

# American College of Music



## General Catalog

Volume V

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Arizona State Board for Private Postsecondary Education  
<http://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 offers an entirely online curriculum designed for busy music educators with limited time for traditional brick-and-mortar graduate programs. The courses focus on the learner rather than the instructor, adopting a practical, hands-on approach that highlights apprenticeship-style learning and student-centered methods. Graduates receive a diploma and can be confident that their education is grounded in proven theories and research, and in a faculty with extensive experience in K-12 teaching.

To all prospective students, please take a moment to review this catalog to learn about the college's policies, tuition, fees, and curriculum. ACM's success depends on its students, so feel free to contact the office of the President with any comments and concerns.

Much success in your educational journey,

A handwritten signature in black ink, appearing to read "Ben A. Ubovich". The signature is fluid and cursive, with the first name "Ben" being particularly prominent.

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

## **Purpose, Mission, Core Values, and Vision**

### **Purpose**

The American College of Music seeks to deliver outstanding graduate programs for music educators via an online platform that emphasizes the classical virtues of *Verum, Bonum, and Pulchrum* (the True, the Good, and the Beautiful) as we strive for academic excellence.

### **Mission**

The American College of Music is a private online graduate school committed to fostering passionate teachers, thoughtful scholars, and lifelong learners. The college emphasizes hands-on, experiential knowledge and student-focused, research-driven teaching. ACM's graduates are prepared to live, adapt, and lead in a constantly evolving, interconnected world.

### **Program Outcomes**

Through the process of teaching and learning, the American College of Music aims for each student to achieve the following outcomes:

- Students will understand the importance and implications of philosophy, history, and pedagogy in music education.
- Students will explore the ineffable nature of performance by understanding and appreciating how musical aesthetics influence listening and performance.
- Students will apply learner-centered teaching, critical thinking, and problem-solving as key parts of personal growth and lifelong learning.
- Students will experience and foster a musical community that values cultural, social, and intellectual diversity.
- Students are encouraged to practice civic responsibility by participating in the democratic process, engaging in community activities, and promoting the common good through musical pursuits.

### **Core Values**

Drawing on the philosophical ideals of the true, the good, and the beautiful, the college's core values in music education are viewed as enduring principles that encompass both the practical and aesthetic aspects of teaching music.

1. **Intellectual, Scholastic, and Artistic Integrity (The True)**  
Focusing on authentic musical expression, technical accuracy, and fidelity to the music's cultural, historical, and emotional context. This value matches a logical, rational, and genuine approach to engaging with music's core qualities
2. **Personal and Ethical Development (The Good)** Music education promotes the development of character, sensitivity, discipline, and teamwork. It instills virtues such as perseverance, respect, and responsibility, which are reflected in musical harmony and goodness in analysis, performance, or teaching.
3. **Aesthetic Appreciation and Creativity (The Beautiful)**  
Cultivating an appreciation for music's beauty and inspiring creative expression that evokes awe, harmony, and emotional resonance. The goal is to connect students with the transcendent power of music and its ability to communicate across time and space, connecting with people of all cultures and backgrounds.

### **Our Vision**

The American College of Music (ACM Online) is an entirely online-focused institution dedicated to graduate-level music education, primarily serving working music educators through flexible, interactive programs, such as its 15-month Master of Music Education (MME) and credentialing options, including the Gateway to Educational Teaching (GET) Program. ACM Online is a transformative leader in reimagining music education as an accessible, affordable, and achievable experience, with an online system that empowers educators and learners at all stages to advance their musicianship and pedagogical skills, free from financial barriers.

- **Expansion of Online Accessibility and Reach (Accessibility):**  
 ACM Online intends to expand its digital access to attract more non-conventional learners, including high school students and homeschoolers, through programs such as Introduction to Music Theory (MU 101) and Music Appreciation. The goal is to establish a smooth progression from pre-college to graduate studies by expanding the range of foundational and specialized courses. This approach aims to fill gaps in teacher preparation and credentialing options while promoting lifelong music learning.
- **Affordability and Economic Empowerment:**  
 The institution envisions a future in which music education delivers high returns on investment, with up to 17% ROI in the first year after graduation. It aims to avoid the risks of high-interest federal student loans, especially as rates increase. To achieve this, the institution plans strategic growth in tuition structures, scholarships, and partnerships, including ongoing military discounts. These efforts are intended to make advanced degrees more accessible to a wide range of students, thereby increasing access for more music educators who need and want a program that works for them.
- **Innovation in Pedagogy and Technology (Achievability):**  
 ACM Online designs curricula tailored for e-learners, emphasizing flexibility, collaboration, rapid feedback, and creative problem-solving. Its goal is to become a hub for innovative online teaching methods that surpass traditional lectures. Future plans include adopting advanced digital tools and interactive platforms or conducting research on e-learning effectiveness to better assist educators in K-12 and beyond. Additionally, they plan to introduce a PhD program as a terminal degree, focusing on online research in fields like music technology and Artificial Intelligence (AI) in music education.
- **Fostering the Common Good, Inquiry, and Community Impact**  
 As part of its mission to promote diverse perspectives and advance musical knowledge, the vision aims to create an environment that addresses real-world challenges, such as teacher retention, online credentialing options, and the development of innovative teaching methods. This could involve developing programs that encompass all aspects of music education, promoting online education in rural areas, or launching community-driven initiatives that highlight music's impact on personal growth and community engagement.

## **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 has not yet satisfactorily addressed 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's address is 1740 W. Adams Street, Suite 3008, Phoenix, AZ 85007. Phone: 602-542-5709. <http://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, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally available to students. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational, admissions, scholarship and loan, and athletic and other school-administered policies.<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 2019 (#4252929) with 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 deems judicious any of its powers, while recognizing that it has the ultimate responsibility for ACM and must ensure proper accountability for the College.

The responsibilities of the Board of Trustees include defining and maintaining ACM's mission, ensuring the implementation of its goals and objectives, evaluating and monitoring all programs, developing activities that promote ACM's mission, establishing and reviewing fiscal and administrative policies, approving the annual budget, tracking finances, ensuring that ACM has adequate resources, authorizing all legal documents, and presenting 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, budgeting, and the general management of ACM's day-to-day operations.

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

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

Chairman of the Board/Treasurer – Justin R. Poore, MBA  
President/Trustee – Ben A. Ubovich, PhD (Manager/Director)  
Secretary/Trustee – Allan Kristensen, MS  
Trustee - Raymond Nhan, Esq.  
Trustee – Gregg Yost, BS  
Trustee - Joseph Conzonire, Jr. – MBA  
Trustee - Tobias Morris, MM

### **Degree Description**

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

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

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

2325 East Camelback Rd, Suite 400  
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 not limited to, positions with the State of Arizona. Furthermore, this degree program may not be eligible for licensure in Arizona or any other state.

#### **Admissions Requirements**

1. BA or BM in Music Education from an accredited US Department of Education agency.
2. Candidates with a bachelor's degree in a field other than music education can still be provisionally admitted under the GET program (Gateway to Educational Teaching). Most states will accept a master's degree in music education as a pathway to classroom teaching. **This is not a credentialing program.** Check your state's education department for details.
  - a. 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.
  - b. At least two years of professional music teaching experience or equivalent (see Prior Experiential Learning Credit).
  - c. No GRE score is required for admission.
  - d. ACM does not accept Ability-to-Learn Students
  - e. All applicants must provide proof of U.S. citizenship/permanent residency and reside in the U.S.
  - f. 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 to the Online Application, sent to the following email address: [admin@acmonline.us](mailto:admin@acmonline.us), or mailed to:  
Graduate Admissions & Academic Programs  
2325 East Camelback Rd, Suite 400  
Phoenix, AZ 85016

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

1. Three letters of recommendation
2. Philosophy of Music Education (500 words or fewer)
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 demonstrate adequate English competency as part of the application process. The College requires a minimum score of 61 or higher to enroll in credit-bearing courses at ACM. English language services, including ESL instruction, 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 registrations must be done on the online registration portal. A \$25.00 late fee will be assessed if payment is not received by the due date.

**Open Enrollment**

ACM offers an open enrollment policy to accommodate the schedules and career goals of working educators. Open enrollment is contingent upon available course offerings, class size, and instructor availability.

**Educational Methodology**

ACM's Master's in Music Education is entirely online, enabling students to select their preferred location. They access courses via a web-based learning management system (LMS) and regularly connect with faculty and peers through a virtual portal. This includes asynchronous activities like email and Discussions, as well as synchronous sessions such as Live Zoom classes and Office visits. The virtual coursework matches traditional courses in content, skills, and competencies. Faculty use a variety of consistent teaching methods, including lectures, research projects, group work, exams, chats, and online video meetings. The online platform promotes a student-centered learning environment and encourages collaboration among students and faculty. To boost interaction, instructors hold weekly live chat and Zoom sessions for remote students. Classes are scheduled Monday through Friday, excluding weekends and official holidays listed in the ACM catalog.

**Student Online Learning Assessment**

Before admission, each student may 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 accessible on the Canvas course website starting the first day of class. You are required to check this site daily to participate in discussions, complete assignments, and take exams. All interactions,

collaborations, and communication between students and faculty will occur solely within Canvas. **For student training, orientation, or troubleshooting support related to Canvas, please contact 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 to 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 modem speed of 8 MB/s. 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 with asynchronous and synchronous 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.

#### **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 provides access to over 2 million digitized sources, including academic journals in the 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. It does not have dormitories or housing facilities and is not responsible for locating or helping students with housing.

## **Graduate Policies and Procedures**

#### **Advisement Guidelines**

After admission, a faculty member or an administrative advisor will contact the newly enrolled graduate student. Graduate program advisors mentor their students, helping them navigate their degree programs. All degree candidates must have an approved master's program on record, determined in consultation with the program advisor and the student, based on their major. Students must follow their approved program, and any modifications must be approved by the program advisor and the registrar's office.

Each program must consist of a minimum of 45 quarter units of 500 and 600-level courses, including 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 in the completion of the Master's in Music Education, alongside passing the comprehensive exam and the final project/thesis. The completed program is then submitted by an advisor to the registrar's office and becomes official once approved by the President of the College of Music.

### **Completion of Degree**

The online Master's in Music Education (MME), tailored for working educators, provides a path to earn a graduate degree in music education in five quarters (about 15 months, including one summer). Students can, however, take as long as needed. The scheduling of courses or prerequisite requirements might also extend the program beyond five quarters. Graduate students must complete their coursework within seven years of their initial enrollment to maintain its validity, as courses expire after this period. College policies require expired courses to be retaken, replaced, or validated. According to ACM's policies, only up to 14 quarter units (a third of the program) can be validated. If a student has more than 14 units of expired courses, they must complete extra coursework to graduate. Other requirements include passing the Comprehensive Exam, finishing the Capstone/Thesis, and settling 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's Thesis.

### **Graduate Theory Placement Examination**

Before the first quarter of graduate study, students may be required to complete a placement examination in music theory based on their undergraduate transcript grades. The purpose of these examinations is to determine the level of attainment in music theory to ensure that students are adequately prepared to succeed in their required graduate courses. The placement examinations require students to demonstrate a knowledge of undergraduate music theory to succeed in MU 501 (Analytical Techniques), one of the core subjects in the ACM's Master of Music Education program. A score of 75% or higher on this exam will address any identified deficiencies and is a prerequisite for MU 501. Graduate students who still need to pass the examination must take MU 499 (Graduate Theory Review) as a prerequisite for MU 501. A fee of \$100 is charged when registering for the exam.

### **MU 499**

MU 499 is the Graduate Theory Review class, a ten-week course offered every quarter throughout the academic year. This course aims to refresh theory skills and revisit content that incoming graduate students should have covered during their undergraduate studies in music theory. It is an online, self-paced class not intended for students with significant deficiencies in basic theory skills. Once completed, 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 of study.

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 "movable do" solfege; simple, diatonic melodic and harmonic dictation; singing and identifying basic musicianship such as intervals, triads, and seventh chords.
2. The introduction of chromatic harmony mainly focuses on secondary dominants and leading-tone chords, as well as 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 Impressionists, 20th-century, and contemporary techniques in theory and composition. Musicianship skills include polyrhythm, non-tonal harmony and melody, as well as 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 grade point average of 3.0 is required for graduation. Students who fail to maintain a 3.0 average in any quarter will be placed on academic probation by the College. Continued failure to rectify the grade point deficiency will lead to expulsion from the program. Students who are removed from the program may not return 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 maintain their registration status 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 608 (Curriculum Development in Music Education), culminating in a Capstone project or Master's Thesis. Consult your academic advisor for specific guidelines on preparing, approving, and submitting the project for each option available on the ACM website. The preparation, approval, and submission of the Capstone or Thesis project can take place while enrolled in MU 608. If a candidate does not complete their project by the end of MU 608, they may take additional units in MU 699 until the project is finished.

### Comprehensive Review Examination

All candidates for a Master's in Music Education (MME) degree must take the Comprehensive Review Examination (MU 696) after completing their coursework. The scope of the Comprehensive Examination includes all subjects of the core curriculum of the Master's in Music Education degree, other subjects of music, and selected elective courses. Consult your program advisor for information on the structure of the comprehensive examination topics and sample questions. Comprehensive Examinations are held on the Saturday of the 11th week during the fall and spring quarters. Students should obtain a copy of the written guidelines for the comprehensive examinations from their advisor.

#### 2025 -2026 Enrollment Tuition and Fees

Item	Tuition	Fees
	<b>2025</b> \$14,310.00 (Total Tuition) \$318.00/Quarter Unit	
	<b>2026</b> <b>\$14,625</b> (Total Tuition) \$325.00/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)
Comprehensive Review Fee		\$125.00 (one-time fee)
<b>Estimated Cost for Entire Program</b> (Tuition + fees)	<b>2025 - \$15,185.00*</b> <b>2026 - \$15,500</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

**Master in Music Education: Estimated Total Program Fees**

- Duration: 5 quarters
- Price per credit: \$318.00
- Total Credits: 45 x \$310.00 = \$14,310.00
- Library and Technology fee: \$150.00 per Quarter = \$750.00 per program)
- Graduation Fee = \$150.00
- Registration Fee: \$25.00 per Quarter = \$125.00 per program)
- Initial Enrollment Fee = \$100.00 (at enrollment)
- Comprehensive Review Fee = \$125.00 (2 weeks prior to the exam)

**TOTAL ESTIMATED CHARGES FOR THE ENTIRE PROGRAM: \$15,185.00\***

**\*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 \$500.00 using ACH Bank Transfer)
  
2. Pay-As-You-Go (Pay Each Quarter)  
Students enrolled in the Pay-As-You-Go Plan must pay quarterly tuition and fees on or before the week preceding the first day of the academic term. Those who pay after the due date will incur a \$25 late fee. The Financial Office will notify the student via email, with a copy sent to the College Registrar, that they will be dropped from their classes. ACM accepts bank checks, ACH transfers, and credit card payments for tuition and fees.
  
3. Level Pay Plan  
Pay program tuition and fees each month. ACM Online has partnered with **TFC Tuition Financing** to offer our students customized payment plans that help with their tuition and fees. TFC offers an excellent opportunity for ACM students to finance their tuition and fees at interest rates as low as 3%, saving them thousands of dollars compared to government-secured loans. The Level Pay Plan is designed so that all student debt under this plan is paid in full by the end of the program or graduation.

**Sample of TFC Tuition Financing**

<b>Tuition Cost, less Fees</b>	<b>Down Payment</b>	<b>Amount Borrowed</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Monthly Payments</b>
\$14,310.00	\$6,000	\$8,310	15 Months	3%	\$565.15
				Total Interest Paid	\$167.17
				<b>Total Payments</b>	<b>\$8,477.17</b>

## Cancellation and Refund Policy

If the school does not accept an applicant for any reason, 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. Within 30 days of receiving the cancellation notice, the school shall issue 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 a refund of all monies paid, minus the \$25.00 registration fee.

### **Refund after the commencement of classes**

1. Procedure for withdrawal/withdrawal date:
  - a. A student choosing to withdraw from school after classes have commenced must provide written notice to the school director/administrator, or their designee. The notice indicates the expected last date of attendance and must be signed and dated by the student.
  - b. For a student on an authorized Leave of Absence (LOA), the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
  - c. A student will be considered withdrawn from the institution if they have not attended any classes for 25 instructional days. All refunds will be issued within 30 days of the withdrawal date being determined.
2. Tuition charges/refund
  - a. Before the start of classes, the student is entitled to a 100% refund of the tuition, minus the \$25.00 registration fee.
  - b. After the commencement of classes, a tuition refund will be issued minus the \$25.00 registration fee. 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 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 amounts incurred by individual students for 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 academic program. In that case, the student will be required to repay the loan amount, plus interest, minus the refund amount. If the student receives federal student financial aid, they are entitled to a refund of any unspent federal aid funds. **All private, third-party loans must be paid in full before a diploma is issued.**

### **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
2. Music Education program as full-time students.
3. Maintain a 3.0 grade point average throughout the program
4. Applicants must show proof of US citizenship.
5. 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**

Since consistent attendance and academic success are closely related, ACM's attendance policies are vital to ensure students meet the requirements of their enrollment agreement and maintain Satisfactory Academic Progress (SAP).

The College requires students to attend classes regularly and participate consistently after registration. Absences do not exempt students from learning the material, submitting assignments on time, or meeting other course obligations. An excused absence is for valid reasons, such as a family death or illness, and is supported by proper documentation. Even with an excused absence, students are expected to make up missed work, assignments, or exams to the same standards.

ACM requires students to participate weekly in their online courses by reviewing all required readings and assignments through the school's course management system and submitting or completing their weekly tasks on time. Missing or not completing these assignments, including online discussions, will be recorded as an absence for that week. **Accumulating over five unexcused absences in an online course will result in a failing grade of "F."**

#### **Enrollment Status**

Full-time enrollment each term requires at least 8 quarter units. Students who register for fewer than the minimum full-time credits are considered part-time.

## Credit Hour Policy

The American College of Music employs a quarter-credit system, in which credit hours are awarded based on students' 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 to 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. Subheading (1) of this definition requires at least an equivalent amount of work 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. The minimum credit hours per week equal 1 hour of instruction and 3 hours of student study (reading, writing, and research).
3. Each online course receives the equivalent credit as a traditional face-to-face course. The knowledge, skills, and competencies acquired are equal to those obtained in a conventional format.

### ACM Graduate Grading System

Grade	Total Work Earned	Grade Definition	Grade Point
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" - **An incomplete (I) grade is given to students who still need to finish mandatory assignments, quizzes, or exams, as determined by the instructor. This grade is typically awarded to students who have completed at least 70% of the course but cannot continue due to unforeseen circumstances. The instructor has the final authority on whether to assign this grade. Incompletes must be resolved within one quarter after receiving the "I." If not addressed within this period, the grade automatically becomes an "F." No grade points are awarded for an "I," but an "F" affects 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 on the seventh day of the quarter's 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 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 choose or be advised to repeat a class to improve their academic record. Graduate students can retake up to two courses, with each course only eligible for one retake. Courses already graded with a "B" or higher are not eligible for retaking. When a course is retaken, the new grade replaces the old in the GPA calculation, which will no longer include the previous grade. Students must pay the regular 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, using the following process: a) Multiply the number of credits for each course by the grade points associated with the grade earned; b) Total the grade points earned for all attempted courses; c) Divide the total grade points earned by the total number of credits for those classes.

**Academic Probation**

Students who do not meet the **Satisfactory Academic Progress** (SAP) requirements are placed on academic probation. For instance, a student enrolled in a Master's in Music Education must sustain an overall GPA of 3.0 for all graduate courses. Falling below a 3.0 GPA will lead to placement 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 due to a substandard grade point average, they must meet with an Academic Advisor. A plan is in place to improve the grade point average to 3.0 or higher. 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 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 if they do not meet the probation terms and do not improve their academic deficiencies within the set period. They may also be dismissed for failing to make Satisfactory Academic Progress (refer to the course Repeat policy) or for non-payment of tuition or fees (see dismissal policy).

**Grade Appeals Policy**

ACM recognizes the faculty's authority to determine student grades. Faculty members are required to clearly articulate and document their course requirements and performance standards 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, they should first consult with a faculty member. If the student believes the issue has not been resolved after this consultation and has legitimate grounds for appealing the grade, they 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. The faculty has failed to notify students of the course requirements and performance standards properly.
  3. A student's grade results from any unlawful discrimination or sexual harassment, which is consistent with the college's policies regarding discrimination.
- A Grade Appeal must be submitted within one academic quarter after the grade is received. All evidence and documentation demonstrating the occurrence of one or more of the grounds for appeal listed above must be included.
  - A student may file a formal Grade Appeal by submitting a Grade Appeal Form to the Chief Academic Officer. This form should detail the reason or reasons for the grade appeal, as outlined above, and include any

supporting documentation. The student are responsible for proving the existence of one or more of the grounds for appeal.

- Grade Appeals will be forwarded to the faculty for a response, which must be submitted to the Chief Academic Officer within ten days of receipt. The Chief Academic Officer will then decide 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 uphold a zero-tolerance policy toward universally accepted standards of academic integrity, including instances of academic misconduct. Academic misconduct includes academic dishonesty and fraud, as outlined below. There is no justification for academic misconduct, and the College will not allow any student to benefit 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 with 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 allowed to use artificial intelligence programs, which can be helpful for memory and idea generation. However, if a student submits AI-generated content, they must clearly indicate the passages and cite the source properly, following current APA guidelines.

### **Academic Misconduct Appeals Policy**

A student can appeal an Academic Misconduct Warning by requesting a Determination of Academic Misconduct from the Chief Academic Officer within ten days of being notified in writing of the alleged misconduct. To do so, they must submit a letter explaining the conduct in question and why it does not qualify as academic misconduct. Simply explaining why the misconduct happened is not enough to justify an appeal.

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

When determining whether academic misconduct occurred, the Chief Academic Officer can either support the faculty's decision and keep the misconduct warning in the student's academic record or decide that the behavior does not qualify as misconduct. If it's decided that the behavior was not misconduct, the Chief Academic Officer will instruct that all written reports be removed from the student's file. In addition to overseeing the removal of misconduct reports, the Chief Academic Officer may also recommend that the faculty revisit any disciplinary responses, such as grade reductions. However, because of limitations on academic freedom, the Chief Academic Officer cannot change grades but can only suggest such changes. If a course grade was lowered and the Chief Academic Officer has forgiven the student in a recommendation for a grade change, but the faculty declines to follow it, the Chief Academic Officer will document the findings in writing for the student's record.

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 incident of misconduct. If it is determined that Academic Misconduct has not occurred, the discharge will be rescinded, and all other policy terms concerning the release will apply.

### **Student Responsibility**

A student taking an ACM online course through the LMS must follow the College's academic honesty policy. Cheating and plagiarism—using others' ideas, writing, or materials without proper acknowledgment or permission—can result in penalties, including grade reductions on exams, papers, projects, or assignments, or even course failure. The instructor may also suspend the student immediately if misconduct is found. For more information, please consult your instructor or refer to the ACM General Catalog.

## **Administrative Policies and Procedures**

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

Students at the American College of Music must conduct themselves in a manner that reflects the institution's role as an educational establishment and aligns with the academic community's standards. As such, they are expected to act responsibly, professionally, considerately, and respectfully toward the rights and interests of others. ACM strives to foster an optimal learning environment for all. The administration emphasizes that cooperation and mutual respect among students, faculty, and staff are essential to promoting a positive, productive atmosphere.

### **Administrative Dismissal**

- a. Students are administratively removed from classes due to unpaid tuition or fees. A hold is placed on their enrollment, preventing them from registering again until they settle the owed payments. Failure to pay tuition or fees may also result in dismissal from **Satisfactory Academic Progress (SAP)** if it causes the student to fall short of SAP requirements due to inadequate enrollment. Students may be administratively dismissed from a program or class due to disruptive or unacceptable behavior.
- b. Administratively dismissed students are required to pay for the courses they have passed, but are not required to pay drop fees. If administrative dismissal occurs after the quarter's withdrawal deadline, the student will receive a refund in accordance with the ACM's refund policy (see page 11).
- c. A student may be dismissed from ACM for failure to communicate with the College for 1 year.

Students have the right to appeal decisions made by the College administration. The regulations governing hearings, appeals, rights, and procedures are meant to safeguard both the individual student and ACM. To challenge an Administrative Dismissal, students need to submit a Request for Administrative Determination to the administration within 15 days of receiving their dismissal notice. This request must be put in writing and include all relevant evidence and documentation related to the grounds for dismissal, any events or circumstances that directly impacted this decision, and the specific reason for the appeal, especially if certain factors were not given adequate consideration. These reasons may involve, 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 of receiving the written documentation. The Chancellor's decision 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, subject to approval.

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. You 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 after the completed Withdrawal Form is submitted to the Registrar's Office.

### **Withdrawal from the College**

A student must submit a Withdrawal Form to the Registrar's Office to officially withdraw from a degree program. The withdrawal is only finalized once the completed form is received. If a withdrawal occurs during an academic quarter, students must complete the same form, indicating their intent to withdraw from current classes and confirming their agreement to pay all applicable fees. For details on potential refunds, see the Payments and Refunds section of this catalog. After missing an academic term, students may reapply for readmission through the regular process.

### **Readmission**

A student who is dismissed from ACM may not apply for readmission for one calendar year after the date of dismissal. Readmission depends on the quality of the candidate's academic and non-academic experiences since dismissal. A readmission interview with the appropriate college president or their 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 Master's in Music Education (MME). The grade for a course already completed elsewhere must be at least "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's in Music Education. The American College of Music (ACM) accepts transfer credits only from institutions of higher education accredited by agencies recognized by 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-Traditional 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 degree requirements.
- d. At most, 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 \$318.00/credit hour is charged for each class. The fee is paid to the Business Office upon successful completion of the examination 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 receiving 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 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 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 plan to transfer to after attending ACM to determine whether 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 students and alumni may request access to or release their educational records maintained by the College. Such requests should be submitted in writing using forms provided by the College and directed to the Office of the Registrar. They must specify the purpose of the request, the records the student wishes to access or release, and to whom the records should be released. The College will respond to these requests within ten (10) business days from the date of receipt.

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 can also request a determination about changes to their records. Such requests must be submitted in writing and directed to the college registrar. They must include the reasons for seeking this determination. Upon receiving the request, the Registrar will begin a review, consulting with the Dean of Admissions or the Chief of Academic Affairs as needed. A decision regarding the request will be made within 30 days unless additional relevant information or verification from an outside agency or individual is required. In that case, the decision will be made within 30 days after receiving the necessary information. A change or correction will be implemented if a significant error in the record is confirmed or if an update is justified.

#### **Student Grievance Policies and Procedures**

ACM provides a fair and reasonable college governance system and is committed to ensuring that all institutional parties have access to the information they need regarding the college's policies and procedures. Please note that grades are not subject to grievance under this policy (see Grade Appeals in this Catalog). ACM follows the Student Grievance Procedure outlined below:

1. The student shall first attempt to resolve the grievance informally with the instructor or applicable staff member. If unsuccessful, the student shall proceed to the written grievance procedure.
2. The student may submit a grievance to the President of ACM or their 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: A grievance must be submitted within 30 days of the date of occurrence.**

If the Student's 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: <http://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 College's Chief Academic Officer (CAO) 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**  
**2325 East Camelback Rd, Suite 400**  
**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 indefinitely (AAC: R4-39-401). Transcript records and the necessary information are retained permanently. Per the Family Educational Rights and Privacy Act (FERPA), personally identifiable information in education records may not be released without the student's prior written consent. 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, authorized officials of state or federal agencies may be granted access when necessary to audit or evaluate educational programs that such agencies support.

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

According to the US Higher Education Opportunity Act of 2008, the American College of Music must verify that a student who registers for the ACM's Learning Management System (LMS) is the same student who completes all course assessments as outlined in a course. At ACM, students must use a secure online portal (LMS) that requires a unique username and password to be provided during the admission process. Consequently, individual instructors can verify a student's identity by reviewing the student's LMS activity record, which includes the IP address, login and access dates, and the specific time spent on various activities, such as online exams, quizzes, and discussions. 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 their full name and email address, which will be used to create a student account on the LMS. A student's name will be visible to other students enrolled in a course on the LMS; however, email addresses will not be shared. A student in the LMS can make their email address available to other participants in a class by adjusting their profile settings. There are no additional charges for this online identity protection setting.

### Reasonable Accommodations / Disability

If you are interested in attending ACM and require reasonable accommodations, please 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 involves assessing how the disability will impact the individual in a college environment and recommending suitable accommodations.

Following the initial meeting, a formal written request for accommodation must be submitted to the school. This meeting, the legal request, and the school's response should all take place before pre-enrollment.

### Program of Study Master's in Music Education (MME)

The Master's in Music Education is a fully online program that aims to broaden students' knowledge through practical learning, critical thinking, and problem-solving. Each course targets specific key outcomes related to cognitive growth and increased effectiveness in the field. ACM seeks to support 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 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 (is required)
4. Music Electives – 40 units (student chooses 8 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
608	Curriculum Development in Music Ed *	4
612, 613 or 614	Advanced Pedagogy in Music Ed (Wind/Band, String or Choral Tech)	4
699	MME Capstone Project (paper) and Presentation/Lecture*	1
	<b>Total Units</b>	<b>21</b>

**\*Must be taken in quarter 5**

#### Other Studies in Music

Course No.	Required Courses (16 Units)	Units
512	Technology in Music Ed	4
520	Jazz History	4
522	World Music and Cultures	4
609 or 615	Wind/Band Literature or Choral Literature/Methods	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 2 Courses (8 units)	Units
502	Intro to Musical Notation	4
515	Orchestration	4
525	Jazz Ensemble Pedagogy	4
526	Jazz Swing/Show Choir	4
605	Critical Thinking in Music Ed	4
606	Musical Aesthetics	4
610	Advanced Instrumental Conducting	4
611	Contemporary Issues in Music Ed	4
616	Advanced Choral Conducting	4
617	Elementary Music Teaching Methods	4
620	Graduate History Review	4
625	Advanced Research Methods	4
	<b>Total Units</b>	<b>48</b>

### Sample Program

Course No.	<u>Quarter 1</u>	Units	Course No.	<u>Quarter 2</u>	Units
601	Philosophy and History of Music Ed	4	510	Research in Music Ed	4
501	Analytical Techniques	4	520	Jazz History	4
		<b>8</b>			<b>8</b>
	<u>Quarter 3</u>			<u>Quarter 4</u>	
612	Advanced Wind/Band Pedagogy	4	609	Wind/Band Literature	4
512	Technology in Music Ed	4	525	Jazz Ensemble Pedagogy	4
		<b>8</b>	522	World Music and Cultures	4
					<b>12</b>
	<u>Quarter 5</u>			<b>Key</b>	
608	Curriculum Development in Music Ed	4		Core Class	
699	MME Project and Presentation	1		Other Studies in Music	
502	Advanced Conducting	4		Elective	
		<b>9</b>			

## Course Descriptions

Course Number	Course Title	Credit Hours
MU 499	Graduate Theory Review	4
<p>This course relies on a student's proficiency in music theory, as demonstrated by their undergraduate transcripts. It covers fundamental music theory and analysis through the study of chord progressions, voice-leading principles, figured bass, four-part chorale writing, and formal analysis. The course materials are explored through listening, writing, and analytical activities. Please note that <b>this review course does not offer graduate credit and must be completed 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 curriculum will introduce students to various approaches and philosophies of musical analysis through listening and analysis of musical repertoire.</p>		
MU 502	Introduction to Musical Notation	4
<p>The Introduction to musical notation uses Sibelius software for music composition and covers essential musical fundamentals. In each class session, students will learn to navigate the program's interface to create weekly assignments and a final project that is heuristic and student-centered. Prerequisite: MU 501 and 601</p>		
MU 510	Research in Music Education	4
<p>This course introduces research methodologies used in music and music education. It provides a broad foundation in research design, including quantitative, qualitative, and non-experimental models. Students will also become familiar with basic statistical concepts, library resources, standard reference tools, and electronic research methods. Prerequisites: MU 501, 510, and 601.</p>		
MU 512	Technology in Music Education	4
<p>This course examines the use, implementation, and effectiveness of technology in music education. Students will analyze theoretical frameworks for integrating technology into music teaching and identify the unique challenges and barriers they face when incorporating technology into their music curriculum. Additionally, they will develop a technology-based music study unit and apply it in a real-world setting, utilizing their classroom or studio as the environment. Prerequisites: MU 501, 510, and 601</p>		
MU 515	Orchestration	4
<p>This orchestration course will teach students compositional techniques for scoring modern wind, brass, string, and mixed ensembles, as well as full orchestral works. Topics include chord spacing, melodic projection, layering and delineation of material, and extended instrumental techniques. Students will engage with the material through reading, listening, writing, and analysis. Access to a music notation program such as Finale or Sibelius is required to complete assignments. Prerequisite: MU 501, 502, 510, and 601</p>		
MU 520	Jazz History	4
<p>This course examines the evolution of jazz from its origins to the present, highlighting key genres and notable musicians and ensembles: blues, ragtime, early New Orleans and Chicago schools, swing, big band, bop, cool jazz, hard bop, avant-garde, "free" jazz, and jazz-rock fusion, all within the context of musical, cultural, social, and political developments. Prerequisite: MU 501, 510 and 601</p>		
MU 522	World Music and Cultures	4
<p>This course will establish the conceptual foundations for exploring and integrating music from around the world into the K-12 music curriculum. Through case studies, critical writing, audio and video examples, and individual research, students will investigate, experience, and synthesize the significance of music in various cultures,</p>		

customs, religions, and histories. They will also learn how music connects to the everyday activities of different societies. Prerequisite: MU 501, 510 and 601

MU 525 Jazz Ensemble Pedagogy 4  
This course provides students with practical experience in jazz education and administration, with an emphasis on developing and maintaining a high school jazz program. It covers topics such as jazz history, improvisation, coaching small ensembles, and conducting large bands. Students will deliver lectures on improvisation and jazz history and lead ensembles in both small combo and big-band settings. The curriculum also includes jazz styles, repertoire selection, rehearsal techniques, conducting skills, concert planning, and performance preparation. Prerequisite: MU 501, 510, 520, and 601.

MU 526 Jazz Swing/Show Choir Pedagogy 4  
MU 526 provides students with practical experience in choral jazz education and administration, with an emphasis on developing and maintaining a high school/middle school choral jazz program. It covers topics such as jazz history, improvisation, coaching small ensembles, and conducting large ensembles. Students will deliver lectures on improvisation and jazz history and lead ensembles in both small combo and 'big band' settings. The curriculum also includes jazz styles, repertoire selection, rehearsal techniques, conducting skills, concert planning, and performance preparation. Prerequisite: MU 501, 510, 520, and 601.

MU 601 Philosophy and History of Music Education 4  
MU 601 provides a comprehensive overview of the philosophical and historical roots of music education in the United States, spanning the colonial era to the present. The course examines evolving trends in music education and their impact on current practices. It also explores different philosophical movements that have shaped music education, linking historical and philosophical ideas to contemporary developments.

MU 605 Critical Thinking in Music Education 4  
This course will examine the historical, philosophical, and educational aspects of critical thinking. Students will understand the importance of critical thinking and its relationship to metacognition, knowledge acquisition, and problem-solving in the context of music teaching and learning, with the prerequisite of MU 501, 510, and 601.

MU 606 Musical Aesthetics 4  
This course provides an overview of aesthetic valuing throughout Western musical history, with a focus 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 608 Curriculum Development in Music Education 4  
This is the final class requirement in the Master of Music in Music Education program. Students will focus on developing a site-specific music curriculum project that encompasses the philosophical, psychological, and sociological foundations, as well as the project's prospective implementation and assessment, which will serve as the basis for their MU 699 Capstone Project/Presentation. This course will also include a guided review of all prior student coursework, preparing you for the Comprehensive Review Examination.

MU 609 Wind/Band Literature 4  
This course provides a comprehensive historical, philosophical, and analytical exploration of the modern wind band. It traces the development of the wind band from antiquity to its present form in education. Students will investigate the historical ideas related to the wind band genre, concentrating on literature from ancient times to the twentieth and twenty-first centuries, and will analyze the contemporary "modern wind band." The course aims to enhance students' understanding and knowledge of selecting appropriate concert band literature for contests and performances. It also focuses on developing the skills necessary to plan, conduct, and rehearse instrumental ensembles at various levels. Prerequisite: MU 501, 510, and 601



MU 625

Advanced Research Design

4

This course explores advanced research methods used in music education. It prepares students pursuing a terminal degree in music education, which requires a dissertation. Students will develop a sample research problem, a purpose statement, a hypothesis, and a bibliography to lay the groundwork for their future research. They will also work with the instructor to refine their MME thesis. **This class is mandatory for the Master's Thesis option and has MU 510 as a prerequisite.**

MU 696

Comprehensive Review Exam

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The Comprehensive Examination includes all subjects in the core curriculum for the Master of Music Education degree. Please consult your program advisor about the structure of the comprehensive examination topics and sample questions. These examinations occur on Saturdays during the 11th week of both the fall and spring quarters. Students must obtain a copy of their advisor's written guidelines for the comprehensive examinations.

MU 698

MME Capstone Project/Master Thesis

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The MME Capstone Project/Master's Thesis requires collaboration with a faculty advisor(s) to complete a master's thesis. **This course may be repeated for up to 3 consecutive quarters if needed to complete the project.** The MME diploma will not be conferred until the Capstone Project/Master's Thesis is signed off by three faculty members and approved by the President of the College or designee. Prerequisites include MU 510 and MU 608.

MU 699

MME in Music Education Final Thesis or Capstone Presentation/Lecture

1

MU 699 is the final step in the Master's in Music Education program, leading to the completion of the degree. Based on their written work, the MME candidate will deliver a 20- to 30-minute presentation summarizing their project or thesis to a select group of faculty and ACM Board of Trustees members. Following the presentation, a ten-minute question-and-answer session will be held, during which the student will defend their data or thesis. The presentation will occur the week after the candidate's final term. A pass/fail grade will be assigned. Prerequisite: MU 510, 608.

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**ACM Extension Courses**

(Lifelong Learning)

MU 101

Introduction to Music Theory

4

MU 101 provides an intensive introduction to musicianship, theory, musical materials, and procedures. It typically serves as the first-year course (Basic Musicianship) within a college or university music program. The course covers various elements of music, including melody, harmony, texture, rhythm, form, musical analysis, elementary composition, and aspects of history, style, and standard performance practices. It also emphasizes musicianship skills like dictation, sight-singing, and listening exercises. Additionally, students will explore different Western music genres, such as the Common Practice Period (1600-1750), as well as styles like Jazz, Blues, and contemporary music. Proficiency in reading and writing musical notation is essential, along with developing basic performance skills on voice or instrument. Designed for advanced high school students and adults aged 18 and older, 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's Student* developed by Dr. Richard Paul and Dr. Linda Elder. Topics range from how to become an active learner, writer, reader, and listener to how to become a master questioner, how to paraphrase and use metaphors, and much more. Many former students have reported that this

course has significantly improved their academic 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 students' writing skills by introducing a purposeful, substantive, and reflective step-by-step process. Students will also work in groups to critique others' academic writing using the criteria from the text. This course is designed for advanced high school students and adults 18 and older.

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### Faculty

The American College of Music is fortunate to have a highly accomplished, experienced, and dedicated faculty. The faculty is fully qualified and meets the standards of the Arizona State Board for Private Post-Secondary Education (AZPPSE) and the Higher Learning Commission.

**Dr. Lynn M. Brinckmeyer**

(Music Education, Choral Studies, Conducting)

PhD – University of Kansas

MME - Eastern New Mexico University

BA - Eastern New Mexico University

Single Subject Teaching Credential- Music

12 years K-12 teaching experience

33 years in Higher Education

**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 A. Ubovich**

(Music Education, History 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

**Dr. Victor W. Vallo, Jr.**

(Music Education, Jazz Studies, Conducting)

PhD - University of Florida, Gainesville

MM - George Washington University

BA - Syracuse University

Georgia Public School Teacher Credential

## Academic Calendar 2025 – 2026

### Fall 2025

Admission (application) and Tuition Deadline	September 19 2025
Registration Deadline:	September 26, 2025
First Day of Classes (all new and current students)	September 29, 2025
Last Day to Add/Drop Classes (drop for 100% Refund)	October 6, 2024.
<b>Holidays (no classes): Columbus Day</b>	<b>October 13, 2025</b>
<b>Holidays (no classes): Veterans Day</b>	<b>November 11, 2025</b>
Last Day to Withdraw (partial tuition and W grade)	November 14 2025
<b>Last Day to Apply for Graduation</b>	<b>November 21, 2025</b>
<b>Thanksgiving Holiday:</b>	<b>November 27–28, 2025</b>
Last Day of Classes	December 7, 2025
Final Exams	December 8, -14, 2025
Comprehensive Review Exam	December 13 2025
MU 699 Presentations	December 18, 2025
Graduation	December 20, 2025
<b>Winter Break</b>	<b>December 22 – January 4, 2026</b>

### Winter 2026

Admission (application) and Tuition Deadline	December 19, 2026
Registration Deadline:	December 29, 2026
First Day of Classes (all new and current students)	January 5, 2026
Last Day to Add/Drop Classes (drop for 100% Refund)	January 12, 2026
<b>Holidays (no classes): Martin Luther King</b>	<b>January 19, 2026</b>
<b>Holidays (no classes): President's Day</b>	<b>February 16, 2026</b>
Last Day to Withdraw (partial tuition and W grade)	February 20, 2026
Last Day of Classes	March 15, 2026
Final Exams	March 16 – 22, 2026

### Spring 2026

Admission (application) and Tuition Deadline	March 27, 2026
Registration Deadline	April 3, 2026
First Day of Classes (all new and current students)	April 6, 2026
Last Day to Add/Drop Classes (drop for 100% Refund)	April 13, 2026
Last Day to Withdraw (partial tuition and W grade)	April 24, 2026
Last Day to Apply for Graduation	May 24, 2026
Holiday -Memorial Day (No Classes)	May 25, 2026
Last Day of Classes	June 14, 2026
Final Exams	June 15 – 21, 2026
Comprehensive Review Exam	June 20, 2026
MU 699 Presentations	June 24, 2026
Graduation	June 27, 2026

## Summer 2026

Admission (application) and Tuition Deadline	June 19, 2026
Registration Deadline	June 26, 2026
First Day of Classes (all new and current students)	June 29, 2026
<b>Holidays (no classes): Independence Day (observed)</b>	<b>July 4, 2026</b>
Last Day to Add/Drop Classes (drop for 100% Refund)	July 6, 2026
Last Day to Apply for Graduation	August 7, 2026
Last Day to Withdraw (partial tuition and W grade)	August 14, 2026
<b>Holidays (no classes): Labor Day</b>	<b>September 7, 2026</b>
Last Day of Classes	September 6, 2026
Final Exams	September 7 – 13, 2026
Comprehensive Review Exam	September 12, 2026
MU 699 Presentations	September 17, 2026

## Fall 2026

Admission (application) and Tuition Deadline	September 18, 2026
Registration Deadline:	September 25, 2026
First Day of Classes (all new and current students)	September 28, 2026
Last Day to Add/Drop Classes (drop for 100% Refund)	October 5, 2026
<b>Holiday (no classes): Columbus Day</b>	<b>October 12, 2026</b>
Last Day to Withdraw (partial tuition and W grade)	November 9, 2026
<b>Holidays (no classes): Veterans Day</b>	<b>November 11, 2025</b>
Last Day to Apply for Gradation	November 20, 2026
<b>Thanksgiving Holiday</b>	<b>November 26 – 27, 2026</b>
Last Day of Classes	December 6, 2026
Final Exams	December 7 - 13, 2026
Comprehensive Review Exams	December 12, 2026
MU 699 Presentations	December 17, 2026
Graduation	December 20, 2025
<b>Winter Break</b>	<b>December 19 – January 3, 2026</b>
<b>First Day of Winter Quarter</b>	<b>January 4, 2027</b>