



# DIVERSE MEDIA INSTITUTE

SCHOOL CATALOG

2022 - 2023

# DIVERSE MEDIA INSTITUTE

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2022-23 Diverse Media Institute School Catalog, Edition 5, Vol. 1

Date of Publication: August 1, 2022

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This Catalog is accurate as of the date of publication.

This Catalog and other official publications of the Diverse Media Institute are binding upon on all students. DMI reserves the right at any time, to change or modify its schedule of tuition and fees, and to withdraw, cancel, reschedule or modify any course, program of study, requirement or regulation affecting any of the foregoing, provided that such changes conform with official regulations.

Some of the information in this Catalog may change.



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## Institutional Mission Statement

The nonprofit Diverse Media Institute (DMI) is defined by its commitment to find and nurture the genius and creativity of every student despite life challenges or setbacks.

Our institute is built around the recognition that every learner has special talents and strengths, passionate interests, impactful personal experiences, and unique perspectives on the world and learning.

We believe in creating a dynamic educational culture rooted in the arts and creativity that inspires our students to transcend individual barriers to reach success.

## Institutional Goals

- To develop the next generation of creative leaders.
- To foster an academic community steeped in culture and technology, which is enriched with experiential learning opportunities, and promotes lifelong learning.
- To provide HSRA and other high-school graduates solid skillsets to succeed in the industry.



## The Campus and History

Located in close to downtown St. Paul, near the Metro Light Rail station close by, the Diverse Media Institute puts students in the heart of the action, allowing them to take advantage of a classroom that extends way beyond its walls and into every corner of this diverse, exciting and engaging city. Anything that an aspiring audio engineer or music business professional might need for work or play can be found nearby, including recording studios, theaters and some of the best nightlife in Minnesota.

Home of legendary artists like "Prince" or "Soul Asylum", the Twin Cities have long been the creative center for artists and intellectuals, and that tradition continues to this day with a new generation of students and thinkers who come from around the world to share ideas, create art and study at many of the outstanding colleges and universities nearby. World class cuisine, shopping, libraries, museums and recreation can all be found within a short Light Rail or car ride from the campus.

DMI students want to be where the music is, and there is no shortage of places to indulge in any kind of musical experience you can imagine. Large venues like the Excel Energy Center or Target Center for big shows, and hundreds of performance venues, two world class theater districts and the world-famous Mall of America are within a short distance of campus.

The Twin Cities, and beyond that the State of Minnesota have not only metropolitan highlights to offer, there are countless recreational activities available year-round so life here never gets boring.

DMI was designed as an extension to graduates from the High School of Recording Arts in St. Paul Minnesota and for any others that are passionate about content creation, entertainment business, technology and media. DMI was founded in 2018 and received its initial license from the Minnesota Office of Higher Education in January 2019.





## Partnerships & Licenses

### **AVIXA (Audiovisual and Integrated Experience Association) Learning Partner**

The Diverse Media Institute is a learning partner with AVIXA, offering educational programs leading to eligibility to sit for CTS (Certified Technology Specialist) certification examinations.

### **AVID (Pro Tools) Learning Partner**

The Diverse Media Institute is an Avid Learning Partner (ALP). DMI is authorized to offer educational programs leading to eligibility to sit for Pro Tools certification examinations.

### **Minnesota Office of Higher Education**

The Diverse Media Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108-5227

## Educational Program

### **60 Credit Diploma Program**

- Audio Technologies (AT)





audio  
technologies

with specialization

A/V & Live Sound

# Course Descriptions

The 10-month Audio Technologies Program is designed to prepare for an entry level position in audio production related fields with specialization in A/V & Live Sound. All students receive a computer workstation, loaded with professional software, as well as recording equipment to be able to complete part of the course work via distance education from home.

In order to enroll in the Audio Technologies Program, each student must complete the entrance proficiency exam, demonstrating basic knowledge of computers, audio, recording, and software.

Every student will complete the curriculum in the term order listed below. Upon completing the A/V & Live Sound specialization courses, students will graduate with a diploma in Audio Technologies - A/V & Live Sound.

## Term 1 - Production 1

QUARTER CREDITS

MB101 The Media Industries	4
SW101 Intro to Song Writing	4
RM101 Recording & Mixing Techniques	4
MB110 Digital Media Strategies & Entrepreneurship	4
DW101 Digital Workstations	4
Subtotal	20

## Term 2 - Production 2

QUARTER CREDITS

MB201 Brand Development	4
SW201 Advanced Song Writing	4
MB210 Content Licensing	4
DW201 Advanced Digital Workstations	4
CC201 Content Creation & Market Delivery	4
Subtotal	20

## Term 3 - A/V & Live Sound

QUARTER CREDITS

SC201 Stage Craft	4
SR201 Sound Reinforcement	4
AV201 A/V Technology Essentials I	4
AV210 A/V Technology Essentials II	4
VP201 Video Production & Podcasting	4
Subtotal	20

The Production 1 and Production 2 Terms are designed to develop students' production skills as well as provide them with the knowledge and tools to monetize their creations. It explores a range of contemporary production techniques for composing, recording, arranging, and mixing music as well as advanced techniques for tracking and overdubbing, tempo mapping, drum programming and mastering for the project studio. Students will also learn about the disciplines and demands of being a musician, defining an artistic direction and sound, writing and recording their own music, creating an individual and realistic artistic and business plan., working with investors and crowd-funding, branding, and marketing and promotion in an ever-changing pop music environment. This term covers the theory, content and exam associated with the Pro Tools User Certification.

## Production 1 (Term 1)

### MB101 • The Media Industries **R/O**

4 Credits

MB101 is the first course of the program, introducing students to the various industries in the Media Landscape. The course also covers important aspects such as specific media business terms, entrepreneurship, emerging markets & careers, skillsets, and the metaverse.

### SW101 • Intro to Song Writing **R/O**

4 Credits

SW101 teaches the fundamentals of song writing, from song structure to effective melody, harmony, and bass line writing. Taught alongside the DW101 class, students can put what they learn into practice by creating full songs within Pro Tools.

### RM101 • Recording & Mixing Techniques **R/O**

4 Credits

RM101 teaches about capturing sound using microphones, what microphones to choose for what sound source or instrument, and how to properly set up microphones to capture the best possible sound on the recording for a variety of applications such as vocals, instruments, drums, and stereo micing. The mixing part of the course is built around basic skill sets and industry tricks and trades to create a solid mixing foundation. It focuses on signal flow, dynamic and time-based processing, as well as subgroups, stems, and effect chains.

### MB110 • D. M. Strategies & Entrepren. **R/O**

4 Credits

MB110, Digital Media Strategies & Entrepreneurship, builds on what was learned in MB101, the Media Industries. It focuses on advanced marketing and business strategies, and students will build their own music production business in the Entrepreneur Master Lab hands-on.

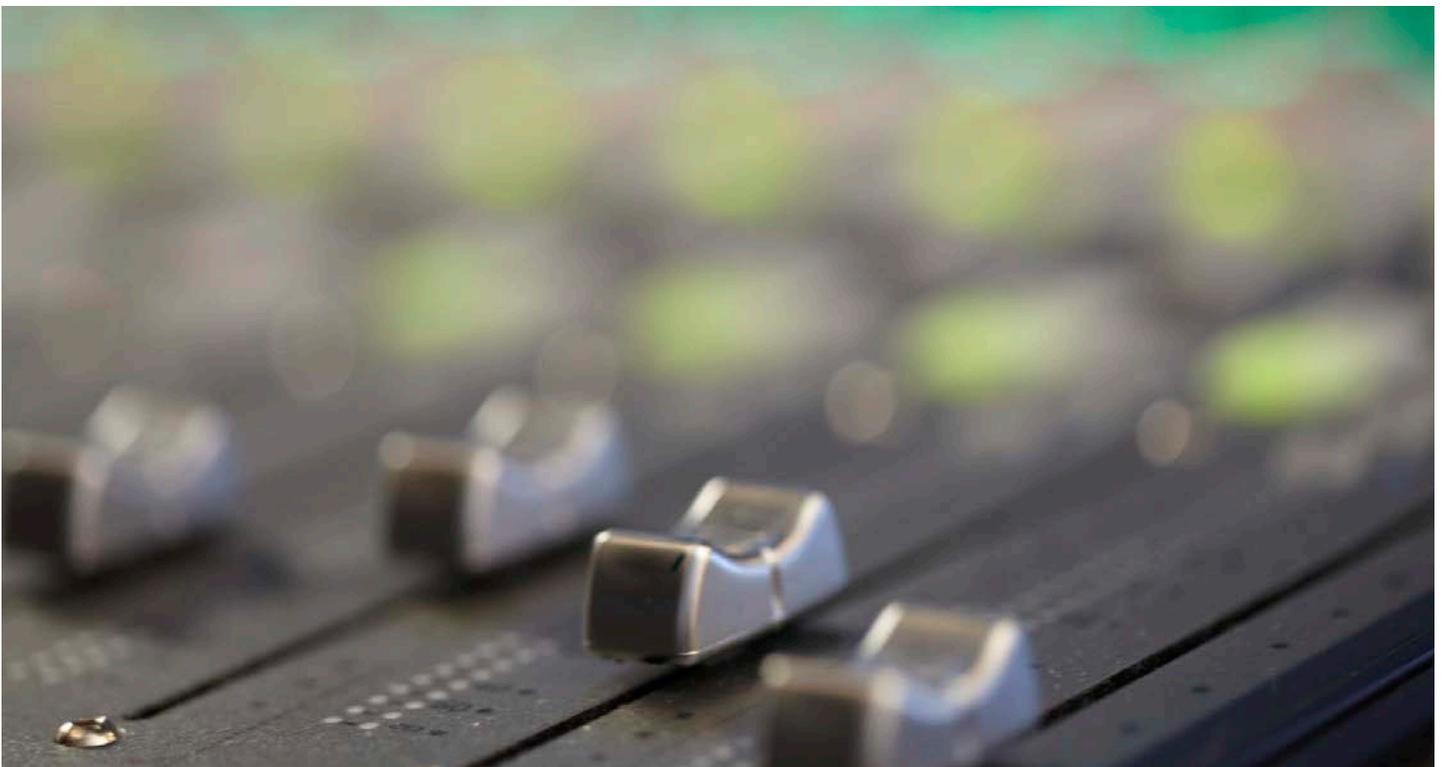
### DW101 • Digital Workstations **R/O**

4 Credits

DW101 focuses around digital workstation software, in particular AVID Pro-Tools. During the course the student will be prepared and take the AVID ProTools 101, to work towards becoming a Certified ProTools User.

**O=Online (Distance Learning)**

**R=Residential (On Campus)**



## Production 2 (Term 2)

### MB201 • Brand Development **R/O**

4 Credits

Prerequisites: MB101, MB110

MB201 is an introduction to content and product branding. Students will learn how to develop a brand identity and communicate the goals and objectives of the brand to the consumer marketplace. Further, students will learn how to set up a business plan and budget, as well as the difference between the various tax codes of running a small business or entrepreneurship.

### SW201 • Advanced Song Writing **R/O**

4 Credits

Prerequisites: SW101

SW201 expands on the material covered in SW 101, exploring advanced harmony concepts. Taught alongside the DW201 class, students continue to put what they learn into practice by creating full songs within Pro Tools.

### AD201 • Content Licensing **R/O**

4 Credits

Prerequisites: MB101, MB110, MB201

MB210 is an in-depth course on the how-to of licensing content, to film, television, commercials, video games, and other media outlets. Students will learn how to pitch content to media supervisors, as well as copywriting and monetization of licensed content.

### DW201 • Advanced Digital Workstations **R/O**

4 Credits

Prerequisites: DW101

DW201 builds on the first Digital Workstation course DW101 and prepares the student for the AVID ProTools 110 Certification exam to become a certified ProTools User.

### CC201 • Content Creation & Market Deliv. **R/O**

4 Credits

Students, under instructor supervision and guidance, will spend 50 hours in scheduled lab time to collaborate and create a media-based project, brand the project, copyright the project, agree upon established project meta-data, and distribute and market to consumers.

**O=Online (Distance Learning)**

**R=Residential (On Campus)**





### Specialization: A/V & Live Sound (Term 3)

The Twin Cities metropolitan area is home to countless performance venues and two theater districts. Of course The Guthrie, Ordway, or Target Center all come to mind, but there are countless other venues of all shapes and sizes (houses of worship, jazz clubs, corporate event stages...) that need live sound engineers to ensure that the sound be heard. Similarly, the business of Audio Visual design and installation is exploding. New applications for integrating audio and video are emerging on a daily basis and this Specialization is designed to provide students a doorway into the lucrative world of A/V. This concentration exposes students to event production workflows, sound systems, video, lighting & com systems, interoperating site layout drawings, estimating equipment and labor costs and installing A/V equipment and systems and strategies for communicating with clients. Students will receive hands-on experience setting up, operating, mixing and breaking down sound reinforcement systems for a diverse set of venues and applications.

#### SC201 • Stage Craft **R/O**

4 Credits

SC201 is an introduction to the live sound and audio/visual industry, focused around basic terminologies used when working in a "stage related" environment, which includes theatres, concerts, corporate productions, and houses of worship.

#### SR201 • Intro to Sound Reinforcement **R/O**

4 Credits

SR201 is an introduction course to the world of live sound. It focuses on the setup and use of sound systems in live performance settings and all components a typical sound system includes.

#### AV201 • A/V Technology Essentials I **R/O**

4 Credits

AV201 gives an in-depth overview of the audio/visual industry, focused on AVIXA's essential A/V online course program's sections "Audio Essentials" and "Video Essentials", preparing the student to successfully complete the AVIXA-Recognized AV Technologist Test in AV210.

#### AV210 • A/V Technology Essentials II **R/O**

4 Credits

Prerequisites: AV201

AV210 completes the preparation for the AVIXA-Recognized AV Technologist Test, covering the sections "Networking Essentials" and "AV Infrastructure Essentials." At the end of the course, students will take the AVIXA-Recognized AV Technologist Test.

#### VP201 • Video Production & Podcasting **R/O**

4 Credits

VP201 provides students with basic knowledge on fundamental video production, including video podcasting. Key components for successful videos taught include picture composition, color basics, editing and basics to video podcasting from setup to live broadcast.

**O=Online (Distance Learning)**

**R=Residential (On Campus)**



Avid Authorized  
Training Partner



### AVID Learning Partner and Pro Tools Certification

DMI is an AVID Learning Partner. During the first two terms, Students in the Audio Technologies program will be prepared to complete the ProTools PT101 and PT110 exams to be a "AVID Certified Pro-Tools User." All Pro Tools Certification exams are administered by DMI without an additional fee. Students who pass the certification exam will be notified and will receive a separate certificate from AVID.





# Facilities and Learning Resources

## Campus Facilities

The non-profit Diverse Media Institute is housed in a highly specialized facility that is uniquely designed for the study of audio and media production.

DMI is housed in a two-story building on University Boulevard and Lexington Avenue and is handicapped accessible.

## Online Facilities

DMI will provide each student a home workstation, consistent of a computer, software, and recording hardware so each student will be able to complete his/her course work via distance learning. Courses are taught via distance learning, and/or residential.. Each student will have distance instruction access using Schoology.

## Campus Equipment

The Campus is within the nearly 35,000 square feet building of the High School of Recording Arts with specialized facilities and supporting equipment, which constitute the DMI Learning Resource System.

There are 3 classrooms and laboratories, all which are interconnected by a digital backbone that runs throughout the building. Specialized resources include fully outfitted recording studios equipped with a wide range of outboard gear and plug-ins. A dedicated soundstage is equipped with professional grade microphones, amps, speakers, gobos, filters and musical equipment.

Apple Computer workstations are equipped with professional computer applications, including Avid Pro Tools, Apple Logic Pro, and many professional plug-ins.

## Learning Resource System/Library (LRS)

The Learning Resource System at the Diverse Media Institute includes all of the materials that support each student's educational experience and enhance DMI's educational programs. The LRS includes the DMI Library in the Project Lab, assigned textbooks, and electronic resources.

The DMI Library includes online, digital, and traditional/bound materials. Library resources are available in many formats including bound books, e-books, audio-visual materials, trade publications, newspapers, and other periodicals.

The Learning Resource System/Library is coordinated by the Director. Direct course materials are available in Schoology.

## Textbooks and Supplies

The Tuition and Fees charged by the Diverse Media Institute are published in this Catalog. The comprehensive charges cover all of the books and supplies that students will need to complete the program. The charges set forth the exact amounts allocated for books and materials for each program offered. A student may opt out of the books and materials program, purchase the required materials on their own, and receive an adjustment to their account. To do so, students must file a letter with the

school director at the time of enrollment, specifically electing to opt out of the Textbooks and Supplies program and accepting the responsibility for obtaining the materials on their own. This election must be for the entire inventory of textbooks and supplies. A student may not opt out for only a part of the program. A complete list of textbooks and supplies provided to students is available from the school director.

## Career Services Office

Upon graduation, students receive the benefits of job search assistance. It is common for employers to contact the school directly with job listings or for assistance filling open positions. The Career Services office is a resource for graduates seeking an entry level position, and for alumni seeking career advancement. Career Services may also provide assistance to current students seeking a part-time job to earn extra spending money while attending school.

DMI cannot guarantee or promise employment to any student or graduate.

## Student Services

Student Services provides students with information regarding their academic progress, make-up classes, tutoring, and transcript requests. Student Services is run by the school director and also helps students navigate DMI, by providing answers to questions or referral to other Institute offices where students can find assistance.



# Student Life

## New Student Orientation

DMI provides an orientation session for all new students prior to the beginning of each new start. Dates are published in the Academic Calendar contained in this Catalog. During Orientation students have an opportunity to meet with members of the faculty and staff, to network with other new students, and to obtain additional information that can help them succeed at DMI. All new students are expected to attend. Those who cannot be present should contact the DMI Staff, which may facilitate an individualized orientation session to be conducted at another time.

## Academic Advising

Student advising can be scheduled with the director or the program chair.

## Housing

DMI does not operate residence halls or offer any type of housing, however, the DMI can assist in finding housing in the Twin Cities area.

## Emergency Notification System

The DMI Emergency Notification System allows the school to contact the community in the event of an emergency by sending alerts via text messages and e-mail. The ENS is a method to effectively communicate emergency information to a large number of people at virtually the same time. It is not utilized to send non-emergency, routine or spam messages.

When an emergency occurs that requires community attention or action, the ENS will be activated and students will be notified. To participate in the system, students are given the opportunity to sign up during New Student Orientation. If an emergency should occur, messages are then transmitted to the contact information provided. It is imperative that students keep their contact information accurate by updating their Emergency Contact Information as necessary. Additional information about the Emergency Notification System, is available from Student Services / School Director.

# Policies & Procedures

## Catalog Addenda

This Catalog is accurate as of the date of publication. Changes in Institute policies and procedures become effective when published and only affect students who enter DMI on or after that date. Periodically, DMI may deem it necessary to make changes that apply to all students without regard to the date of publication. These changes are usually imposed in response to regulatory or governmental action, but never include changes to tuition, fees, and class schedules. In such cases, DMI will publish a Catalog Addendum and post it on its official website. The Addendum shall become effective upon all students once posted. Addenda are subsequently included in the next edition of this Catalog.

## Affirmative Action Policy

The Diverse Media Institute is committed to the Federal Government's mandate for equal opportunity employment. It is the policy of DMI to recruit, employ, retain and promote employees without regard to sex, age, color, or creed. Further, it does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, sex, or sexual preference or orientation in the educational programs and activities it operates, and does not tolerate such behavior by any member of its community. Inquiries concerning this policy of equal opportunity and affirmative action should be referred to DMI's President/School Director who also serves as its Affirmative Action Officer.

## Admissions Policy

The Diverse Media Institute invites qualified men and women to apply for admission. Applicants must be high school graduates or have earned a high school equivalency diploma. Applicants for the Audio Technologies Program must pass the entry proficiency exam. DMI offers "Entry Proficiency Boot Camps" periodically as needed / requested.

## Standards for Admission

All prospective students are required to file a complete Application for Admission, including all supporting documentation. DMI then considers each student's academic record and preparation, including the nature and type of coursework, extra-curricular activities, attendance, final course grades, and any other materials that reflect on student ability. DMI reserves the right to deny admission to any student who it believes is not adequately prepared or who does not demonstrate a readiness to engage in serious academic work. DMI requires an entry proficiency exam as part of the admission requirements.

## Traditional Applicants

Students who seek admission to DMI on the basis of high school graduation should have earned a high school diploma recognized by the State of Minnesota.

## High School Equivalency Diploma Applicants

Students who seek admission on the basis of a high school equivalency diploma should have a composite score of 2300 on the G.E.D. Examination or an equivalent on the Test Assur-

ing Secondary Completion (TASC) or such other examination as may be recognized for such purpose by the Minnesota Office of Higher Education.

### Late Start Policy

The Diverse Media Institute may allow new students to start classes up to one week after the program has started. Any student who is admitted "late" shall be offered remediation. Remediation may be in the form of make-up classes, as described in this Catalog or in the form of individualized instruction with a licensed faculty member. When a student starts late, refund calculations shall be based on the student's actual start date, not the date of the program start.

### Americans with Disabilities Act (ADA)

DMI fully complies with the Americans with Disabilities Act, and routinely provides reasonable accommodations to disabled students with documented conditions. To receive such accommodations, students are required to disclose the nature of their disability to the Director of Student Services in advance, who will arrange for accommodations to be provided thereafter.

### Attendance Policy

Class attendance is mandatory at DMI. Students are expected to attend all classes. To graduate, a student must have attendance of at least 70% of the scheduled classes in any program. A grade of Incomplete ("I") may be issued in each course unit in which the student fails to attend a minimum of 70% of the scheduled hours, provided that the student has attended at least 60% of the scheduled hours and is doing passing work academically. Students who have not attended at least 60% may receive a grade of F for each class where the attendance requirement was not met, and may be required to repeat the class or make up missed classes, as DMI shall decide for an additional charge. See, Tuition and Fees section. In such cases specific actions shall be determined by DMI in consideration of the student's academic record. A student shall have one marking period from the start of the next academic quarter to make-up the needed attendance to convert grades of "I" to a passing grade. Should a student fail to make up the attendance, the "I" shall automatically convert to a grade of "F" thereafter.

### Late (Tardy) Policy

Late arrival to class is disruptive to the educational process. Students who arrive late or leave class prior to the end of a class session shall be considered one-fourth absent. Any combination of four latenesses or early departures shall count as a full absence. Students arriving more than 15 minutes late to any class are required to present a late pass when entering a class. A student may receive a late pass from Student Services for good cause shown. A late pass does not excuse the tardiness, and students are responsible for any and all work missed as a result of being late or leaving early.

### Leave of Absence

A Leave of Absence is a school approved temporary interruption of a student's program of study. To receive a LOA, a student must submit a Request for a Leave of Absence in writing, including the reason for the request. The request must be dated, signed and submitted to the Student Services Office while the student is still in attendance, unless they are unable to do so because unforeseen circumstances prevent a timely written request. In such instances, the written request may be submitted later, but as soon as is practical.

A LOA must be approved by the Director. Leaves are granted for

one term. In order to be approved, there must be a reasonable expectation that the student will return at the end of the LOA. No additional tuition charges will be assessed because of a LOA. If a student does not return from an approved LOA, the student will be withdrawn as of the last date of attendance, and not as of the date the LOA was scheduled to end.

### Make-up Policy

The Diverse Media Institute is a credit-hour school and students are expected to attend all classes. There are no excused absences at DMI, only absent with excuse. To graduate, a student must have been present for at least 70% of their scheduled classes.

To attend another class section of the same course as a make-up, students must request permission to do so from DMI faculty. In no case will a student be permitted to enter a make-up class late.

Students should be aware that the need to make up attendance, including retaking an entire course or series of courses, may cause the student's program completion date to be revised. In addition, a fee of \$20 per class hour over and above the regular tuition charge may be imposed. Students who need to retake an entire course or series of courses due to a class failure are not guaranteed that the replacement course will be available during their assigned day section. The scheduling of repeated classes is subject to space in available classes.

Any student whose combined absences make it mathematically impossible to make-up missed classes while devoting themselves to full-attendance in the next term may be denied the opportunity to progress into the next quarter of classes until the incompletes and make-ups are resolved. DMI reserves the right to exercise its discretion in these cases as it shall determine in its sole judgment.

### Transfer Credit Policy

The Diverse Media Institute does not grant credit for previous education and training completed at other post-secondary institutions. Except as may be necessary to reasonably accommodate documented disabilities pursuant to the American's with Disabilities Act, students are required to complete the program of study as set forth in this Catalog in order to earn a diploma.

### Course Scheduling

The program is offered in three terms of 13 weeks each, not including scheduled breaks, holidays, and emergency closings. Students attend classes for approximately 24 hours each week. Students who enroll are assigned classes generally Monday - Saturday between 8:00 a.m. and 9:00 p.m.

If the total DMI enrollment is less than 10 students, classes may be scheduled on an individual, sometimes one-on-one basis throughout the day between 9:00a.m. and 9:00p.m. on a mutually agreed basis.

### Class Size

The maximum class size is 20 students in any lecture or lab.

### Emergency Closing

In the event of a weather emergency or other disaster, DMI follows the decisions of the St. Paul public schools regarding closing. Please note that DMI does not delay the start of classes when the MN Public Schools operate on a delayed schedule. In addition, DMI does not follow the public school holiday sched-

ule and is often open when the public schools are closed.

## Drug Prevention Program

All students are advised that the unlawful manufacture, distribution, possession or use of a controlled substance is strictly prohibited at DMI. Conviction for violation of such prohibition will result in dismissal from DMI. In accordance with the regulations of the Drug-Free Workplace Act of 1988, the Diverse Media Institute has established a Drug Prevention Program. Student Services offers resources describing the dangers of drug abuse are available to all students, as well as referral to appropriate agencies for drug counseling and/or rehabilitation.

## Student Conduct

All students are required to review the DMI Student Handbook, adhere to the conduct rules, and sign the Student Handbook Acknowledgement Form.

## Standards of Satisfactory Academic Progress (SAP)

### A. Maximum Allowable Time

A student must demonstrate that he or she is progressing through the program at an acceptable rate. It is mandatory that the student complete the program within one and one-half the normal time to complete or 150%.

### B. Grade Point Average

Students must maintain a minimum acceptable grade point average while attending DMI. Grades are monitored at three separate checkpoints. At the point where 50% of the program has been offered a student must have at least a 1.5 GPA and to graduate a student must have at least a 2.0 GPA.

## Probation Policy

Should a student fall below the required academic benchmarks, he or she will be placed on probation. A student shall receive a written statement of what is lacking in the student's progress and what must be done in order to regain good academic standing at DMI. A student should be making satisfactory academic progress while on probation. The terms of the probationary period shall be set forth in writing by the Student Services Department. A student must maintain at least 70% attendance during any probationary period. Should a student fail to meet those terms at the end of the probationary period, he or she shall be dismissed for failure to maintain satisfactory academic progress.

## Right of Appeal

Should a student be dismissed for failure to maintain satisfactory academic progress, the student shall have a right to appeal that decision in writing directly to Student Services / School Director. A student must submit this appeal within two weeks of notification of dismissal, including in it the steps the student has taken to correct the condition that led to the dismissal and ensure that he or she will be able to meet the school's requirements. The decision of the Director on the appeal shall be final.

## Academic Freedom and Academic Dishonesty

The DMI is fully committed to the values of academic freedom in furtherance of its Institutional Mission and Goals. At DMI academic freedom is defined as the freedom for all to discuss all relevant matters in the classroom related to the curriculum, to explore all avenues of scholarship, research, and creative expression, and to speak and write as public citizen without fear of insti-

tutional reprisal. Academic responsibility implies the faithful performance of academic duties, the recognition of the demands of the teaching profession and scholarly enterprise, and the candor that makes it clear that the individual is not speaking for DMI in matters of public interest, particularly in areas of politics and commercial endorsements.

In encouraging its students to grow intellectually and to become responsible citizens, DMI does not tolerate academic dishonesty. Academic dishonesty subverts DMI's educational mission and undermines public confidence in the credentials it awards. Penalties for a first violation include the awarding of a failing grade for a project, examination or course. Subsequent violations may result in suspension, dismissal or expulsion from DMI. Examples of academic dishonesty include, but are not limited to, plagiarism, cheating on an examination, submission of the same paper or project for two or more courses without the express written permission of DMI, and the giving or receiving of an unfair advantage in any assessment.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Tuition And Fees

Charges for tuition and fees are due prior to the start of each term.

## Tuition Payment Plan

DMI seeks to keep the cost of an DMI education affordable. No student should fail to enroll because of financial considerations without first meeting with the business office, who can help each family structure an affordable payment schedule. DMI may defer payment of any portion of tuition and fees which is covered by an award of financial aid upon request. For balances not covered by financial aid, DMI may provide a monthly payment plan, to help students and their families to budget for school expenses.

Tuition for a quarter is based on the number of credits for which the student is enrolled at the end of the drop period. Tuition and fees are subject to change.

Cost to Attend	Audio Technologies (AT)
Enrollment Fee	\$100
Books and Materials	\$900
Tuition per credit	\$225
Total (60 Credits)	\$14,500

## Special Fees

Audit a Course, per class hour	\$20	Returned Check Fee	\$30
Late Payment	\$25	Additional Transcript	\$5
ID Card Replacement	\$20	Makeup Class, per hour	\$20

A. If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

B. This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program, or first lesson for an online distance education program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on how much of the program you have completed.

C. If you withdraw from your program after 67.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

D. You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand delivered to the school. Notice to withdraw may also be given by e-mail or verbally, including a voice mail, to the school director or mailed to:

Diverse Media Institute  
Attn.: Business Office  
1166 University Avenue West  
St. Paul, MN 55104

E. If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

Note: You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

F. Refunds shall be made within 45 days of the withdrawal date of determination.

G. Refund amounts are based on days in the term following MN Statute 136A.627, sub 4.

*Note: The Diverse Media Institute does not participate in the Federal Student Aid Program*



## Scholarships / Institutional Grants

### HSRA Graduate Scholarship

Award: \$2,500 - Eligibility: Student must be a graduate from the High School of Recording Arts in St. Paul, Minnesota.

### CIG Completion Incentive Grant

Award: \$100 - Eligibility: Student must have completed all required credits for graduation for the program enrolled in.

## Student Complaint Procedures

### A. School Complaint Policy

All students are encouraged to engage in informal dialogue with members of the DMI faculty and staff. Student concerns and feedback are welcome and actively solicited. DMI seeks to make the student experience as rewarding as possible. Should a student become dissatisfied with the information resolution of any issue, he or she may submit a written complaint to DMI President/School Director. All such written complaints will receive a timely response.

### B. Minnesota Office of Higher Education Complaint Procedure

All prospective and enrolled students may also address concerns to:

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

Saint Paul, MN 55108-5227

Phone: 651-642-0533

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of Minnesota and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the Minnesota Office of Higher Education.

### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure to discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the Minnesota Office of Higher Education. If you do file a complaint with the Minnesota Office of Higher Education, please advise the Minnesota Office of Higher Education of any action that you have taken to attempt to resolve your complaint.

### What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Minnesota Office of Higher Education at the address provided above.

### What should students know about "student loans"?

DMI does not participate in the Federal Student Aid Program. All funding has to be secured by the student to pay for the tuition.



## Grading System

GRADE	QUALITY OF ACHIEVEMENT	GRADE RANGE	GRADE POINTS
A	Excellent	90-100	4.0
B+		87-89	3.3
B	Good	83-86	3.0
B -		80-82	2.7
C+		77-79	2.3
C	Average	73-76	2.0
C -		70-72	1.7
D+		65-69	1.3
D	Passing	60-64	1.0
F	Failure	0-59	0.0
I	Incomplete	-	-
W	Official Withdrawal	-	-
*	Repeated Course	-	-

### Repeating Courses

Courses may be repeated once without permission where a grade of F, WU, D+, or D has been earned. In such cases the higher grade will be computed in the GPA and the lower grade will remain on the official transcript without credit or being computed in the cumulative GPA. Where a course has been repeated, prior attempts will be noted with an asterisk (\*) indicated next to the grade.

### Grade Point Averages

Grade Point Averages (GPA) are computed by multiplying the point value of each grade by the number of hours assigned to the course. The sum of these totals from all courses is then divided by the total number of hours attempted. This calculation will yield the GPA for each term and the cumulative GPA for the entire academic program.

### Incomplete Grades (I)

"I" is the grade recorded for a course in which a student has failed to complete certain work, attendance requirements, or has been absent from the final examination because of circumstances beyond his or her control.



## Rights of Publicity – Release

By enrolling at the Diverse Media Institute, students expressly grant permission for DMI to use their pictures and other representations of their name and likeness in any all materials and publications, including promotional materials, without fee in perpetuity, in any media now known or hereafter developed.

## Copyright Ownership of Student Work

Students are able to copyright their own projects and Diverse Media Institute does not own copyrights to any materials a student created unless agreed upon otherwise (i.e. a school-initiated or other collaborative projects). However, students do grant Diverse Media Institute perpetual license to any project work created being a student at Diverse Media Institute. This perpetual license does not require that students give up ownership to their creative work, but that they allow Diverse Media Institute the right to use students' work for educational purposes (such as classroom and academic materials), as well as any marketing or promotional material for the school.

## Graduation

The following criteria must be met in order for a student to become a graduate and receive a Diploma:

- Attendance of at least 70% of the scheduled class hours
- Passing of each course of the program
- Achievement of a cumulative GPA of at least 2.0
- Fulfillment of all financial obligations to DMI

Graduates shall receive an official copy of their transcript along with a diploma. Additional transcripts may be requested for a fee of \$5 each. Diplomas are prepared for pick-up at DMI. Diplomas may be mailed via certified mail, upon request for an additional fee of \$10.

## Graduation with Honors

A student who has completed all of the requirements for graduation from a program will be graduated with honors if the following cumulative grade point average has been achieved:

- Summa Cum Laude 3.90 - 4.00
- Magna Cum Laude 3.76 - 3.89
- Cum Laude 3.50 - 3.75

## Academic Support Services

DMI provides a variety of academic support services to help students achieve their learning goals. Whether a student is intellectually curious and seeks to go beyond the materials being covered in a specific course, is working to catch up after being briefly absent, or needs extra attention to clarify a concept or topic, DMI has the support services to help.

Through Student Services, DMI students can receive several different types of academic support services. These include:

- Open Lectures/Labs
- Organized Study Groups
- Faculty Academic Advising/Tutoring
- Classroom Instructor Contact
- Faculty Individualized Instruction
- Peer/Graduate Assistant Tutoring
- Make-Up Classes
- Auditing Classes

After reading this section, if you still have questions about how to access support services at DMI or if your situation is unique and not addressed stop by Student Services and let them design a personalized plan to help you get on track.

## Open Lectures/Labs

An Open Lecture/Lab is a designated day and time when a specific lecture and/or lab course will be taught by a licensed member of the DMI faculty. Open Lectures/Labs constitute additional class time beyond the regularly scheduled sessions. Open Lectures/Labs are the equivalent of a course session. Thus, students may attend an Open Lecture/Lab for the purpose of making up missed time in a specific class or for the purpose of gaining additional learning time on a topic. Open Lectures/Labs are helpful for students seeking to gain advanced insight into a subject area, or to clarify concepts, procedures, or other subject area competencies.

Open Lectures/Labs are limited to 20 students. Sign-up is on a "first-come, first served" basis. Students attending an Open Lecture/Lab for "make-up" purposes are required to attend for the entire session in order to receive credit for the make-up.

Open Lectures/Labs are generally scheduled one week in advance, are held in the evening and/or on weekends. A list of scheduled Open Labs is maintained in Student Services.

## Organized Study Groups

DMI students pursue their regularly scheduled classes by section and thus, every student is part of a small learning community. Sometimes students can benefit from studying with a different group of students from other class sections.

In order to facilitate the exchange of ideas among students, Student Services organizes study groups consisting of five to ten DMI students who are at the same level of study. Study groups are approved to meet on campus, and can schedule meeting rooms in the evening, on weekends, and whenever space permits. Study groups may periodically request a peer/graduate assistant tutor to lead a study session, and in some cases a tutor may organize a regular study group based on the needs of the student body.

While students are always welcome to form their own study groups, Student Services can help by maintaining lists of existing study groups that are open to new members, and by helping students seeking to form new study groups to connect with each other.

Looking to expand your circle of DMI learning partners? Contact DMI Staff and expand your network of future audio engineers today.

## Faculty Academic Advising/Tutoring

The best way to have your questions answered about a subject is to ask your teacher. Of course questions are always invited during class time. However, if you have questions that are unanswered or which come up later after class is over, members of the full-time faculty are available to help.

All students are assigned to a full-time faculty member, who serves as their academic advisor and professional mentor. Each member of the full-time faculty maintains office hours on campus in the faculty office located on the fourth floor. Each faculty member's schedule of office hours is posted prior to the start of each academic term.

Do you have questions or need help with a course or subject? Make an appointment to see your faculty academic advisor. If you don't know who your academic advisor is or if you would like to change your advisor, contact Student Services for assistance.

## Classroom Instructor Contact

All members of the instructional staff are available outside of class to answer questions related to the course. While full-time faculty members maintain scheduled office hours as described above, adjunct (part-time) faculty members may make themselves available at other times - usually immediately before or after class.

All members of the instructional staff provide students with their contact information. Save your instructor's contact information and use it to contact them as needed. Most instructors will be happy to schedule a meeting with you in the faculty office at mutually convenient times. They may also be able to answer your questions via e-mail. Even if an instructor is unable to adequately address your needs outside of class, they can help you to identify and locate additional tutoring services and learning resources at DMI so that you can be successful.

Have you misplaced your instructors' contact information, or are you having difficulty connecting with them? Student Services can help. Don't be shy - stop by for assistance.

## Graduate Assistant Tutoring

Graduate Assistant Tutors are DMI alumni who have demonstrated mastery in specific course subjects. Graduate Assistant Tutors are recommended by the faculty and paid by DMI. Graduate Assistant Tutors are not licensed faculty members and thus, tutoring sessions may never be used as make-up sessions for any missed classes. Students needing tutoring services may be assigned to a Graduate Assistant Tutor.

Graduate Assistant Tutoring is designed to provide students who are having difficulty with a topic or course subject to be mentored one-on-one by a graduate who displays subject matter expertise. Students experiencing difficulty with a course subject may be recommended for Graduate Assistant Tutoring by a member of the instructional staff, or students may request a Graduate Assistant Tutor on their own. All requests should be directed to Student Services.

After a recommendation or request for Graduate Assistant Tutoring is received, Student Services schedules a meeting with the student to determine the nature and extent of tutoring services required. Once approved, students are scheduled for tutoring with a specific tutor for a specific number of hour(s) each week. The time and day(s) of such tutoring is scheduled at the mutual convenience of both student and tutor. All Tutoring services are only provided on campus.

Students who miss tutoring appointments without being excused may have their ability to continue in the tutoring program limited.



# FACULTY & STAFF

(as of August 2022)

Moore, Gabriel

Faculty

McNally Smith College of Music, St. Paul, MN

MAJOR: Bachelor of Music in Composition

Gabe Moore has over 10 years experience as an educator, starting out as a tutor in 2007 and later as an instructor. Since 2013 he has worked on professional audio projects as composer, audio engineer and arranger.

Herold, Scott

Faculty

Peru State, Peru, NK

MAJOR: Theater Arts and History

Augsburg College, Minneapolis, MN

MAJOR: Theater Arts and History

Scott Herold is the CEO and Founder of Music nonprofit and Record label Rock the Cause. He is also the CEO and Founder of Hysteria Media, LLC a music management and social marketing company. Scott spent over 20 years in the consumer goods industry leading world class sales, merchandising and marketing teams supporting some of the world's biggest brands. In 2012 Scott departed from the corporate world to focus full time on Rock the Cause Records. In 4 years Rock the Cause Records has worked with artists like Zach Sobiech, Matt Hires, Dan Wilson, My Morning Jacket, Lissie, Haley Bonar and more! Rock the Cause Records has sold over 390,000 charitable music singles, 50,000 records and their music releases have been streamed 16.5 Million times. All of this adding up to nearly \$500,000 in support for children's health, music and education based causes. Scott brings with him a vast knowledge of day to day business operations across multiple product categories. His best suit is his love for community. Scott delivers inspiring insights into how business, culture and community work together to make the world a better place to love.

Kreuzer, Norbert, M.B.A.

Faculty

Minnesota School of Business, Minneapolis, MN

Norbert Kreuzer started as a successful recording engineer and producer in Europe in 1990, earning him two Platinum Record Awards in Germany. He ventured into higher education in 2003 and has worked for Full Sail University in Florida. Since then he has lead two creative career colleges as their Director - President/CEO: IPR - College of Creative Arts in Minneapolis, and the oldest recording school in the world, the Institute of Audio Research in New York City.

Winden, Phil

Program Chair / Faculty

Controlled Data Technical College, St. Paul, MN

More than 25 years of professional audio production experience in the entertainment industry working with artist and musicians, companies and students around audio production and live music.

## BOARD OF DIRECTORS

Darryl Young, Chair

JR Hunte, Post Secondary Focus

Sue Ferkingstad, Post Secondary Focus

## ADMINISTRATION

Norbert Kreuzer, M.B.A.

Director

Winden, Phil

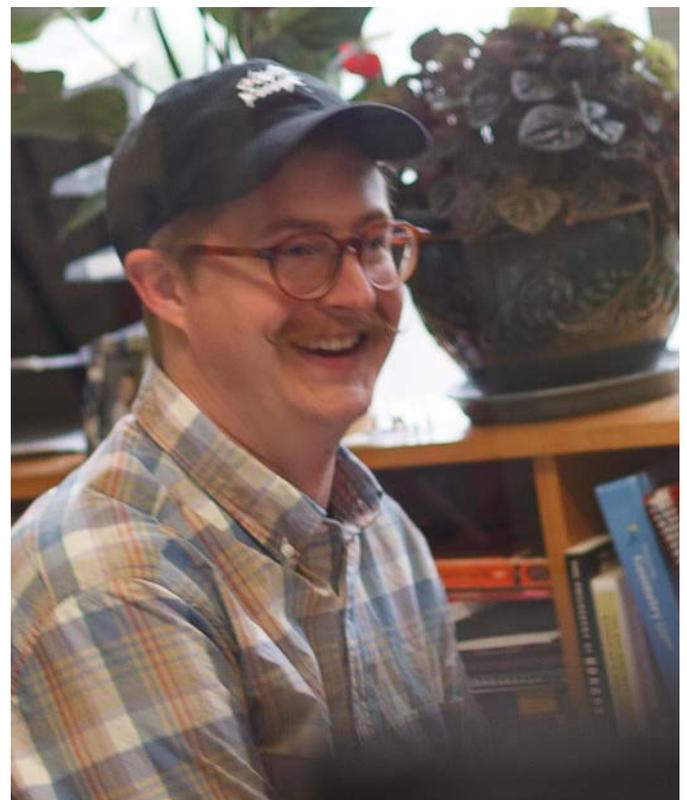
Program Chair

Herold, Scott

Director of Career Services

Moore, Gabriel

Director of Certifications



# ACADEMIC

## Spring Term 2022

March 14	Monday	Classes Begin for all Students
April 4 - April 8	Spring Break - No Classes in Session	
May 30	Monday	Memorial Day Observed - School Closed
June 10	Friday	Last Day of Classes for all Students
Jun 11 - Aug 20	Summer Break - No Classes in Session	
July 4	Monday	Independence Day Observed - School Closed

## Fall Term 2022

August 26	Friday	New Student Orientation
August 29	Monday	Classes Begin for all Students
September 5	Monday	Labor Day Observed - School Closed
October 10	Monday	Columbus Day Observed - School Closed
November 11	Friday	Veterans Day Observed - School Closed
November 18	Friday	Last Day of Classes for all Students
Nov 21 - Nov 25	Thanksgiving Break - No Classes in Session	

## Winter Term 2022/2023

November 28	Monday	Classes Begin for all Students
December 26	Monday	Christmas Day Observed - School Closed
Dec 18 - Jan 2	Winter Break - No Classes in Session	
January 2	Monday	New Year's Day Observed - School Closed
March 10	Friday	Last Day of Classes for all Students

# CALENDAR

## Spring Term 2023

March 13	Monday	Classes Begin for all Students
March 27 - April 7	Spring Break - No Classes in Session	
May 29	Monday	Memorial Day Observed - School Closed
June 9	Friday	Last Day of Classes for all Students
Jun 12 - Aug 25	Summer Break - No Classes in Session	
July 4	Tuesday	Independence Day Observed - School Closed

## Fall Term 2023

August 25	Friday	New Student Orientation
August 28	Monday	Classes Begin for all Students
September 4	Monday	Labor Day Observed - School Closed
October 9	Monday	Columbus Day Observed - School Closed
November 10	Friday	Veterans Day Observed - School Closed
November 17	Friday	Last Day of Classes for all Students
Nov 21 - Nov 25	Thanksgiving Break - No Classes in Session	

## Winter Term 2023/2024

November 27	Monday	Classes Begin for all Students
December 25	Monday	Christmas Day Observed - School Closed

*Academic Calendar 2022 - 2023*

*Calendar subject to change without notice. Classes canceled due to unscheduled school closings, including weather and other emergencies, may be rescheduled at the discretion of DMI on days listed as "School Closed," including Saturdays or Sundays as may be necessary to meet the minimum amount of instruction time required by the Minnesota Office of Higher Education.*



Diverse Media Institute  
1166 University Avenue West, St. Paul, MN 55104  
612.351.2359

[diversemediainstitute.org](http://diversemediainstitute.org)