

ACADEMIC CATALOG

2025-26

CMC NASHVILLE

Table of Contents

Table of Contents....2
Program Overview 3
Costs and Course Listings 4
Institutional Contact Information.... 5
Ownership Structure 6
Student Placement Data 7
CMC Affirmations 8
Courses & Credits Offered.... 9
Admissions Process 14
Credit Transfer 15
Costs 16
Financial Aid 17
Institutional Calendar.... 18
Student Housing & Facilities.... 19
Crisis Management Policies 20
Academic Policies 21
Student Grievance Policies 22
Progress Reports 23
Policy Regarding Access to Records 26
Online Communication Policy 26
Policy Regarding Sexual Harassment 27
Student Behavioral Expectations 30
Student Conduct Policy 31
Faculty Listing 33

Program Overview



1 CMC ACCREDITED THROUGH GREENVILLE UNIVERSITY



In 2020, Experience Institutes-Nashville, LLC, a subsidiary of Greenville University (GU) purchased the Contemporary Music Center (CMC) from the CCCU (Council for Christian Colleges & Universities). Students attending CMC now have the added benefit of earning college credits directly from GU or having those credits transferred back to their home institution.

2 15-WEEK PRE-PROFESSIONAL TRAINING



Every class counts...not a single hour is wasted. CMC graduates leave the program with the skills necessary to secure an entry-level position in the entertainment industry. CMC is a respected brand in the Nashville community.

3 4 TRACKS: ARTIST. BUSINESS. TECHNICAL. WORSHIP.



CMC LIVE is a weekly, in-house show that features original songs written and performed by students in the *Artist & Worship Track*. The students in the *Business Track* manage every aspect of the show including promotion and marketing. Production support which involves sound, lighting and video is the responsibility of the students in the *Technical Track*.

4 REAL-LIFE EXPERIENTIAL EDUCATION



Real-time, live event production...24/7. CMC is pre-professional program that gives students the time, space and gear to explore their creativity. Teaching faculty, who are all industry professionals in their own right, mentor and encourage students to live out their faith, in the workplace, as Christ-followers.

5 BEGIN A CAREER



Those students who return to their home institution to finish out their under-graduate education bring back advanced skill sets that benefit the school. Then, upon graduation, they can secure their first industry job through our *iNashville Internship Program* or connect directly with our 1200+ alumni.

FOR MORE INFORMATION, info@cmcnashville.com

CMC Nashville | 559 Church Street East | Brentwood, TN. | United States | 615.499.4378 A
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Costs and Course Listings

COSTS

INSTRUCTIONAL FEES	$13,400
ROOM & BOARD	$4,200
CONFIRMATION FEE (deposit)	$300
TOTAL AMOUNT	$17,600

CORE CLASSES

FAITH, MUSIC AND CULTURE	3 credits
INSIDE THE MUSIC INDSTURY	3 credits
ROAD TRIP (PRACTICUM)	1 credit

ARTIST TRACK COURSES

ESSENTIALS OF SONGWRITING	3 credits
STUDIO RECORDING	3 credits
PERFORMANCE	3 credits

TECHNICAL TRACK COURSES

ADVANCED STUDIO PRODUCTION	3 credits
AUDIO ENGINEERING	3 credits
CONCERT PRODUCTION	3 credits

BUSINESS TRACK COURSES

STRATEGIC AMANAGEMENT	3 credits
MUSIC BUSINESS SURVEY	3 credits
ADVANCED MEDIA MARKETING	3 credits

WORSHIP TRACK COURSES

MUSIC & MEDIA ARTS	3 credits
WORSHIP TECHNOLOGY PROD	3 credits
WORSHIP ARTS INTERNSHIP	3 credits

Institutional Contact Information

WARREN PETTIT - Executive Director
615.310.2660 (c)
warren@cmcnashville.com

MM (STUDIO WRITING AND PRODUCTION), UNIVERSITY OF MIAMI (FL)
BS (SCHOOL OF MUSIC), UNIVERSITY OF MANITOBA, WINNIPEG;
ARCT (ASSOCIATE OF THE ROYAL CONSERVATORY OF TORONTO)

JENNY LEININGER - Executive Director of Operations
615.975.5247 (c)
jenny@cmcnashville.com

MA (HIGHER EDUCATION) GENEVA COLLEGE;
BA (YOUTH MINISTRY) BETHEL UNIVERSITY - ST.PAUL

CMC Nashville
559 Church Street East
Brentwood, TN 37027
615.499.4378

Ownership Structure

CMC Nashville operates under the over-sight of Experience Institutes LLC, which is a subsiduary of Greenville University.

Greenville University (GU), with its main campus in central Illinois, is the owner/operator of the Contemporary Music Center (CMC Nashville), located in Nashville, Tennessee. Since CMC is an extension campus of Greenville University, students are eligible to earn 16 college-credits upon successful completion of the program in Nashville, TN.

The Contemporary Music Center (CMC Nashville) is authorized by the Tennessee Higher Education Commission (THEC). Successful annual renewal is based on measures related to quality of education, ethical business practices, and fiscal responsibility.

CMC NASHVILLE BOARD MEMBERS

DENNIS SPENSER– Board Chair

HUGU PEREZ – Vice Chair

Tennessee Higher Education Commission - Division of Postsecondary State Authorization
Annual Performance Report, Reporting Year 2022-2023
Contemporary Music Center, Brentwood, TN (1742)

	Overall	Entertainment Industry Studies (), Semester Credit Hours	iNashville, Semester Credit Hours
Program Enrollment	55	55	0
Number Still Enrolled	0	0	0
Percent Still Enrolled	0.0%	0.0%	N/A
WITHDRAWAL SUMMARY			
Special Circumstance Withdrawals	0	0	0
Number of Withdrawals	0	0	0
Withdrawal Rate	0.0%	0.0%	N/A
COMPLETION SUMMARY			
Number Not Currently Enrolled	55	55	0
Number of Completions	55	55	0
Completion Rate	100.0%	100.0%	N/A
PLACEMENT SUMMARY			
Special Circumstance Non-Placements	20	20	0
Placed In-Field Withdrawals	0	0	0
Number Placeable	35	35	0
Total Placed In-Field	22	22	0
In-Field Placement Rate	62.9%	62.9%	N/A
Number Placed	27	27	0
Placement Rate	77.1%	77.1%	N/A
STUDENT DEMOGRAPHICS			
Race			
Caucasian	47	47	N/A
Percent Caucasian	85.5%	85.5%	N/A
African-American	1	1	N/A
Percent African-American	1.8%	1.8%	N/A
Hispanic	5	5	N/A
Percent Hispanic	9.1%	9.1%	N/A
Other/Unknown	2	2	N/A
Percent Other/Unknown	3.6%	3.6%	N/A
Subtotal Race	55	55	N/A
Gender			
Male	33	33	N/A
Percent Male	60.0%	60.0%	N/A
Female	22	22	N/A
Percent Female	40.0%	40.0%	N/A
Subtotal Gender	55	55	N/A
Age			
Under 25	54	54	N/A
Percent Under 25	98.2%	98.2%	N/A
25 and Over	1	1	N/A
Percent 25 and Over	1.8%	1.8%	N/A
Subtotal Age	55	55	N/A

NOTE: Reporting year spans July 1, 2022 thru June 30, 2023. N/A: Not applicable for less than 10 students enrolled in program.
Report Date: 2/22/2024

1 of 1

CMC Nashville Affirmations

- **Authentic engagement** with local communities in cross-cultural or professional cultural contexts. CMC fosters intellectual, spiritual, and professional growth by immersing students in new communities that require significant interaction with others, and by requiring deep reflection, both individually and communally, on those immersion experiences.

- **Operational excellence**. CMC has a twenty-three year history of operational excellence in student safety, risk management, study abroad protocols, and close communication with sending campuses.

- **Christian community.** CMC provides students with opportunity to deepen their faith through Christian community and faculty mentorship.

- **Faith-integrated academic content**. CMC integrates Christian content and a Biblical worldview throughout the program. Spiritual growth often occurs in new and challenging situations, so the program intentionally fosters reflection in mentoring relationships.

- **Rigorous and experientially-based educational practices.** The end-of-semester Road Tour is the capstone experience of the program. This tour gives students an opportunity to integrate what they've learned throughout the semester in a real-world setting.

CORE COURSES:

FAITH, MUSIC, AND CULTURE (3 CREDITS)

The purpose of this course is to help students connect a career path in the entertainment industry while be challenged to live out their lives as Christ-followers. A holistic understanding of ourselves in the world includes the ability to hear the “noise” in culture, assess our own personal strengths/weaknesses, considering the cost of a career in the entertainment industry and then map a strategy for moving forward.

INSIDE THE MUSIC INDUSTRY (3 CREDITS)

The purpose of this course is to provide students with an overview of the entire entertainment industry and how art, faith, business and technology interact with each other. Since employers continue to hire graduates who have skill-sets across multiple disciplines, this course equips student with a core set of “gotta knows” that will prepare them for careers in every aspect of the entertainment industry.

PRACTICUM "CMC TOUR" (1 CREDITS)

This course, often referred to as “Road Trip” or “Tour” is the capstone experience of the semester. Students and faculty embark on a multi-day tour of college campuses and clubs mounting a show each night with full production - lights, sound, staging and video. Every student is involved in the process either as a performer, part of the technical staff or as a producer. The Business track students are also required to keep the tour on budget by tracking costs and providing a daily analysis of the budget.

ARTIST TRACK COURSES:

ESSENTIALS OF SONG WRITING (3 CREDITS)

Artists receive classroom instruction, participate in directed study with staff and work in collaboration with other students to develop their use of form, melody, harmony, rhythm and lyric. Emphasis is placed on the song as the vehicle for the artist's creative exploration and public communication.

STUDIO RECORDING (3 CREDITS)

The purpose of this course is to equip students with the technical abilities to record, mix and distribute audio recordings. Concepts include signal flow, mic placement, console automation, the recording process from basic tracks to mixing and mastering, loop creation and editing, soft sampler and MIDI control, plug-in instantiation, and building a home project studio.

PERFORMANCE (3 CREDITS)

The purpose of this course is to equip artist track students with the skills and experience necessary to perform successfully on a public stage. Each artist is required to rehearse a full rhythm section, contribute to the technical vision and assume responsibility for success of the show.

BUSINESS TRACK COURSES:

STRATEGIC MANAGEMENT (3 CREDITS)

Business Track students will assemble a successful artist roster and participate in the following activities on their artist's behalf: scheduling, creating a business plan, analyzing and forecasting trends in popular music, advising and developing the artists with regard to their live show and recordings.

MUSIC BUSINESS SURVEY (3 CREDITS)

Business Track students will gain a broad understanding of key aspects of the music business including: booking, artist management, touring, road management, production, marketing and promotion, copyright and legal issues, publishing and licensing. This course will outline economic, creative and spiritual elements critical to a career in popular music and guide students in assessing their own strengths, weaknesses and interests. The focus of this course is hands-on experience working with contracts, live show production and career planning.

ADVANCED MEDIA MARKETING (3 CREDITS)

Through classroom instruction and presentations by visiting industry experts, Business Track students will become familiar with traditional and progressive marketing strategies. Key areas including publicity, advertising, radio and video promotion, Internet marketing, and tour support will be addressed. Students will develop a comprehensive marketing plan for each artist and will also create and implement the marketing plan for the CMC Tour.

TECHNICAL TRACK COURSES:

ADVANCED STUDIO RECORDING (3 CREDITS)

This course focuses on professional audio recording and production. The concepts and practices learned in this course will be used by the students to engineer and mix master quality recording for students in the Artist Track. The goal is for students to leave CMC prepared for an entry level position in any area of studio recording.

AUDIO ENGINEERING (3 CREDITS)

This course focuses on concepts and common practices in professional audio. Instruction and practical experience will focus on sound reinforcement for concerts as well as recording studio techniques, since both disciplines employ many of the same concepts. The information learned in this course will be put into practice in both the Concert Production and Studio Production courses.

CONCERT PRODUCTION (3 CREDITS)

This course focuses on sound reinforcement, stage lighting and design, stage management, and concert production management. The concepts and practices learned in this course will be used by the students to produce the weekly CMC Live show in support of the Artist Track student performances, as well as the end-of-semester tour. The goal is for students to leave the CMC prepared for an entry level position in any area of concert production.

WORSHIP/CREATIVE ARTS TRACK COURSES:

MUSIC AND MEDIA ARTS (3 CREDITS)

This course is designed to provide the student with the practical tools necessary to lead a team and administer a worship ministry in a local congregation. The course will focus on the following areas: shadowing local church creative directors, team and volunteer management, hospitality in Ministry, arranging & songwriting for worship, band leading, identifying and utilizing worship ministry resources; ProPresenter, Planning Center, Keynote.

WORSHIP TECHNOLOGY AND PRODUCTION (3 CREDITS)

The purpose of this course is to equip students with the necessary skill sets to successfully manage the technical production of a modern worship service. Students will learn to connect signal flow to production work flow, allowing them to skillfully support the sung and spoken word with every type of audio and video asset.

WORSHIP ARTS INTERNSHIP (3 CREDITS)

The Worship Arts Internship matches the skill specific abilities of applicants with various internship opportunities in the Nashville area, specifically those churches large enough to support a worship arts program. The goal is to help graduates segue seamlessly into their first full-time church job.

HOW DO I APPLY?

A semester at CMC Nashville is available to anyone who may or may not be attending a college or university. Enrollment in an undergraduate institution is not a prerequisite for admission. CMC Nashville is an interdisciplinary program which gives no preference to students in any particular field of study.

Complete the online application for the semester during which you plan to participate. Here is an overview of the applications process:

- Demographic Information
- General Questions
- Essays
- Current Official Transcript
  - If currently enrolled at an undergraduate institution, undergraduate transcript required
  - If *not* currently enrolled at an undergraduate institution, a High School transcript is required
- Campus Approval (if applicable) Certification Form to be signed by Off Campus Study Coordinator

Fall Semester: Rolling Admissions: Applications will be accepted until June, or until all spots are filled.

Spring Semester: Rolling Admissions: Applications will be accepted until December, or until spots are filled.

Once admitted into the program, you will be required to confirm your intent to participate by submitting a $300 confirmation fee which will be applied toward your program tuition. You will also be required to complete additional confirmation materials including, but not limited to;

- Transferability of Credit Statement
- Pre-Enrollment Checklist
- Enrollment Agreement
- Medical Forms
- Waivers

Credit Transfer

The Contemporary Music Center (CMC Nashville) is an accredited institution. CMC is an extension campus of the Greenville University Experience Institute and therefore, accredited by the Higher Learning Commission (HLC), Greenville University's Regional Accreditor.

CMC is a one-semester pre-professional program. For any questions regarding credit we recommend speaking with your off-campus study office, advisor, or registrar at your home institution.

Each student who completes the program will be given a transcript with completed course work, which in turn is used by the sending home campus for designation of credit and applicability towards the degree awarded by the home campus. Your home institution makes all final decisions about credit transfer for your semester at CMC.

Transferability of Credit Disclosure

The Contemporary Music Center is a special purpose institution. That purpose is to provide transformative Christian education through a rich, complex interaction of ideas, experiences, reflective practices, and communal relationships. Students learn not just by acquiring information but by being immersed in new settings that create changed practices. Moreover, habits that are developed over an extended period of time in community with others deeply shape students' perception of the world and their actions in it. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Costs

Invoices will be sent 6 weeks prior to the beginning of your semester. CMC sends invoices to each home campus and each home campus then bills that student the amount referenced below. Students not affiliated with a home campus will be billed directly with the option of setting up a payment plan.

COSTS	
INSTRUCTIONAL FEES	$13,400
ROOM & BOARD	$4,200
CONFIRMATION FEE	$300
TOTAL AMOUNT	$17,600

($300) Confirmation Fee is deducted from the total fee at invoicing.

($100) Security/Damages Deposit (this is paid prior to or upon arrival at the program) and returned back to you at the end of the semester assuming there are not charges for lost keys or damage to the apartments.

Note: Schools or individuals who pay with a credit card will also be charged a credit card service fee.

Financial Aid

Students coming from sending institutions: You can expect to use all of your Federal and State financial aid to study off-campus through your sending institution. Additionally, some campuses allow students to transfer some or all of their institutional financial aid and scholarships.

Contact your Off-Campus Study Coordinator, Financial Aid Office, or other applicable office on your campus for more information and to determine how much financial aid can be applied to your off-campus semester at CMC.

If you are not currently enrolled at a college or university, you will receive a bill directly from the CMC and have the option of setting up a semester payment plan. For more information contact Curtis at curtis.willson@greenville.edu

Institutional Calendar 2025-2026

ENROLLMENT PERIOD 1: **FALL 2024** SEMESTER CALENDAR

Saturday, August 23rd	Move In Day, Semester Begins at 6:00pm
Sunday, August 24th	All Day Orientation
Monday, August 25th	First Day of Classes
Week of November 17th	Tentative Tour Dates
Wednesday, December 3rd	Last Day of Classes
Thursday, December 4th	Move out Day, Out by 6:00pm

ENROLLMENT PERIOD 2: **SPRING 2026** SEMESTER CALENDAR

Saturday, January 10th	Move In Day, Semester Begins at 6:00pm
Sunday, January 11th	All Day Orientation
Monday, January 12th	First Day of Classes
Week of April 12th	Tentative Tour Dates
Wednesday, April 22nd	Last Day of Classes
Thursday, April 23rd	Move out Day, Out by 6:00pm

*There are no fall or spring breaks.

Students in the program live in the ***Estates of Brentwood*** Apartment complex, located right across the street from CMC; 10 minutes from downtown and 15 minutes from the airport. Each fully furnished apartment features a full kitchen, wireless internet and free access to the fitness center and swimming pool.

FACILITY AND EQUIPMENT DESCRIPTION

The Contemporary Music Center is a three story, 7,400 square foot complex that houses the following:

- Video Editing Suite
- Green Room
- Soundstage
- Kitchen
- Equipment Repair Shop
- Faculty offices
- Rehearsal Room
- Photo Studio with Cyclorama
- Computer Lab
- Virtual Reality Lab
- Recording Studio
- Pre-Production Computer Labs
- Tracking Room
- Equipment Storage

The program emphasizes live event production and students are required to stage a live show every week. All of the equipment is the same used by touring professionals and includes a Meyer line array, Midas FOH/Monitor consoles, PM1000 IEM's, Blackmagic UHD cameras and backline gear from Nord, Rhodes, Stratocaster and Orange amplifiers.

CMC Nashville follows established procedures for safety and crisis planning as outlined in the program's **Crisis Management Plan** (CMP). CMC reviews and updates their written CMP annually and the Executive Director orientates his/her staff to this plan on a regular basis.

CMC retains legal counsel that is available for consultation and assistance, and the CMC office keep copies of the student waiver forms required for admission. CMC is required by law to keep on file a record of any crime committed against a student with names, dates, general details, etc. This file will be available to campuses and applicants upon request.

The procedure for communication on serious student accidents, serious crimes against students including sexual harassment, and emergencies is outlined in detail in the CMP. These events should be communicated promptly by email and/or telephone in accordance with the CMP communication chain. Program staff will be in direct contact with the parents of students involved and, where applicable, the students' home campus.

INCIDENT REPORTS

Incidents of crime, accidents, illness, emergencies, and problem encounters with students are communicated to the Executive Director and an Incident Report Form is completed documenting as much factual information as possible. In situations involving criminal actions (e.g., theft, assault) a police report will also be filed and included in the Incident Report Form.

For emergencies, please contact the Executive Director. See contact information on page 5.

RISK MANAGEMENT/TRAVEL

CMC provides each student with a student ID card that contains emergency contact information. In the event of a major crisis, the program will immediately seek to account for every student. The Executive Director will have a cell phone available at all times and insure that all students are carrying the number. All student applicants must fill out a liability waiver form and provide evidence of health insurance coverage.

DIRECTOR ILLNESS OR OTHER INCAPACITY

In the event that the Executive Director is not able to function in that capacity, the Executive Director of Operations will assume directorial duties.

ACADEMIC DISHONESTY & PLAGIARISM

Academic dishonesty constitutes a serious violation of the standards that can result in serious penalties and denial of credit or dismissal. Any act that involves the misrepresentation of the student's academic work or that abridges the rights of other students to fair academic comprehension is forbidden.

Academic dishonesty includes—but is not limited to—cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation), submitting the same (or substantially the same), depriving other community members of necessary academic sources, sabotaging the work of others and using, without approval, a concept, resource or program found on the Internet.

GRADING PROCESS AND SATISFACTORY PROGRESS

We encourage each student to work at their maximum capacity and pursue excellence in every endeavor. Course work is evaluated at the end of each semester and a letter grade is assigned as follows:

A – Excellent, creative and integrative work, revealing superior analysis and content
B – Good work, competent and complete
C – Adequate work
D – Less than adequate
F – Completely fails to meet expectations

There is no provision for withdrawal from specific courses. Additionally, we do not allow pass/fail grading. Incomplete grades are given at the discretion of the Executive Director but are to be given only for unusual circumstances, such as illness or personal tragedy. The Executive Director will work with the student to agree on a deadline for completing the outstanding work. An *Incomplete* will be changed to a failing grade if coursework is not submitted by the deadline. Students will be penalized for late submission of projects; serious illness or personal tragedy notwithstanding.

Student Grievance Procedures

Students who find it necessary to:

a) request an exception to an academic policy,
b) appeal a grade awarded by the program, or
c) express a grievance on any other matter should submit a written statement to the Executive Director.

***Warren Pettit**, Executive Director - warren@cmcnashville.com*
CMC Nashville, 559 Church Street East, Brentwood, TN 37027 615.499.4378

In the case when the Executive Director is the instructor of record for the disputed course, the appeal will go to the Executive Director of Operations.

***Jenny Leininger**, Executive Director of Operations - jenny@cmcnashville.com*
CMC Nashville, 559 Church Street East, Brentwood, TN 37027 615.499.4378

This statement should clearly state the rationale for the appeal, including any supporting documentation and original copies of all graded work included in the appeal. The Executive Director's decision will be considered final, unless the student chooses to request a formal review of the appeal to the Experience Institute Nashville Board. The student must request this second review in writing and provide all relevant documentation. After reviewing the appeal, the Experience Institute Nashville Board Chair will determine whether the academic decision should be reversed, modified or upheld. All decisions will be communicated to the student in writing.

In addition, each student acknowledges that appeals may be made to the Postsecondary staff of the Commission for Grievances at the Tennessee Higher Education Commission at any time. Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02, may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission
Tennessee Tower, 9th Floor,
312 Rosa L. Parks Avenue, Nashville, TN
37243-1102 Phone: 615-741-5293

Progress Reports

As the semester progresses, there are a number of feedback mechanisms, both formal and informal that help students assess their progress in the program. These include:

Formal: Faculty review completed assignments and provide both written and real-time feedback. Key tour positions are awarded to those students demonstrating the best ability to execute those particular jobs.

Informal: Students organize themselves into ensembles for each week's show. The very best players, engineers, etc. are more frequently asked to participate. Those who do not excel find themselves being excluded and this requires them to asses their own abilities.

Any student struggling in a course is welcome to meet with faculty either during office hours or another agreed time to work towards a corrective path. When a student is in clear danger of failing a course, the student will be given an academic warning and the sending campus is alerted no later than two weeks prior to the end of the course. This warning will become a part of the student's permanent academic record.

ATTENDANCE POLICY

Students are expected to attend all scheduled classes unless their absence is approved in advance by the instructor. Attendance is recorded at the beginning of each scheduled class by the instructor.

Students must attend at least 90% of scheduled classes to remain in good standing. If student attendance falls below the minimum 90% attendance rate, that student will be notified, in writing by the Executive Director, that a further missed class will result in a failing grade for that class.

In order the for student to be readmitted in good standing, the student must complete an assigned reading task as determined by the instructor.

PROBATIONARY POLICY

Academic dishonesty constitutes a serious violation of the standards of the Contemporary Music Center program and may result in serious penalties and denial of credit and/or program dismissal. Any act that involves the misrepresentation of the student's academic work or that abridges the rights of other students to fair academic competition is forbidden. Academic dishonesty includes—but is not limited to—cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation), submitting the same (or substantially the same) work for multiple assignments, depriving other community members of necessary academic

resources, sabotaging the work of others, and using without attribution a computer concept, resource, or program. Students who find it necessary to request an exception to any academic policy or who wish to appeal a grade awarded by the program should submit a written statement to the Executive Director. In the case when the Executive Director is the instructor of record for the disputed course, the appeal will go directly to the Executive Director of Operations. This statement should clearly state the rationale for the appeal, including any supporting documentation and original copies of all graded work included in the appeal. The Executive Director's decision will be considered final at the institutional level.

REFUND AND CANCELATION POLICY

Refundable fees include any fees paid by or on behalf of the student to the Contemporary Music Center (CMC), but excluding fees paid for:

(1) tangible goods kept by the student or

(2) services provided in full to the student.

A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student. Upon decision to withdraw from the program, The Contemporary Music Center requests written notification from the student. Once the Contemporary Music Center determines that the student has withdrawn or the student has been dismissed, the institution will calculate the last date of attendance and issue the student a refund, when required.

(a) If a student withdraws from The Contemporary Music Center on or before the first day of classes, or never begins classes, the refund will equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars ($100.00);

(b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student;

(c) If after classes have started and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise does not attend classes, the refund will equal seventy-five percent (75%) of all refundable fees paid and,

if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars ($100.00);

(d) If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty- five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise does not attend classes, the refund will equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars ($100.00); or

(e) If after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise does not attend classes, the student may be considered obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.

(f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution will refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

When calculating refunds pursuant to the default refund policy, the last day of a student's attendance will be one of the following:

(a) The date on the expulsion notice if the student is expelled from the institution;

(b) The date the institution receives a written notice of withdrawal from a student;

(c) When no written notice of withdrawal is given, the institution will use the last day of the student's attendance as the date of withdrawal; or

(d) The date the student fails to return from an approved leave of absence.

The Contemporary Music Center has a fair and equitable refund policy which governs the repayment of institution charges assessed a student when:

- The student does not start classes for the period of enrollment for which he or she was charged; or
- The student withdraws, drops out, is expelled from the institution, or otherwise does not complete the period of enrollment for which he or she was charged.

Policy Regarding Access to Records

CMC respects student rights guaranteed by law and appropriate to a private, Christian educational setting. CMC maintains student records under the guidelines of the Family Rights and Privacy Act of 1974 (FERPA), which gives enrolled students the right to inspect their "educational records" and to restrict the release of those records.

Educational records are defined generally as records, files, documents, and other materials maintained by CMC which contain information directly related to the student and from which a student can be individually identified. Examples include academic records, student account records, and many records maintained by Student Life. Educational records do not include personal records of instructors or administrators, medical records, financial records of parents, or Public Safety records created for the purpose of law enforcement. Educational records will be released to parents/guardians only with the written consent of the student or upon written evidence that the student has been declared as a dependent on the parent/guardian's most recent income tax return.

FERPA permits CMC to release "directory information" without student consent to anyone requesting information unless a student instructs CMC not to release such information. Directory information at CMC includes a student's name, home campus, home address, program address, home telephone number, program telephone number, primary e-mail address, academic major, birth date, class year and photos.

Online Communication Policy

The proliferation of online communication tools such as, but not limited to, Facebook, Twitter, Instagram, LinkedIn and blogs continues to transform the ways in which we communicate and develop community. CMC acknowledges these media as appropriate ways to share information when used correctly. However, while there are many positives, there are also some concerns and cautions students should note. Our desire is to provide guidance for students to uphold CMC community standards while engaging in these forms of communication.

Please understand that the information you post may be subject to legal action, affect current or future employment, or be subject to identity theft. It can also open you up to opportunities for stalking and other inappropriate behaviors. All content posted must adhere to the lifestyle agreement and standards set forth in the program's behavioral expectations and your home institution's Student Handbook. Since students have editing control over pages, our expectation is that you will review and remove questionable content.

CMC considers all students responsible for comments posted on their own blogs, site, wall, etc., as well as what you may post on pages of other CMC students.

It is not the intent of CMC or programs staff to monitor what students place on these sites. CMC assumes no responsibility for any content students publish on such sites or for any consequences related thereto. However, we will respond to issues that are brought to our attention that may indicate violation of the CMC lifestyle agreement and standards.

Policy Regarding Sexual Harassment

It is the policy of CMC to prohibit sexual harassment and all other forms of unlawful harassment of its employees and students in any form. In maintaining this policy, CMC seeks to assert basic Christian precepts, to affirm ethical standards predominantly accepted in the work place and academy, and uphold existing laws. Any practice or behavior that constitutes sexual harassment, as defined below, is absolutely prohibited and will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success on a program, (2) submission to or rejection of such conduct by an individual is used as the basis for program decisions affecting an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive environment.

Examples of behavior that may constitute sexual harassment include (but are not limited to) the following:

- Subtle pressure for sexual activity
- Unnecessary brushes, touches, poking another person's body, or other inappropriate touching
- Offensive sexual graffiti
- Disparaging remarks about one's gender
- Physical aggression such as pinching, patting, assault, impeding, or blocking movement
- Sexual innuendos
- Verbal sexual abuse, including abuse disguised as humor
- Obscene gestures
- Sexist remarks about a person's clothing, body, or sexual activities

- Leering, staring at another person's anatomy
- Making or threatening reprisals after a negative response to sexual advances

Sexual harassment is primarily a desire for a locus of control over the victim, intended to intimidate, coerce, embarrass, or degrade another person. Usually the aggressor has implied power over the victim such as a supervisor of an employee, faculty to student, or student to student. However, the roles could be reversed such that a student could attempt sexual harassment of faculty or staff. The result of this harassment is exploitation of power. In any form, such behavior undermines the atmosphere of trust and collegiality which CMC seeks to foster and is unacceptable.

While harassers may think that their words/actions are meaningless, the victim may be emotionally distraught or even internalize the events into physical symptoms. Emotive responses may include anger, embarrassment, fear, feeling intimidated, powerless, and degradation. Physical responses may include physical illnesses, withdrawing from social situations, drug and alcohol use to ease/lessen emotions and tension, and also distrust of previously trusted individuals.

OTHER UNLAWFUL HARASSMENT

Harassment on other grounds is prohibited, including based on race, color, religious creed, sex, marital status, age, national origin or ancestry, physical disability, mental disability, medical condition, Vietnam-Era or disabled veteran status, military service, or any other basis protected by federal or state law (all as defined and protected by applicable law). Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive.

PROMPT REPORTING AND INVESTIGATION

An extended period of time between an alleged occurrence and an inquiry into the circumstances of that incident may make fact-finding extremely difficult or impossible. Therefore, any person who believes that he/she has been the object of sexual harassment should report the incident to CMC’s Director of Student Life as soon as possible. If the complaint involves the CMC’s Director of Student Life, students or staff should report to CMC’s Executive Director.

Concerns and reports of harassment should be made without fear of reprisal or retaliation. Any individual who engages in retaliatory actions will be subject to discipline, up to and including termination from employment or the program.

All allegations of harassment will be quickly and discreetly investigated. If CMC determines that the harassment complaint is credible and substantiated, it will take appropriate disciplinary action against the harasser(s), up to and including termination from employment or the program.

CONFIDENTIALITY

CMC will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. All persons involved in the investigation are expected to protect the confidentiality of the process and not to disseminate information about the complaint or the investigation that would cause harm to others. Complainants and respondents, especially, have an obligation to respect the privacy and confidentiality of the other person and must not disseminate information about the complaint or the investigation with the intent of harming the other person.

Student Behavior Expectations

Because of the communal nature of the CMC, students are expected to follow biblical principles concerning Christian conduct, including a willingness to subordinate one's own prerogatives for the benefit of the community and an earnest endeavor to avoid all expressions of racial and sexual discrimination. In keeping with such expectations, all students are asked to sign and commit to the following statement prior to acceptance into the program:

I HEREBY RECOGNIZE that I will be participating in a Christ-centered community, requiring an exemplary lifestyle in living and learning, and respect for members of this community and the surrounding local culture. While in the program, I will endeavor to conduct myself in accordance with a Christ-centered life; cultivating actions it commends such as love, compassion, truthfulness, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. I will likewise refrain from dishonesty, plagiarism, drunkenness, sexual immorality, promiscuity, theft, violence, disruptive behavior, racism, sexual harassment and illicit or non-medical use of drugs, narcotics & other substances. I will also honor any additional standards required by my home institution.

FURTHERMORE, in respect for the values of others in this community, I will abstain from the use of alcohol and tobacco.

I UNDERSTAND that violation of any of these standards is grounds for disciplinary action, including immediate dismissal from the program.

This is the standard by which all students shall live while involved in the program. Upon notice of such a violation of conduct, the Executive Director will provide the student with notice of the complaint or alleged violation and give an opportunity to be heard. Following this, the Executive Director will attempt to communicate, consult and coordinate with the senior Student Life official at the student's home institution, where applicable.

Ultimately, the Executive Director will make a decision with respect to the appropriate disciplinary response and will inform the student and the senior Student Life official at the home campus of that decision. The Executive Director’s decision will be final on the institutional level.

DISMISSAL AND SUSPENSION

The following are examples of sinful or dangerous situations which could result in a decision to suspend or dismiss:

- alcohol violations and drunkenness
- sexual immorality or impropriety
- theft and/or abuse of property
- fraud
- the use of illegal drugs
- violence
- harassment
- academic irresponsibility

The CMC program has the right to temporarily exclude a student from class and campus when such action is deemed necessary, as, for example, in the case of a potential threat to the health or safety of students, faculty, staff or others. A student so excluded will be given opportunity to respond informally to the school's concerns to the extent reasonably possible given the reasons for the temporary exclusion and the need to preserve safety and security. The excluded student will be offered opportunity, as appropriate under the circumstances, to participate fully in the program's disciplinary or review processes once the immediate potential safety risk is addressed.

DISMISSAL PROCESS

Notification: A report of a student's violation is brought to the attention of the Executive Director.

Conference: The Executive Director notifies the student of the report that has been received and schedules a conference with the student to discuss the report. The Executive Director may choose to have another person present during the conference and the student may also request that another person be present.

Dismissal: The Executive Director may in his discretion, immediately dismiss a student upon his determination that such immediate dismissal is in the best interest of the safety or well-being of the individual, of CMC students, CMC faculty/staff, or others.

Appeal: The student who is dismissed for disciplinary reasons may use the appeal/grievance process as described below in the *Student Appeal of Dismissal Decisions Process* section.

STUDENT APPEAL OF DISMISSAL DECISIONS PROCESS

Students dismissed by CMC for disciplinary reasons herein may utilize this Student Appeal of Dismissal Decisions Process. The general objective of an appeal is to bring new information that might not have been available or previously considered, to protest a procedural error or inconsistency in the appeal process, or to question the appropriateness of a decision.

The appeal process/grievance procedure must be initiated within 10 calendar days after the dismissal decision is communicated to the student. The appeal must be made in writing on the **Student Appeal/Grievance Form** located on the CMC website.

(https://www.cmcnashville.com/studentappeal)

Appeals for dismissals for disciplinary reasons will be considered by the Executive Director.

On the Student Appeal/Grievance Form, the student may request to present his or her appeal and supporting information in person. The request to appear in person will be granted or denied by the Executive Director at their discretion. If an in-person presentation is granted, it will be held at a time designated by the Executive Director, and the student may be accompanied by one other person. The student will be informed of the decision on the appeal in writing. The appeal decision is final.

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