music education
- A published article on a music-related topic

Supplementary materials may include any of the following:

- Video recordings of rehearsals or classes
- Video recordings of ensemble performances prepared and conducted by the applicant lesson or unit plans
- Sample assessments used with students
- Original compositions or arrangements created for students
- Student work samples
- Other items that the applicant feels adequately display their knowledge and skill

### **Test of English as a Foreign Language (TOEFL):**

ACM requires all degree-seeking applicants whose first language is not English to adequately demonstrate English competency as a part of the application process. The College requires minimum scores of 61 or higher to enroll in credit-bearing courses at ACM. English language services, including instruction such as ESL, are not provided by the College.

### **Registration of Classes**

The deadline to register for classes each quarter is two weeks before the start of class instruction. All class registration must be done on the online registration portal. A \$25.00 late fee will be assessed after the due date.

### **Open Enrollment**

ACM offers an open enrollment policy to facilitate working educators' schedules and career goals. Open enrollment depends on available course offerings, class size, and instructor availability.

### **Educational Methodology**

One hundred percent of ACM's instruction for the Master in Music Education is delivered via online instruction at a location determined by the student. Students will access ACM's online courses via the Internet, utilizing a web-based learning management system (LMS), and regularly collaborate via a virtual e-learning portal with faculty and students, both in asynchronous (Email/Discussions) and synchronous (Live Zoom Instruction/Office Visits) modalities.

Students complete the equivalent amount of coursework in this virtual environment as traditionally delivered courses. Knowledge acquisition is comparable to understanding, skills, and proficiencies in traditional brick-and-mortar education. Faculty employ the same learning methods and strategies in conventional courses, such as lectures, research projects, group activities, examinations/quizzes, chat sessions, and online video conferencing. ACM's online platform is dedicated and designed to deliver a student-centered learning environment incorporating substantial student-to-student and faculty collaboration. To enhance faculty/student collaboration, the instructor will schedule a live chat and Zoom sessions at least twice a week.

For distance education students, scheduled days of instruction are based on a five-day week, which does not include Saturday, Sunday, or any defined national or state holidays (specific holidays published in the ACM catalog).

### **Student Online Learning Assessment**

Before admission, each student will take a web-based orientation/skills and competency assessment to determine their ability to succeed online.

### **Canvas Website Training and Tech Support**

Course materials will be available on the Canvas course website on or before the first day of instruction. You must access this site daily to complete all class discussions, assignments, and exams. All interactions/collaborations/communication between students and faculty will be within the Canvas environment exclusively. **For all Canvas student training/orientation and troubleshooting/tech support, please get in touch with your instructor or visit: <https://community.canvaslms.com/t5/Troubleshooting/tkb-p/Troubleshooting>**

### **Access, Hardware, and Software Requirements**

To participate in ACM's distance learning instruction, students must have access and be able to use a computer, laptop, or hand-held device connected to the Internet. The following are ACM's hardware and software recommendations:



## **Hardware**

- Windows 10 or Mac OS 10. x or above
- Internet access with a minimum 8 MB/s modem speed. ACM highly recommends a high-speed connection such as DSL or a cable modem.
- 3.0 GHz or greater Intel processor
- 2 GB of RAM (memory)
- Speakers or headphones (earbuds will work)
- Desktop/Laptop Computer or handheld device connected to the Internet
- Printer/Scanner

## **Software**

- Latest Internet Browser: Firefox, Internet Explorer, Safari, or Chrome
- Microsoft Office (Word, Excel, and PowerPoint) or equivalent
- PDF Reader/Writer or equivalent
- Music Notation Software (not required but recommended)

## **Online Access Guidelines**

ACM offers a distance education program where the instruction is asynchronous and synchronous. Approximately seven (7) days will elapse between the institution's receipt of student lessons, projects, or Thesis and the institution's electronic mailing of its response or evaluation back to the student.

## **Acceptable Use Policy**

All enrolled students must sign an acceptable use policy agreement before accessing the College's email servers, LMS, and digital libraries/databases.

## **Student Services**

### **Digital Library**

ACM's graduate students can access all resources and research information from an online digital library via a username and password. This access is for ACM students and faculty only. ACM's digital library can access over 2 million digitized sources, including academic journals in fine arts and humanities, e-books, the Oxford Music Online database, and the Journal of Research in Music Education.

### **Job Placement Assistance, Teaching Practicum, or Externships**

ACM does not offer job placement assistance, teaching practicum, or externships as part of its graduate education program.

### **Housing Information**

American College of Music is an online institution. The institution does not have dormitory or housing facilities and has no responsibility to find or assist students in finding housing.

## **Graduate Policies and Procedures**

### **Advisement Guidelines**

After admission, a faculty or administrative advisor will contact the newly enrolled graduate student. Graduate program advisors mentor their advisees and guide them through their graduate studies in their degree programs. All degree candidates must have an approved master's degree program on file, determined in consultation with the program advisor and the student concerning their major area of study. The student must follow their approved program, and any change or variation must be approved by the program advisor and the registrar's office.

Each program must have a minimum of 45 quarter units of 500 and 600-level courses, with at least 21 quarter units from the **Major Area of Study**, eight quarter units from **Other Studies in Music**, and 16 quarter units from **Music Electives**. All selected classes will culminate, leading to the completion of the Masters in Music Education along with the passing of the comprehensive exam and final project/thesis. The completed program is then submitted by an advisor to the registrar's office and becomes official when approved by the President of the College of Music.

### **Completion of Degree**

The online Masters in Music Education (MME), designed for working educators, offers the opportunity to complete a graduate degree in music education in five quarters of study (14 months, including one summer quarter). However, the

degree can be obtained over an extended period if needed. The sequence in which classes are offered or prerequisite requirements a student must complete may also extend the degree beyond five quarters. Graduate students must complete their degree program within seven years from the first Quarter of enrollment for their completed coursework to be valid. Courses expire after seven years. According to college procedures, expired courses must be retaken, replaced with current courses, or validated courses. According to ACM's admission and graduation policies, a maximum of 14 quarter units of coursework (one-third of the program) may be validated. Candidates with expired courses over the 14-unit maximum must complete additional coursework to replace expired courses to fulfill graduation requirements. Other graduation requirements include: Passing the Comprehensive Exam, Completion of Capstone/Thesis, and paying all fees and loans.

#### **Degree Completion Requirements:**

1. Complete all coursework with a minimum of a 3.0 GPA. 2. Successfully pass the MME Comprehension Exam. 3. Complete the MME Capstone Project or Master Thesis.

#### **Graduate Theory Placement Examination**

Before the first Quarter of graduate study, all students must complete a placement examination in music theory. The purpose of these examinations is to determine the level of attainment in music theory to ensure that students have sufficient preparation to be successful in their required graduate courses. The placement examinations require that each student demonstrate knowledge of undergraduate music theory to be successful in MU 501 (Analytical Techniques), one of the core subjects in the ACM's Masters in Music Education. A 75% or better passing this exam will satisfy any deficiencies identified and is a prerequisite for MU 501. Those graduate students who still need to pass the examination must take MU 499 (Graduate Theory Review) as a prerequisite to MU 501. A fee of \$100 is assessed when registering for the exam.

#### **MU 499**

MU 499 is the Graduate Theory Review class. The course is a ten-week class offered every Quarter throughout the academic year. MU 499 is intended to "brush-up" on theory skills and review content that entering graduate students should have covered during their undergraduate coursework in music theory. It is an online, self-paced class not intended for students with significant deficiencies in basic theory skills. Once successfully passed, the graduate student can enroll in MUS 501, a required core subject.

**The following is a list of skills expected at each level of undergraduate theory and musicianship, which may be covered on the placement exam.** Writing exercises, composition, form, and analysis, including figured bass and Roman numerals, will be expected at all levels.

1. Key signatures, major and minor keys, intervals, triads, seventh chords, basic voice-leading and part-writing, non-chord tones, basic chromatic alterations, and simple and compound meters. Basic sight-singing with "moveable do" solfege; simple, diatonic melodic and harmonic dictation; singing and identifying basic musicianship such as intervals, triads, and seventh chords.
2. Introduction of chromatic harmony, mainly focusing on secondary dominants and secondary leading-tone chords and modulations to closely related keys. Neapolitan chords and augmented 6th chords are introduced in this class as well.
3. Continuation of chromatic harmony, focusing on augmented 6th chords, modulations to distantly related keys, and formal construction of periods and small binary and ternary forms.
4. Continuation of chromatic harmony through non-functional harmony and including analysis of late-Romantic music. Introduction to the music of Impressionist, 20th-century, and contemporary techniques in theory and composition. Musicianship skills include polyrhythm, non-tonal harmony and melody, and modal and synthetic scales.

Recommended textbooks to assist students who wish to review before taking the theory placement examination:  
Kostka and Payne, *Tonal Harmony*, McGraw-Hill  
Kostka, *Materials, and Techniques of 20th-Century Music*, Prentice Hall  
Ottman, *Music for Sight Singing*, Prentice Hall

#### **Grade Point Average**

A minimum 3.0 grade point average is required for graduation. Students who fail to maintain a 3.0 average in any quarter will be placed on probation by the College. Continued failure to correct the grade point deficiency will result in expulsion from the program. Students who are removed from the program may not return at any time to complete a graduate degree in the department.

**Leave of Absence**

Graduate students are granted a maximum of 3 quarters of Leave of Absence (LOA), subject to renewal. Petitions must be filed at the Office of Admissions six weeks before the end of the Quarter before the proposed leave. Approval entitles students to continue their status for registration if they return by the quarter specified in their petition. Contact the Office of Admissions for more information.

**Graduate Project**

All candidates for the master's degree in Music Education must complete MU 607 and 608 (Curriculum in Music Education I and II), culminating in a Capstone project or Master Thesis. Consult your academic advisor for specific guidelines for preparing, approving, and submitting the project for each option available on the ACM website. Preparation, approval, and submission of the Capstone or Thesis project can occur while enrolled in MU 607 and 608. If the candidate does not complete their project at the end of MU 608, additional units in MU 699 can be taken until the completion of the project.

**Comprehensive Examinations**

All candidates for a Masters in Music Education (MME) degree shall take the Comprehensive Examination (MU 699) after completing their coursework. The scope of the Comprehensive Examination covers all subjects of the core curriculum of the Master in Music Education degree. Consult your program advisor about the structure of the comprehensive examination topics and sample questions. Comprehensive Examinations are held on Friday of the 13th week of the fall and spring quarters. Students need to obtain a copy of the written guidelines from their advisor for the comprehensive examinations.

**Enrollment Tuition and Fees**

Item	Tuition\$	Fees
	\$12,960.00 (Total Tuition) \$288.00/Quarter Unit	
Enrollment Fee		\$100.00 (one-time fee due at enrollment)
Registration Fee		\$25.00/Quarter
Library and Technology Fee		\$150.00/Quarter
Graduation Fee		\$150.00 (one-time fee)
MU 499 Testing Fee		\$100.00 (one-time fee due at enrollment)
<b>Estimated Cost for Entire Program</b> (Tuition + fees)	<b>\$14,085.00*</b>	

**Additional ACM Institutional Fees**

Inactive/Reactivation Fee	\$100.00
Bank Fee	\$45.00
Add/Drop class fee (Following deadline) (per class)	\$40.00
Transcript Fee	\$25.00
Late Fee	\$25.00

**Masters in Music Education Estimated Total Program Fees**

- Duration: 5 quarters
- Price per credit: \$288.00
- Total Credits: 45 x \$288.00 = \$12,960.00
- Library and Technology fee: \$150.00 per Quarter = \$750.00
- Graduation Fee = \$150.00
- Registration Fee: \$25.00 per Quarter = \$125.00
- Enrollment Fee = \$100.00
- MU 499 Test Fee = \$100.00

**TOTAL ESTIMATED CHARGES FOR THE ENTIRE PROGRAM: \$14,085.00\***

**\*Total charges mean the sum of institutional and noninstitutional charges**

**Tuition Payment and Financial Options**

1. Pay in Full  
Make one payment covering the entire program cost and fees. (save \$50.00 using ACH Bank Transfer)
  
2. Pay-As-You-GO (Pay Each Quarter)  
Students on the Pay-As-You-GO Plan pay quarterly tuition and fees on or before the week before the first day of the academic term. Students who pay after the due date will be charged a \$25 late fee. The Financial Office will notify the student by email, with a copy to the College Registrar, that the student will be dropped from their classes. ACM accepts bank checks, electronic transfers, or credit card payments for tuition costs.
  
- 2 Level Pay Plan  
Pay program tuition and fees every month. ACM Online has partnered with **TFC Tuition Financing** to provide our students with customized payment plans to supplement their tuition and fees. TFC offers an excellent opportunity for ACM students to help them finance their tuition and fees at a 3% interest rate, saving thousands of dollars compared to government-secured loans. The Level Pay Plan is designed to have all student debt under this plan paid in full by the end of the program/graduation.

**Sample of TFC Tuition Financing**

Tuition Cost & Fees	Down Payment	Amount Borrowed	Term	Interest Rate	Monthly Payments
\$14,086.00	\$4,000	\$10,086	15 Months	3%	\$660.04
				Total Interest Paid	\$210.56
				<b>Total Payments</b>	<b>\$10,296.56</b>

**Cancellation and Refund Policy**

If, for any reason, the school does not accept an applicant, the applicant is entitled to a refund of all monies paid.

**Three-Day Right to Cancel**

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the cancellation notice, the school shall provide a 100% refund. R4-39- 404(A)

**Other Cancellations**

An applicant requesting cancellation more than three days **after** signing an enrollment agreement and making an initial payment but before the first day of instruction is entitled to refund all monies paid, minus the registration fee of \$25.00.

**Refund after the commencement of classes**

1. Procedure for withdrawal/withdrawal date:
  - a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the school director/administrator or designee. The notice indicates the expected last date of attendance and be signed and dated by the student.
  - b. For a student on authorized Leave of Absence (LOA), the withdrawal date is when the student was scheduled to return from the Leave and failed to do so.
  - c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 25 instructional days. All refunds will be issued within 30 days of the determination of the withdrawal date.
  
- 2 Tuition charges/refund
  - a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition minus the registration fee of \$25.00.
  - b. After the commencement of classes, the tuition refund minus the registration fee of \$25.00. will be determined as follows:

<b>% of instructional days attempted in the quarter</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of instructional days attempted in the quarter is determined by dividing the total number of days elapsed from the student's start date by the student's last day of attendance by the total number of days in the quarter.

Example:  $12 \text{ (number of days attempted)} \div 50 \text{ (total instructional days)} = 24\%$  of instructional days attempted in the quarter; therefore, a 70% refund is owed to the student

**Refunds** will be issued within 30 days of the date of student notification or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog) or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Each student is responsible for their books and supplies. ACM is not responsible for refunding any monies incurred by individual students' books, materials, and supplies.

### **Government Secured Financial Aid**

ACM does not participate in any Title IV federal or state financial aid program. However, ACM offers financial options to help students complete their educational goals. Suppose a student obtains a third-party loan to pay for an educational program. In that case, the student will have to repay the loan amount plus interest, less the refund amount. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### **ACM Tuition-Free Scholarships**

The American College of Music offers merit and need-based scholarships at dates and times determined by the college's Board of Trustees. The ACM's Board of Trustees' scholarship committee determines the scholarship selection criteria and award amounts. Interested parties must first be accepted into the MME program to apply for the graduate Tuition-Free scholarship. The following scholarship requirements must be met before they are awarded:

#### **Criteria:**

- Scholarships will be awarded for tuition costs only.
- Institutional fees and any review courses will not be included.
- All scholarship applications must be received before the end of the registration period.
- Applicants must use the online form to apply.
- Active-Duty Military and Veterans are encouraged to apply.
- Tuition-Free Scholarships will be awarded as credit toward tuition. No cash will be distributed.

#### **Eligibility Requirements:**

1. Applicants must apply and be accepted into the American College of Music Master of Music Education program as full-time students.
2. Maintain a 3.0-grade point average throughout the program
3. Applicants must show proof of US citizenship.
4. The ACM Tuition-Free Scholarship will be awarded on or before the last day of the enrollment period.

#### **Submittals:**

- Letter of Intent
- 500-1,000-word Essay on a subject to be determined
- All submitted documents must be in PDF format and can be uploaded to the Scholarship Online allocation form or sent to: [info@acmonline.us](mailto:info@acmonline.us)

## Rules, Regulations, and Academic Policies

### **Attendance/Participation**

As regular attendance/participation and academic achievement are closely linked, ACM's policies concerning student attendance are necessary to ensure students meet the enrollment contract terms and make satisfactory academic progress.

It is the policy of the College that once a student is registered in a course, they are required to be regular and consistent in class attendance and participation. Class absence DOES NOT excuse the student from learning course material, submitting required assignments on time, and fulfilling other course requirements. An excused absence is defined as an absence due to legitimate mitigating circumstances (e.g., family death, student sickness, etc.) that can be documented. When an excused absence is accepted, the student shall still be held to the same standard for making up missed classwork, assignments, or examinations.

It is the policy of ACM that students are required to participate every week in their online course(s) by accessing all the required reading material and assignments made available for each course through the school's online course management system and by submitting or completing weekly assignments by their due dates. Students who do not submit or complete the required assignments (including online discussions) will be marked absent for the entire week those assignments were due. Students with more than five unexcused absences in an online class will receive a failing grade ("F").

### **Enrollment Status**

Full-time enrollment per term consists of a minimum of 8 quarter units per grading period. Part-time registration per term is considered for students who enroll less than the minimum required full-time in their program.

### **Credit Hour Policy**

American College of Music uses a quarter credit system in which credit hours are awarded based on student achievement of intended learning outcomes. A credit hour is an amount of work represented in intended learning results and verified by evidence of student achievement that is reasonably equivalent and not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for ten weeks of class; or
2. At least an equivalent amount of work is required in subheading (1) of this definition for other academic activities established by the institution, including laboratory work, internships, *practica*, individual research, and other academic work leading to the award of credit hours.
3. Each online course receives the equivalent credit as the traditional face-to-face course. The acquired knowledge, skills, and competencies are equal to those obtained in a conventional format.

### **ACM Graduate Grading System**

<b>Grade</b>	<b>Total Work Earned</b>	<b>Grade Definition</b>	<b>Grade Point</b>
A	100-94%	Excellent	4.0
A-	93-90	Very Good	3.7
B+	89-87	Good	3.3
B	86-84	Average	3.0
B-	83-80	Below Average	2.7
C+	79-77	Passing	2.3
C	76-74	Minimum Passing	2.0
C-	73-70	Failing	1.7
D	69-60	Failing	1.0
F	59 -	Failing	0.0
P	Pass	Pass-no grade points assigned	0.0
I	Noted on Transcripts	Incomplete	
W/WP	Noted on Transcripts	Withdrawal from Course	
WF	Noted on Transcripts	Withdrawal Fail	
IW	Noted on Transcripts	Involuntary Withdrawal	

## **Grading Definition Explanations**

- "P" - Pass. Indicates credit granted with no grade points assigned.
- "I" - Incomplete. The incomplete (I) grade is given to a student who still needs to complete mandatory assignments, quizzes, or examinations at the instructor's discretion. An incomplete grade is given to students who have completed at least seventy percent of a course and cannot continue due to unforeseen circumstances. The instructor gives the final preference on whether this grade is appropriate. Incomplete(s) must be removed no later than one Quarter following the Quarter in which the "I" is received. If an "I" is not removed within one Quarter, it becomes an "F" grade. No grade points are assigned for an "I" grade. An "F" will be calculated into the grade point average.
- "W"/WP" - Withdrawal from the class. A withdrawal grade occurs if a student chooses to withdraw from a course after the close of business following the seventh day of the quarter start date. Students have until the end of the seventh week of the quarter to withdraw from a class (at the close of business). For specific withdrawal deadlines, students need to consult the Academic Calendar. Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade but does not affect the student's GPA.

## **Online Grading Policy**

ACM offers a distance education program that provides asynchronous and synchronous time instruction. Approximately seven (7) days will elapse between the institution's receipt of student lessons, projects, or Thesis and the institution's electronic mailing of its response or evaluation back to the student.

## **Repeat Policy:**

Students may be required to or may choose to repeat a class to improve academic performance. Graduate students may repeat up to two courses. Classes may only be repeated one time. Students may not repeat courses where a "B" or better grade has been earned. The new grade will be included in the GPA computation; the old grade will not affect the GPA. Students will be charged the total tuition rate when repeating a course.

## **Computing Cumulative Grade Point Averages (GPA)**

A student's cumulative grade point average is calculated only from courses for which the student is assigned grade points, and then using the following process: a) Multiply the number of credits for each course by grade points associated with the grade earned; b) Total the grade points earned for all the courses attempted, c) Divide the total grade points earned by the total number of credits for those classes.

## **Academic Probation**

Students who fail to abide by the Satisfactory Academic Progress (SAP) terms are placed on academic probation. A student in a Masters in Music Education program must maintain an overall grade point average of 3.0 for all graduate attempted work. A grade point average of less than 3.0 will result in the student being placed on academic probation.

Students are also subject to academic probation if they have three or more 'Incompletes.' An "Incomplete" for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student must meet with an Academic Advisor. A plan is made to improve the grade point average to 3.0 or above. Graduate students are allowed 12 quarter units to correct their academic deficiencies (if they stay within the Maximum Time Frame). The College recommends that, if possible, any coursework in which a letter grade of "D" was earned should be repeated while on academic probation.

Students will be removed from probationary status when they correct their academic deficiencies within the allowable timeframe.

## **SAP Dismissal**

Students on Academic Probation will be dismissed from the College if they fail to abide by the terms of their Academic Probation and do not rectify their academic deficiencies in the time allotted. Students may also be dismissed for failure to make Satisfactory Academic Progress (please see course Repeat policy).

## **Grade Appeals Policy**

ACM recognizes Faculty's authority to determine student grades. Faculty are required to articulate and document their course requirements and standards of performance in their course syllabi. All grades submitted to the Registrar, reflecting these stated course requirements and performance standards, are assumed to be accurate and final. If a student has an issue with an assigned grade, the student should first consult with a faculty member. If the student does not believe the issue has been resolved after any such consultation and believes there are legitimate grounds for appealing the grade, the student may file a formal Grade Appeal.

A formal Grade Appeal can be filed when a student can document any of the following:

1. An error in calculating the grade has occurred, including situations in which timely and adequately submitted assignments have not been accounted for;
2. There has been a failure of the faculty to properly notify students of the course requirements and standards of performance;
3. A student's grade results from any unlawful discrimination or sexual harassment as comports with the College's policies regarding discrimination.

A Grade Appeal must be submitted within one academic Quarter after submitting the grade. All evidence and documentation that demonstrates the occurrence of one (or more) of the above-listed grounds for appeal must be included.

A student may file a formal Grade Appeal by submitting a Grade Appeal Form to the Chief Academic Officer detailing the reason or reasons for the appeal of the grade (as articulated above) and including any supporting documentation. The burden is on the student to prove the existence or occurrence of one (or more) of the grounds for appeal.

Grade Appeals will be forwarded to the faculty for a response, and this response must be submitted to the Chief Academic Officer within ten days of receipt. A final decision by the Chief Academic Officer will be rendered within 30 days of receiving the faculty's response. The decision of the Chief Academic Officer is final and cannot be appealed.

## **Academic Integrity**

Academic Misconduct: The American College, administration, and faculty maintain a zero-tolerance against universally accepted standards of academic integrity, including instances of academic misconduct. Academic misconduct consists of academic dishonesty and fraud, as defined below. There is no reason or rationale for academic misconduct, nor will the College permit any student to benefit or gain any advantage from such wrongdoing.

Examples of Academic misconduct include, but are not limited to:

- Plagiarism represents another author's ideas, writings, or works as one's own or uses another's ideas, papers, or works without acknowledgment (citation), e.g., "cutting and pasting."
- Work that is submitted for one class and is used for another;
- Data fabrication;
- Copying or allowing work to be copied from examinations and all written work);
- Unauthorized access to examination questions;
- Modification of examination results;
- Using unauthorized notes or communication devices that provide examination information; Individual misrepresentation (i.e., allowing someone else to take one's exam or taking someone else's exam);
- Collaborating with others in work, contrary to the stated rules of an examination or assignment;
- Assisting other students in any of these acts.

Suppose a student (or all students within a group, e.g., a team working on a group project) has been found to commit academic misconduct. In that case, they may be subject to one of the following consequences, at the discretion of the faculty member, and a lower score on the assignment or examination:

1. An oral or written reprimand (presented to the student);
2. An assignment to repeat the work, to be graded on its merits, or,
3. A filing of an Academic Misconduct Warning reporting the incident to the Chief Academic Officer;
  - a. A copy of the Academic Misconduct Warning will be placed in the student's academic file.
  - b. If another Academic Misconduct Warning is filed during the student's course of study, the student will be dismissed from the program.
4. Using Artificial intelligence (AI)



Students are not forbidden from using artificial intelligence. The programs can be great resources to jog one's memory and give some ideas. But if a student submits something written by artificial intelligence, they must indicate the passages and properly cite the source according to current APA guidelines.

### **Academic Misconduct Appeals Policy**

A student may appeal an Academic Misconduct Warning by requesting a Determination of Academic Misconduct from the Chief Academic Officer within ten days of their written notification of such misconduct. To request such a Determination, the student must send a letter to the Chief Academic Officer, including an explanation of the conduct upon which the allegation is based and why this conduct is not academic misconduct. A description of why the misconduct occurred does not constitute sufficient grounds to appeal an Academic Misconduct Warning.

A ruling on the appeal will be issued within 30 days following receipt of the written documentation provided by the student to support their request for a Determination of Academic Misconduct. The decision of the Chief Academic Officer is final and cannot be appealed.

In determining Academic Misconduct, the Chief Academic Officer may uphold the action of the faculty, in which case the Academic Misconduct Warning will remain in the student's academic file, or may decide that the conduct was not Academic Misconduct. Suppose there has been a determination that the behavior was not Academic Misconduct. In that case, the Chief Academic Officer shall direct that all written reports of the misconduct be expunged from the student's academic file. In conjunction with directing that the misconduct report be deleted, the Chief Academic Officer may recommend that the faculty reconsider any actions (such as lowering a grade) that have been taken concerning the misconduct. However, because of the limitations of academic freedom, the Chief Academic Officer is not empowered to change any grade and may only make a recommendation of a grade change. In an instance in which a course grade has been lowered, the Chief Academic Officer has forgiven the student and recommended a grade change. Still, the faculty chooses not to follow the Chief Academic Officer's request; the Chief Academic Officer will prepare a written statement of the findings for inclusion in the student's academic file.

If this is the second incident of Academic Misconduct, the Chief Academic Officer will notify the student of their dismissal. The student may appeal the second misconduct incident. If there is a determination that Academic Misconduct has not occurred, then the discharge will be rescinded, and all other terms of the policy concerning the release will apply.

### **Student Responsibility**

A student enrolled in an ACM online course via the LMS must follow the College's academic honesty policy. Cheating and plagiarism (using someone else's ideas, writings, or materials as one's own without acknowledgment or permission) can result in various sanctions. Such penalties may range from an adjusted grade on the exam, paper, project, or assignment to a failing grade in the course. The instructor may also summarily suspend the student from the class when the infraction occurs. Please consult your instructor and the ACM General Catalog for further clarification and information on these issues.

## **Administrative Policies and Procedures**

### **Student Code of Conduct - Rights and Responsibilities**

Students enrolled at the American College of Music assume the obligation to conduct themselves in a manner acceptable to the College's function as an educational institution and suitable to members of an academic community. The College, therefore, expects its students to conduct themselves as responsible and professional individuals, considerate and respectful of the rights and interests of others. ACM provides the best possible learning setting for all students. The administration believes cooperation and respect among students, faculty, and administrative staff build a positive learning environment.

### **Administrative Dismissal**

- a. Students are administratively dismissed from classes because of non-payment of tuition or fees. In this case, a hold will be placed upon the student's enrollment, and the student will be allowed to enroll in classes again once making the necessary payments. The absence of income may lead to Satisfactory Academic Progress (SAP) dismissal if the lack of enrollment causes the student to fail to make SAP. Students are administratively dismissed from a program or a class because of disruptive or unacceptable behavior.
- b. Administratively dismissed students must pay for the courses they have passed but are not required to pay drop fees. The student must pay for the entire term if the administrative dismissal occurs after the Withdrawal Deadline for the Quarter.

c. A student may be dismissed from ACM due to failure to communicate with the College for one year. Students have the right to appeal such actions taken by the College's administration. Regulations governing original hearings and appeal rights and procedures are designed to protect the individual and ACM.

To appeal an Administrative Dismissal, a student must submit a Request for Administrative Determination to the administration within 15 days of being notified of their dismissal. This Request must be in writing and include all evidence and documentation regarding the circumstances of the student's dismissal, any events or situations that directly affect this dismissal, and the grounds of appeal on the specific factor that may have received insufficient consideration. These grounds may include, for example:

1. Legitimate mitigating circumstances (i.e., death in the family, student sickness, etc.)
2. An inconsistent or inappropriately harsh penalty
3. Incorrect use of the disciplinary procedure.

A ruling on the appeal will be issued within 15 days following receipt of the written documentation. The decision of the Chancellor is final and cannot be appealed.

### **Leave of Absence (LOA)**

A student who needs to interrupt their program at ACM for the current Quarter may apply to the Office of the Registrar by completing a Request for Leave of Absence Form by the add/drop deadline. The leave of absence form allows students to take a one-quarter break if granted.

You are eligible to file a Leave of Absence Petition if you:

- a. a graduate student who has completed at least one-quarter of graduate work at ACM;
- b. are in good academic standing (leave of absence cannot be granted if you are on probation or have been disqualified); and
- c. are eligible to register (leave of absence cannot be given if you have a registration hold, such as a cashier's hold, library hold, etc.).

### **Withdrawal from a Course**

To withdraw from a course, students must obtain a Withdrawal Form and submit it to the Registrar's Office. The withdrawal becomes official only when the completed Withdrawal Form has been submitted to the Registrar's Office.

### **Withdrawal from the College**

To withdraw from a degree program, a student must submit a Withdrawal Form to the Registrar's Office. The withdrawal becomes official only when the completed Withdrawal Form has been submitted to the Registrar's Office. Suppose the student needs to withdraw during an academic quarter. In that case, the student must complete a Withdrawal Form as described in the preceding paragraph. The form must indicate that they are withdrawing from progress classes and agree to pay all associated fees. See the Payments and Refunds section of this catalog if a refund applies. After one academic term of absence, the student can apply for readmission to the college through the normal admission process.

### **Readmission**

A student dismissed from ACM is ineligible to apply for readmission for one calendar year from the date of dismissal. Readmission is contingent upon the quality of the candidate's academic and non-educational experiences since the date of dismissal. A readmission interview by the appropriate president of the college or designee is required. If a readmitted candidate is dismissed a second time, they are permanently ineligible for readmission.

### **Transfer Units from Another Institution**

Coursework taken at another accredited college will be considered if an equivalent course at the American College of Music (ACM) is required for the Masters in Music Education (MME). The grade on a course already completed elsewhere must be a minimum grade of "B- (80%)." Students must request a transfer credit evaluation from the Office of the Registrar before or during the First Quarter of attendance at ACM. No more than six (6) graduate semester units or nine (9) quarter units awarded by another institution may be transferred for credit toward the Master in Music Education. The American College of Music (ACM) only accepts transfer credits from institutions of high learning accredited by agencies associated with the US Department of Education. ACM may accept undergraduate college credit through the College Level Examination Placement (CLEP) exam or the Defense Activity for Non-Tradition Education Support (DANTES) exam. Official transcripts from these exams must be forwarded to the Admissions Office before acceptance to the College is granted.

### **Prior Experiential Learning Credit**

After being admitted to ACM, you may be able to receive credit for experiential learning. You will be asked to demonstrate your experience and skill level through written, oral, performance, or combination examinations that may include a portfolio.

#### **Policy for Granting Experiential Learning Credit**

- a. The prior learning is equivalent to a college or university level of education;
- b. The learning experience demonstrates a balance between theory and practice and;
- c. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied satisfactorily to some of the degree requirements.
- d. No more than six (6) semester credits or nine (9) quarter units may be awarded for prior experiential learning.

#### **Process for Granting Experiential Learning Credit**

1. You must be admitted to ACM to apply for credit for prior experiential learning.
2. You must complete the "Prior Experiential Learning Credit Request" form.
3. You must schedule the appropriate amount of time with the examiner and complete the assessment as stipulated for the course(s) for which credit is sought. A tuition fee of \$288.00/credit hour is charged for each class. The fee is paid to the Business Office when the examination has been passed successfully and before credit is posted to the transcript.
4. Credit is indicated on the transcript as prior experiential learning credit, the equivalent course, and the number of quarter hours accepted. An "N" grade is assigned to PEL credits.
5. Grades and honor points are not given; therefore, credit for prior experiential learning does not affect the grade point average. An "N" grade will be assigned to Prior Experiential learning credits.
6. Prior Experiential Learning Credit is accepted at ACM but may not be transferable to other institutions. If you intend to transfer to another college or university, you should discuss the ramifications of such credit with an ACM academic or faculty advisor.
7. Suppose the College does not accept the Prior Experiential Learning Credit. In that case, the student may appeal by submitting a Grade Appeal Form to the Office of the Registrar detailing the reason or reasons for the appeal within 30 days of the non-acceptance letter.

### **NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at the American College of Music (ACM) is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree you earn in the Master in Music Education (MME) program is also at the discretion of the institution to which you may seek to transfer. If the credits you earn at this institution are not accepted at the institution you seek to transfer to, you may be required to repeat some or all of your coursework at that institution. For this reason, ensuring that attendance at that institution will meet your educational goals is essential. This may include contacting an institution you may seek to transfer to after attending ACM to determine if your credits will transfer. ***ACM has not entered into an articulation or transfer agreement with any other college or university.***

### **Student Rights and Privacy**

Current ACM and former students may request access to or release their education records as maintained by the College. When made in writing on forms provided by the College, such requests should be directed to the office of the Registrar. Requests must specify the purpose of the request, the records the student desires to access or be released, and to whom they should be released. The College will reply to such requests within ten (10) business days from the requested date. Education records are any records maintained by the College that directly relate to a student's education, with certain exceptions. This includes all information held in any medium directly related to students and from which students can be personally identified.

Each student may request changes to their records. Each student may request a determination regarding changes to their records. Such requests must be in writing, addressed to the College Registrar, and include the reasons for asking for such a determination. Upon receipt of the request, the Registrar will initiate a review, consulting with the Dean of Admissions or the Chief of Academic Affairs when necessary. A decision regarding the request will be rendered within 30 days, except where a request may require additional pertinent information or verification from an outside agency or party. The decision will be rendered within 30 days after receipt of such information. If a material error in the record is established or an update is warranted, a change or correction will be made.

## Student Grievance Policies and Procedures

ACM continually strives to provide a fair and reasonable College governing system and is committed to ensuring that all Institutional parties have access to the information they need regarding the College's policies and procedures. Note that grades are not *grievable* under this policy (see Grade Appeals in this Catalog). ACM adheres to the following Student Grievance Procedure:

1. The student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. The student may write the grievance to the President of ACM or the designee. The President or designee shall have five (5) business days to investigate and address the grievance.
3. Should the Administrator or designee fail to or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

**Note: The Student has 30 days in which a grievance must be submitted from the date of occurrence.**

If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board Address is:

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

602-542-5709

Website: [www.ppse.az.gov](http://www.ppse.az.gov)

## Student Records, Transcripts, Privacy, and Accommodations

### Custodian of Records

Education records are any records, with certain exceptions, maintained and organized by the Chief Academic Officer (CAO) of the College in the Office of Academic Affairs. These items include all information in any medium directly related to students and from which students can be personally identified. Each student may request changes to their records. Each student may request a determination regarding changes to their records. Such requests must be in writing, addressed to:

**Dr. Ben A. Ubovich**

**President**

**American College of Music**

**742 N 24th Street, Suite 300**

**Phoenix AZ 85016**

**admin@acmonline.us**

**Phone: 888-319-1776**

Requests must include the reasons for requesting such a determination. Upon receipt of the request, the Registrar will initiate a review, consulting with an appropriate College official, or forward the request to such official when necessary. A decision regarding the request will be rendered within 30 days except where a request may require additional pertinent information or verification from an outside agency or party. The decision will be rendered within 30 days after receipt of such information. If a material error in the record is established or an update is warranted, a change or correction will be made.

### Access to Student Education Records/ Retention of Records

Student files, including admission documents and academic records, are maintained by the College for perpetuity (AAC: R4-39-401). Transcript records and the necessary information is kept permanently.

Per the Family Educational Rights and Privacy Act (FERPA), personally identifiable information in education records may not be released without prior written consent from the student. Some examples of information that WILL NOT BE RELEASED without the prior written permission of the student are:

• birth date	• grade point average (GPA)
• citizenship	• marital status
• disciplinary status	• SSN/student ID.
• ethnicity	• Grades/exam scores
• gender	• Test scores
• High School Diploma or its equivalent	• Student transcripts

ACM will not release personally identifiable information from a student's education records without prior written consent. Notwithstanding this policy, exceptions may be made for authorized officials of State or Federal agencies when such access is necessary to audit or evaluate educational programs such agencies support.

### **Policy on Online Student Verification**

According to the US Higher Education Opportunity Act of 2008, the American College of Music needs to verify that a student who registers for the ACM's Learning Management System (LMS) will be the same student who completes all course assessments as given in a course. At ACM, students must use a secured online portal (LMS) that requires a unique username and password provided at the time of admission to ACM. Consequently, individual instructors will be able to check the identity of a student by reviewing the student's activity record on the LMS, which contains the IP address, login, and access dates, and specific time spent on the LMS under different activities, such as online exams, quizzes, discussion, etc. There are no additional charges for this online verification process.

### **Identity Protection**

Upon admission, students will be assigned a student ID number to access the LMS. Students must provide the College with a full name and email address which will be used to create a student account on the LMS. A student's name will be available to other students enrolled in a course on the LMS; however, email addresses will not. A student on the LMS will make their email address available to the rest of the participants in a class by setting their profile on the LMS. There are no additional charges for this online identity protection setting.

### **Reasonable Accommodations / Disability**

If you are interested in attending ACM but need reasonable accommodations, you should schedule an appointment with the Office of Admissions. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the College and the types of accommodations available.

Documentation must be provided by a medical provider within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary includes assessing how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal accommodation request must be submitted in writing to the school. The initial meeting, legal request, and response from the school must occur before the pre-enrollment process.

## **Program of Study** **Masters in Music Education (MME)** **Course Offerings** **Overview**

The Master's in Music Education is designed to broaden the breadth and width of each student's knowledge through heuristic, hands-on learning, critical thinking, and problem-solving strategies via the online environment. Each course focuses on specific salient outcomes linked to heightened cognitive development and increased efficacy in the subject matter. ACM aims to develop each student's potential for a successful career as a music educator and lifelong learner.

All instructions will be in English.

ACM's curriculum is divided into four sections:

1. Major Area of Study – 21 units (core classes), which include a final project/lecture or Thesis
2. Music Theory 4 Units + (4 Units - Graduate Theory Review must be taken if music theory proficiency test is not passed)
3. Other Studies in Music – 16 units (student choose 8 units)
4. Music Electives – 40 units (student choose 16 units)

**Minimum units to complete the degree = 45 quarter credits**

## ACM MME Curriculum

### Major Area of Study (Core Classes)

Course No.	Required Courses	Units
601	Philosophy and History of Music Ed	4
501	Analytical Techniques	4
510	Research in Music Ed	4
607	Curriculum in Music Ed I*	4
608	Curriculum in Music Ed II*	4
699	MME Capstone Project Presentation/Lecture*	1
	<b>Total Units</b>	<b>21</b>

**\*Must be taken in quarters 4 and 5**

### Other Studies in Music

Course No.	Choose 2 courses (8 Units)	Units
512	Technology in Music Ed	4
513	Pedagogy in Music Ed	4
605	Critical Thinking in Music Ed	4
606	Musical Aesthetics	4
	<b>Total Units</b>	<b>16</b>

### Music Theory (Required)

501	Analytical Techniques	4
499	Graduate Theory Review*	4
*Must be taken if the music theory proficiency test is not passed		

### Music Electives

Course No.	Choose 4 Courses (16 units)	Units
502	Intro to Musical Notation	4
515	Orchestration	4
520	Jazz History	4
522	World Music and Cultures	4
525	Jazz Ensemble Pedagogy	4
610	Advanced Conducting	4
611	Contemporary Issues in Music Ed	4
609	Wind/Band Literature	4
615	Advanced Choral Techniques	4
617	Elementary Music Teaching Methods	4
625	Advanced Research Methods	4
	<b>Total Units</b>	<b>44</b>

### Sample Program

Course No.	<u>Quarter 1</u>	Units	Course No.	<u>Quarter 3</u>	Units
601	History and Philosophy of Music Ed	4	605	Critical Thinking in Music Ed	4
501	Analytical Techniques	4	515	Orchestration	4
		<b>8</b>			<b>8</b>
<u>Quarter 2</u>			<u>Quarter 4</u>		
510	Research in Music Ed	4	607	Curriculum in Music Ed I	4
512	Technology in Music Ed	4	520	Jazz History	4
		<b>8</b>	609	Wind/Band Lit	4
					<b>12</b>
<u>Quarter 5</u>			<u>Key</u>		
608	Curriculum in Music Ed II	4	Core Class		
699	MME Project Presentation	1	Other Studies in Music		
502	Intro to Musical Notation	4	Elective		
		<b>9</b>			

### Course Descriptions

Course Number	Course Title	Credits
MU 499	Graduate Theory Review	4
<p>This course is dependent on a student's theory proficiency exam results. Review of fundamental music theory and analysis through studying chord grammar, voice-leading principles, figured bass, four-part chorale part-writing, and form and analysis. Materials are approached through listening, writing, and analytical work. <b>This review course is not for graduate credit and must be passed before enrolling in MU 501.</b></p>		
MU 501	Analytical Techniques	4
<p>This course will examine the principal forms and structural elements of the music of selected masterworks from the tonal repertoire. The given curriculum will introduce students to various approaches and philosophies of musical analysis, accomplished through listening and analysis of musical repertoire.</p>		
MU 502	Introduction to Musical Notation	4
<p>Introduction to musical notation uses Sibelius software to compose music, which includes music fundamentals. Students will learn to navigate through the program's interface during each class session to produce weekly assignments and a final project that will be heuristic and student-centered.</p> <p>Prerequisite: MU 501, and 601</p>		
MU 510	Research in Music Education	4
<p>This course serves as an introduction to research methodologies used in music and music education. It provides a broad foundation in research design, including quantitative, qualitative, and non-experimental models. In addition, students will familiarize themselves with basic statistical concepts, the library, standard reference tools, and electronic resources for research.</p> <p>Prerequisite: MU 501, 510 and 601</p>		

- MU 512                                      Technology in Music Education                                      4  
 This course introduces technology's utilization, implementation, and effectiveness in teaching music. Students will examine theoretical frameworks of the uses of technology for music teaching and the unique barriers that music educators face in incorporating technology into their curriculum. Students will also design a technology-based curricular unit of music study and implement that unit in a real-world scenario using their classroom or studio as the setting.  
 Prerequisite: MU 501, 510 and 601
- MU 513                                      Pedagogy in Music Education                                      4  
 Using teaching and learning as the foundation, students will explore various pedagogical concepts in musical practice, rehearsal, and performance. The student will develop hands-on teaching strategies to incorporate in the classroom via research collaboration and class discussions on these concepts.  
 Prerequisite: MU 501, 510 and 601
- MU 515                                      Orchestration                                      4  
 This orchestration course will guide students through compositional techniques focused on scoring for modern winds, brass, strings, and mixed ensembles, including a full orchestra. Concepts include chord spacing, melodic projection, layering and delineation of material, and extended instrumental techniques. Materials are approached through reading, listening, writing, and analytical work. Students must access a music notation program like Finale or Sibelius to complete class assignments.  
 Prerequisite: MU 501, 502, 510 and 601
- MU 520                                      Jazz History                                      4  
 This course explores the evolution of jazz from its origins to the present day, focusing on principal genres and representative musicians/ ensembles: blues, ragtime, early New Orleans and Chicago schools, swing, big band, bop, cool jazz, hard bop, avant-garde, and "free" jazz, and jazz-rock fusion within the context of musical, cultural, social, and political developments.  
 Prerequisite: MU 501, 510 and 601
- MU 522                                      World Music and Cultures                                      4  
 This course will provide the conceptual foundations necessary to explore and integrate music from around the world into the K-12 music curriculum. Through case studies, critical writing, audio and video example, and individual research, students will investigate, experience, and synthesize the importance of music related to different cultures, customs, religions, and history. Students will learn how music is correlated to everyday activities in various societies.  
 Prerequisite: MU 501, 510 and 601
- MU 525                                      Jazz Ensemble Pedagogy                                      4  
 This course explores the evolution of jazz from its origins to the present day, focusing in particular on principal genres and representative musicians/ ensembles: blues, ragtime, early New Orleans and Chicago schools, swing, big band, bop, cool jazz, hard bop, avant-garde, and "free" jazz, and jazz-rock fusion within the context of musical, cultural, social and political developments.  
 Prerequisite: MU 501, 510, and 601.
- MU 601                                      Philosophy and History of Music Education                                      4  
 MU 601 is an overview of music education's historical and philosophical foundations in the United States from the Colonial period to modern times. Topics discussed will include the changing trends in music education throughout history leading to modern-day educational practices. Various philosophical movements impacting music education will be analyzed. Historical and philosophical theories will be linked to current trends.
- MU 605                                      Critical Thinking in Music Education                                      4  
 This course will cover historical, philosophical, and educational critical thinking. Students will understand the importance of critical thinking and its relationship to metacognition, knowledge acquisition, and problem-solving in teaching and learning music.  
 Prerequisite: MU 501, 510 and 601.



- MU 606 Musical Aesthetics 4  
 This course is a synopsis of aesthetic valuing throughout Western musical history, focusing on the philosophical relationship between musical meaning and performance. Contemporary topics will include the effects of aesthetics on culture, society, and technology. The question of how aesthetics can enhance music education will also be addressed. Prerequisite: MU 501, 510 and 601
- MU 607/608 Curriculum in Music Ed I and II 4  
 This two-quarter course is the final class requirement in the Master of Music in Music Education program. Students focus on developing a site-specific music curriculum project, which includes the philosophical, psychological, and sociological foundations and the prospective implementation and assessment of the project. The nature of the project is to bring together elements from all previous coursework as a review for the degree program's Comprehensive Examination.
- MU 609 Wind/Band Literature 4  
 This course is a historical, philosophical, and analytical investigation of the modern-day wind band. The course will trace the roots of the modern wind band from antiquity to its present form in the educational domain. Students will explore the historical concepts of the wind band genre, focusing on literature from the early period to the twentieth- and twenty-first-century "modern wind band" of today. This course focuses on increasing knowledge and awareness of selecting appropriate concert band literature for the contest and concert stage. In addition, there will be an emphasis on improving the skills needed to plan, conduct, and rehearse instrumental ensembles of various levels. Prerequisite: MU 501, 510 and 601
- MU 610 Advanced Conducting 4  
 This course covers topics related to score study, rehearsal preparation, and conducting techniques used on the podium. The class will function as an ensemble, and each student will be given multiple opportunities to conduct representative works from band and orchestra literature. Prerequisite: MU 501, 510, 601 and 610
- MU 611 Contemporary Issues in Music Education 4  
 This course will study current issues influencing music education in K12 schools. MU 611 will also focus on interpreting, implementing, and developing current administrative policies and their implications for music education. Topics include public policy, politics, advocacy, diversity, evaluation, and curriculum. Prerequisite: MU 501, 510, and 601.
- MU 612 Advanced Instrumental Methods 4  
 Advanced Instrumental Methods provides the learner with hands-on pedagogy in the instruction of woodwinds, brass, percussion, and stringed instruments. The course covers the specific techniques in teaching band and orchestral instruments, their care, and repair. The student must have access to all instruments covered in the course. Prerequisite: MU 501, 510, and 601.
- MU 615 Advanced Choral Techniques 4  
 A study of choral literature and rehearsal techniques appropriate for secondary school choral ensembles, including resource materials, techniques for choral sound production, and effective teaching strategies. Prerequisite: MU 501, 510 and 601
- MU 617 Elementary Music Teaching Methods 4  
 This course for K-6 music education teachers emphasizes principles, procedures, and curriculum development for the elementary level. Students will research and discuss effective teaching methodologies and strategies for the general music classroom. It is designed for prospective school music teachers. Prerequisite: MU 501, 510 and 601
- MU 625 Advanced Research Design 4  
 This course explores advanced research methodologies used in music education. It provides the groundwork for students pursuing a terminal degree in music education where a dissertation is required. In addition, students will develop a sample, research problem, purpose statement, hypothesis, and bibliography as a foundation for future study. The student will work with the instructor to create their MME thesis. **This class is required for the Master's Thesis option.** Prerequisite: MU 510.

MU 697 Capstone Project 0  
This project is a guided reflection that requires the master's candidates to reflect upon their personal growth throughout the program and then submit student work samples and assessment data as evidence that their participation in the MME program has improved student achievement.  
Prerequisite: MU 607.

MU 698 MME Thesis Project 0  
The MME Thesis Project entails collaborating with a faculty advisor to complete their master thesis. This class can be repeated for two quarters if needed.  
Prerequisite: MU 510, 607.

MU 699 MME in Music Education Final Thesis or Capstone Presentation/Lecture 1  
MU 699 is the final step in the Masters in Music Education program, leading to fulfilling the degree. The MME candidate will give a twenty-minute presentation/lecture based on their absolute MU 697 or 698 project/thesis in front of selected faculty members. After completing the presentation, there will be a ten-minute question and answer session, defending the student's data/thesis. The exhibition will take place the week after the candidate's last term. A pass or fail grade will be given.  
Prerequisite: MU 607.

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### **ACM Extension Courses**

(Life Long Learning)

MU 101 Introduction to Music Theory 4  
MU 101 is an intensive introduction to musicianship, theory, musical materials, and procedures. Generally, this is the preceding or first-year course (Basic Musicianship) in the music curriculum in a college or university setting. Specifically, this course integrates the elements of music such as melody, harmony, texture, rhythm, form, musical analysis, elementary composition, and to some extent, history, style, and standard performance practices. Musicianship skills such as dictation, sight-singing, and other listening skills are also a part of this rigorous course. The student will also get an overview of musical genres of Western Music, which will encompass the Common Practice Period (1600-1750); other stylistic periods will be covered, including Jazz, Blues, and contemporary music. The student's ability to read and write musical notation is fundamental to this course. The student must also acquire basic performance skills on their voice or instrument. This course is designed for advanced high school students and adults 18 years and over. MU 105 may be transferable to other institutions (see page 19 for details).

ED 105 Developing Critical Thinking 4  
This course will cover historical, philosophical, and educational critical thinking. Students will understand the importance of critical thinking and its relationship to metacognition, knowledge acquisition, and problem-solving in its application to everyday life, including listening, thinking, and writing. This course is designed for advanced high school students and adults 18 years and over.

ED 115 How to Become a Master Student 4  
ED 115 centers on 18 concepts of becoming a *Master Student* developed by Dr. Richard Paul and Dr. Linda Elder. Topics range from How to become an active learner, writer, reader, and listener, becoming a master questioner, learning how to paraphrase and use metaphors, and much more. Many past students have stated that this course has dramatically improved their class outcomes. Text included. This course is designed for advanced high school students and adults 18 years and over.

ED 120 Successful Academic Writing 4  
Many educators are concerned that modern college students have poor writing skills, which are critical in today's information-driven society (Grunewald, 2018). This course will increase the student's writing skills by introducing a step-by-step process that is purposeful, substantive, and reflective. Students will also work in groups, critiquing examples of others' academic writings using criteria from the text. This course is designed for advanced high school students and adults 18 years and over.

## Faculty

The American College of Music is fortunate to have highly accomplished, experienced, and dedicated faculty. ACM's faculty are fully qualified and meet Arizona's Bureau of Private Post-Secondary Education (AZBPPE) standards.

### **Dr. Glen A. Brumbach**

(Music Education and Jazz Studies)  
 PhD - University of Maryland, College Park  
 MS - Mansfield University  
 BS - Mansfield University  
 Pennsylvania K-12 Music Teaching Credential

### **Dr. Ingrid M. Kovacs**

(Music Education and Research)  
 DMA – Boston University  
 MA - University of Southern California  
 BA - University of Southern California  
 California Public School Teacher Credential  
 Single Subject Teaching Credential-Music

### **Dr. Norman Ludwin**

(Music Theory and Composition)  
 DMA - Claremont Graduate University  
 MA - California State University at Northridge  
 BFA - California Institute of the Arts  
 (over 30 yrs. of composition and film scoring)

### **Dr. Ben Ubovich**

(Music Theory, Music Ed and Technology)  
 PhD - American Conservatory of Music  
 MM – California State University, Los Angeles  
 MA – California State University, Los Angeles  
 BA – San Diego State University  
 California Public School Teacher Credential  
 Single Subject Teaching Credential-Music

## Academic Calendar 2023 – 2024

### Fall 2023

Admission (application) and Tuition Deadline	September 15, 2023
Registration Deadline:	September 22, 2023
Music Theory Proficiency Test	September 27, 2023
First Day of Classes (all new and current students)	October 2, 2023
Last Day to Add/Drop Classes (drop for 100% Refund)	October 9 2023.
<b>Holidays (no classes): Veterans Day</b>	<b>November 10, 2023</b>
Last Day to Withdraw (partial tuition and W grade)	November 17, 2023
<b>Thanksgiving Holiday:</b>	<b>November 23 – 24, 2023</b>
Last Day of Classes	December 10, 2023
Final Exams	December 11– 17, 2023
MU 699 Presentations	December 14, 2023
Grades Posted	December 21, 2023
<b>Winter Break</b>	<b>December 22 – January 7, 2024</b>

### Winter 2024

Admission (application) and Tuition Deadline	December 15, 2024
Registration Deadline:	December 22, 2024
Music Theory Proficiency Test	January 5, 2024
First Day of Classes (all new and current students)	January 8, 2024
Last Day to Add/Drop Classes (drop for 100% Refund)	January 15, 2024
<b>Holidays (no classes): President's Day</b>	<b>February 19, 2024</b>
Last Day to Withdraw (partial tuition and W grade)	February 23, 2024
Last Day of Classes	March 17, 2024
Final Exams	March 18 – 24, 2024
MU 699 Presentations	March 28, 2024
Grades Posted	April 5, 2024

### Spring 2024

Admission (application) and Tuition Deadline	March 22, 2024
Registration Deadline	March 29, 2024
Music Theory Proficiency Test	April 4, 2024
First Day of Classes (all new and current students)	April 8, 2024
Last Day to Add/Drop Classes (drop for 100% Refund)	April 15, 2024
Last Day to Withdraw (partial tuition and W grade)	April 26, 2024
Last Day to Apply for Graduation	May 24, 2024
Last Day of Classes	June 9, 2024
Final Exams	June 10 – 16, 2024
MU 699 Presentations	June 19, 2024
Graduation	June 22, 2024
Grades Posted	June 24, 2024

### Summer 2024

Admission (application) and Tuition Deadline	June 14, 2024
Registration Deadline:	June 21, 2024
Music Theory Proficiency Test	June 26, 2024
First Day of Classes (all new and current students)	July 1, 2024
<b>Holidays (no classes): Independence Day (observed)</b>	<b>July 4, 2023</b>
Last Day to Add/Drop Classes (drop for 100% Refund)	July 8, 2024
Last Day to Apply for Graduation	August 9, 2024
Last Day to Withdraw (partial tuition and W grade)	August 16, 2024
<b>Holidays (no classes): Labor Day</b>	<b>September 2, 2024</b>
Last Day of Classes	September 8, 2023
Final Exams	September 11 – 15, 2024
MU 699 Presentations	September 18, 2024
Graduation	September 21, 2024

**Fall 2024**

Admission (application) and Tuition Deadline	September 20, 2024
Registration Deadline:	September 27, 2024
Music Theory Proficiency Test	September 25, 2024
First Day of Classes (all new and current students)	September 30, 2024
Last Day to Add/Drop Classes (drop for 100% Refund)	October 7, 2024
Last Day to Withdraw (partial tuition and W grade)	November 9, 2024
<b>Holidays (no classes): Veterans Day</b>	<b>November 11, 2024</b>
Last Day to Apply for Gradation	November 22, 2024
<b>Thanksgiving Holiday</b>	<b>November 28 – 29, 2024</b>
Last Day of Classes	December 8, 2024
Final Exams	December 9 - 15, 2024
MU 699 Presentations	December 18, 2024
Graduation	December 21, 2024
<b>Winter Break</b>	<b>December 23 – January 5, 2025</b>
First Day of Winter Quarter	January 6, 2025