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SCHOOL CATALOG

GENERAL INFORMATION GUIDE

MIAMI-DORAL CAMPUS

7955 NW 12 STREET SUITE 119
DORAL, FL 33126
(305) 728-1120



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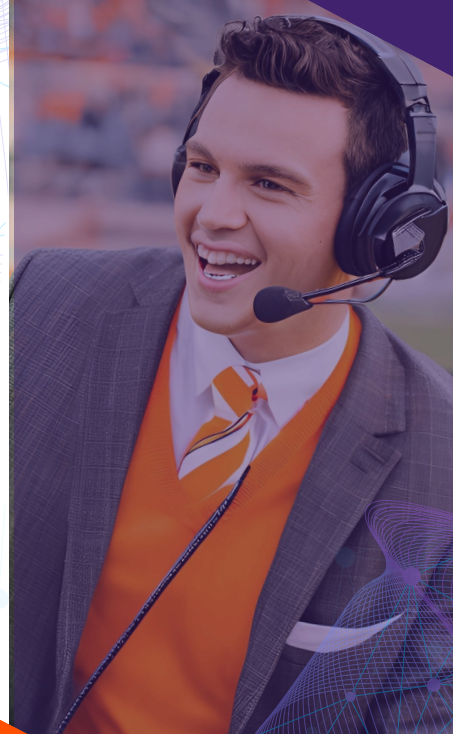


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This academic catalog is a source of valuable information regarding the responsibilities, obligations, and privileges of attending Miami Media School.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the School reserves the right to make change at any time without notice. This publication is for information only and does not constitute an offer of a contract, either stated or implied.

Students are responsible for being familiar with the provisions of the catalog and all requirements established by the School.

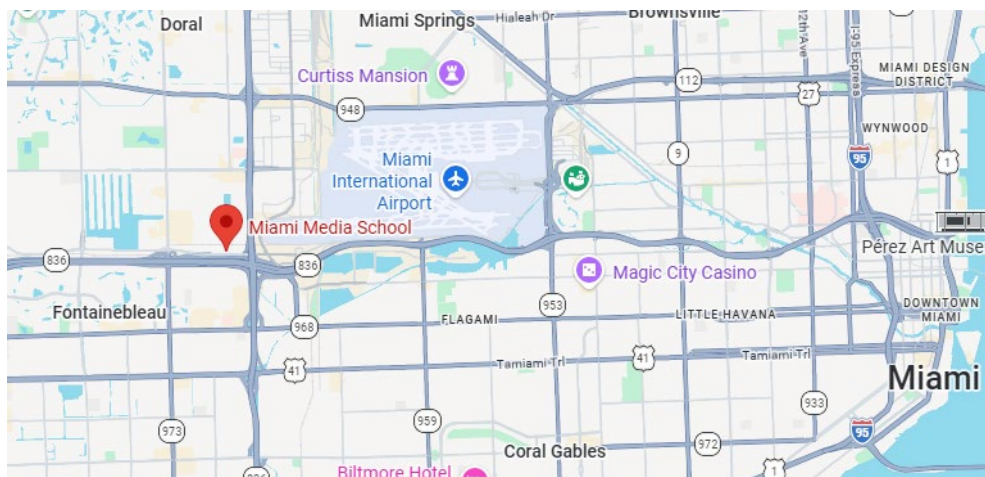
About the School

Ohio Media School opened in 1986 to respond to the needs of area radio and television stations for entry-level positions in their industry. In November 2012, the School opened a branch campus, Miami Media School, which in 2015 became the main location with the Cincinnati location as its branch campus.

The Miami Media School Campus is equipped with administrative offices, classrooms, and radio and TV studios. The School is accessible to students via highways and state interchanges and offers handicapped access and free parking.

Locations

Miami Media School is located on NW 12th street, near the Florida 826/836 interchange. The school is located near Miami International Airport. Coming from the airport on NW 12th Street, the campus is located on the right side of the road in the Primerica building.



Miami Media School (Main Campus)
7955 NW 12th Street, Suite 119
Miami, Florida 33126
(305) 728-1120

Ohio Media School – Norwood Campus (Branch)
4411 Montgomery Road
Norwood, Ohio 45212
(513) 271-6060

Mission Statement

Our mission is to provide hands-on training in industry-relevant technical environments. The instructional staff consists of seasoned professionals with years of industry experience. Upon graduation, students are prepared for entry-level positions in the industries for which they trained.

Educational Objectives

1. The School prepares students with the technical knowledge, practical skills, and professional competencies necessary for entry-level employment in their chosen field of study.
2. We provide hands-on learning experiences that enable students to apply classroom knowledge in industry-relevant environments using equipment, technologies, and processes reflective of current workplace practices.
3. We help develop students' critical thinking, problem-solving, communication, and collaboration skills necessary for success in technical and professional settings.
4. Our faculty foster professionalism, ethical conduct, personal accountability, and workplace readiness consistent with employer expectations and industry standards.
5. Our staff encourages lifelong learning and adaptability so graduates are prepared to respond to evolving technologies, industry trends, and workforce demands.
6. We update our curriculum, instructional methods, and learning resources, as guided by industry professionals, employer feedback, and Program Advisory Committee recommendations.
7. We support student achievement through instruction, practical training opportunities, and continuous assessment of educational effectiveness.
8. Our graduates possess the knowledge, skills, and confidence to contribute positively to their employers, industries, and communities.

Approvals and Affiliations

Miami Media School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Additional information regarding this institution may be obtained by contacting the ACCSC at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703) 247-4212.

Miami Media School is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The School is approved for the training of Veterans.

The School is approved by and/or affiliated with these organizations:

Student and Exchange Visitor Program (SEVP): This school is authorized under Federal law to enroll nonimmigrant alien students.

Memberships

Society of Broadcast Engineers

Broadcast Education Association (BEA)

Florida Association of Postsecondary Schools and Colleges (FAPSC)

South Florida Hispanic Chamber of Commerce

Doral Chamber of Commerce

Facility/Equipment

The Miami Media School's facilities are located within the city of Doral in Miami-Dade County. Miami Media School has two fully equipped TV Studios and Master Control Rooms, in addition to fourteen (14) video editing stations. The School also has eight (8) fully equipped Audio Studios and three (3) internet Radio Stations. There are three (3) classrooms. The School has offices for the director, admissions, education, placement, and financial aid. The restrooms are near the classrooms.

Staff and Faculty

Administrative Staff

Name	Title	Email Address
Janet Garcia	Corporate Campus Director	jgarcia@beonair.com
Carmen Quintero	Career Services Representative	cquintero@beonair.com
Leslie Quintana	Financial Services Counselor	lquintana@beonair.com
Dania Sixto	Admissions Representative	dsixto@beonair.com
Paola Castro Lebron	Admissions Representative	pcastro@beonair.com

Faculty

Instructor Name	Programs Taught	Years of Industry Experience
Arturo Cabrera	Radio & Television Broadcasting, Hispanic Media Broadcasting, Audio Production, On-line courses	35
Michelle Fernandez	Radio & Television Broadcasting, Hispanic Media Broadcasting, Sociology & Diversity	14; BA Sociology, University of Florida, Gainesville, FL

Edgar Garcia	Radio & Television Broadcasting, Hispanic Media Broadcasting	31
Tom Monasterios	Radio & Television Broadcasting, Hispanic Media Broadcasting	15
Felix Morantes	Radio & Television Broadcasting, Hispanic Media Broadcasting	29
Cristina Noriega	College Math	MS Mathematics Education, Florida State University, Tallahassee, FL
Ransey Padilla	Radio & Television Broadcasting, Hispanic Media Broadcasting, Film and Video Production	6
Daniel Perez	Radio & Television Broadcasting, Hispanic Media Broadcasting, Digital Media Production	14
Eugenio Vladimir Quintero	Radio & Television Broadcasting, Hispanic Media Broadcasting	23
Jose Rivera	Radio & Television Broadcasting, Hispanic Media Broadcasting, Sports Broadcasting	36
Andres Rodriguez	Radio & Television Broadcasting, Hispanic Media Broadcasting, Digital Media Production	31
Laura Rodriguez	Radio & Television Broadcasting, Hispanic Media Broadcasting	32
Fabiola Romero	Radio & Television Broadcasting, Hispanic Media Broadcasting	21
Carlos Sande	Radio & Television Broadcasting, Hispanic Media Broadcasting, Film and Video Production	22
Eduardo Stambury	Radio & Television Broadcasting, Hispanic Media Broadcasting, Audio Production	32
Johanna Torres	Radio & Television Broadcasting, Hispanic Media Broadcasting, Digital Media Production	16
Maria Vazquez	Story Writing and The Art of Language Research Writing	MA English, Georgetown University, Washington, DC

Rafael Velasquez	Radio & Television Broadcasting, Hispanic Media Broadcasting, Digital Media Production	14
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Academic Calendar

The school observes the following holidays - when classes are not in session.

1. New Year's Eve, December 31
2. New Year's Day, January 1
3. Memorial Day, last Monday in May
4. Independence Day, July 4
5. Labor Day, first Monday in September
6. Thanksgiving Thursday and Friday, in November
7. Christmas Eve and Christmas Day, December 24 and 25

Below is the official School Calendar by cohort start dates:

Non-Degree Students

	Start	End	SAP/MTF
Term			
1	6/30/2026	10/16/2026	SAP
2	10/20/2026	2/5/2027	5/28/2027
1	7/28/2026	11/13/2026	SAP
2	11/17/2026	3/5/2027	6/25/2027
1	8/25/2026	12/11/2026	SAP
2	12/15/2026	4/2/2027	7/23/2027
1	9/22/2026	1/8/2027	SAP
2	1/12/2027	4/30/2027	8/20/2027
1	10/20/2026	2/5/2027	SAP
2	2/9/2027	5/28/2027	9/17/2027
1	11/17/2026	3/5/2027	SAP
2	3/9/2027	6/25/2027	10/15/2027
1	12/15/2026	4/2/2027	SAP
2	4/6/2027	7/23/2027	11/12/2027

Associate Degree Students

		Start	End		
Term					
1	7/28/2026	11/13/2026			
2	11/17/2026	3/5/2027			
3	3/9/2027	6/25/2027			
4	6/29/2027	10/15/2027			
5	10/19/2027	2/4/2028			
1	8/25/2026	12/11/2026			
2	12/15/2026	4/2/2027			
3	4/6/2027	7/23/2027			
4	7/27/2027	11/12/2027			
5	11/16/2027	3/3/2028			
1	9/22/2026	1/8/2027	1	11/17/2026	3/5/2027
2	1/12/2027	4/30/2027	2	3/9/2027	6/25/2027
3	5/4/2027	8/20/2027	3	6/29/2027	10/15/2027
4	8/24/2027	12/10/2027	4	10/19/2027	2/4/2028
5	12/14/2027	3/31/2028	5	2/8/2028	5/26/2028
1	6/30/2026	10/16/2026	1	12/15/2026	4/2/2027
2	10/20/2026	2/5/2027	2	4/6/2027	7/23/2027
3	2/9/2027	5/28/2027	3	7/27/2027	11/12/2027
4	6/1/2027	9/17/2027	4	11/16/2027	3/3/2028
5	9/21/2027	1/7/2028	5	3/7/2028	6/23/2028

Admissions Policies

The School reserves the right to use all information gathered, printed, or otherwise obtained during the admissions process to determine an applicant's suitability for enrollment. If behaviors or past patterns of behavior discovered during the admissions process are immoral, unlawful, or unbecoming of a student at the School, the School may deny the applicant's acceptance into a program or cancel a student's enrollment.

Admissions Process

Each applicant for admission is assigned to an admissions representative. The admissions representative will direct the applicant through the steps of the admissions process, including an informational tour and meeting with financial aid.

The student must have met all admissions requirements, completed all paperwork and been formally accepted into the institution by the start date of the program. Non-enrolled students observing classes do not earn attendance, grades, or academic credits.

Students who are registered for classes must have all enrollment provisions resolved by the end of the second week of classes to be considered for acceptance.

Admissions Requirements

To be admitted to any program, any applicant to the School must be a high school graduate or have the equivalent of a high school diploma/GED.

The following are approved forms of proof of graduation*:

- High school diploma
- High school transcript
- GED diploma or transcript
- DD-214 for Veterans (must include high school equivalency notation)
- Copy of a transcript from an accredited post-secondary institution, indicating an earned high school diploma

*In the rare instance a student cannot provide the required documentation above due to issues beyond their control (i.e. loss of records due to fire or flood, inability to obtain records, home school students, etc.), the School will use the Combined English Language Skills Assessment (CELSA) Test and require a score of 34/75 or a level 9 score in the Test of Adult Basic Education (TABE) exam in lieu of proof of graduation, along with a signed attestation form or correspondence from the school district confirming graduation.

Applicants must also complete an Online Readiness Assessment to determine suitability for hybrid and online coursework.

Online Readiness Assessment

All applicants to the School must take an Online Readiness Assessment (ORA) and earn a minimum of 80%. This assessment reviews the applicant's basic understanding of computers and online prowess to determine suitability for hybrid and online coursework.

Transfer Credit to Other Institutions

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. Students considering continuing their education at or transferring to other institutions must not assume that credits earned at this school will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

Transfer Credit from Other Institutions

The School does not typically accept credit for previous education and/or experience. However, students who wish to have credits reviewed from another institution for transfer credit must submit transcripts from all accredited, postsecondary schools

attended prior to starting coursework. The School may accept transfer credits at the discretion of the Campus Director, Director of Education, or designated school official.

The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether said competencies align with the coursework at the School. In addition to transcripts from another institution, the School may review the institution's catalog and course descriptions to determine alignment. Transfer credit will be documented in the student's academic file, along with on what basis transfer credit was accepted.

The School has no established articulation agreements, though credits from another school within the network will be accepted for similar courses at this location.

If transfer credit is awarded, at least 25% of the total program credits must be earned at the School. Transfer credit is calculated in Satisfactory Academic Progress as credits attempted and earned for pace calculations, but the grade is not calculated in the cumulative grade point average calculation.

Credit for Prior Learning Experience

Credit for prior learning experience acquired outside of formal instructional or educational settings will be evaluated, and, if approved, course credits may be awarded towards completion of the program. Students who wish to have prior experience evaluated must schedule a meeting with the Campus Director, Director of Education, and/or other designated school official to review portfolios and/or work products to be evaluated. The student must request this review and meeting prior to starting coursework at the School.

If transfer credit is awarded, at least 25% of the total program credits must be earned at the School. Transfer credit is calculated in Satisfactory Academic Progress as credits attempted and earned for pace calculations, but the grade is not calculated in the cumulative grade point average calculation.

Tuition and Financial Aid Policies

The following are the tuition and fees by program:

Tuition (as of June 30, 2026):

Program	1st Term Tuition	2nd Term Tuition	Total Tuition
Audio Production	\$9,435	\$9,435	\$18,870
Digital Media Production	\$9,435	\$9,435	\$18,870
Film and Video Production	\$9,435	\$9,435	\$18,870
Hispanic Media Broadcasting	\$9,435	\$9,435	\$18,870
Radio and Television Broadcasting	\$9,435	\$9,435	\$18,870
Sports Broadcasting	\$9,435	\$9,435	\$18,870
Radio and TV Broadcasting AAS			\$29,870

Upon acceptance, the student will not be subject to any tuition increases that may occur from the time of this enrollment to completion of the program. However, a termination

and re-enrollment in program will subject a student to any tuition increases that may have occurred since initial enrollment.

A late fee of 5% may be charged for payments that are 10 days past due. In addition to the direct costs of the program, students will be responsible for purchasing their own supplies, such as pens, paper, and other materials. Students should supply their own headphones as well, which may bring out-of-pocket expenses to between \$50-150. All course materials needed for the program are provided by the School and are included within the tuition costs.

Fees for All Programs

\$125 Registration

Transcript Fee

Students receive a copy of their transcripts upon graduation. Requests for transcripts must be made by completing a Transcript Request Form. No fee.

Institutional Scholarships/Institutional Grants

The School offers a College Completion grant to any student who has completed a bachelor's or master's degree. Students are awarded \$3,000 for the entirety of the program, \$1,500 at the end of each semester, if the student has met Satisfactory Academic Progress for the term. Student must submit either a college transcript or a copy of their diploma as proof of degree.

The School also offers a Need Based Grant, when funds are available, to students who meet the following criteria. The student must be an independent student and not eligible for the PELL grant or a dependent student whose parents have been denied the Plus Loan. A dependent student whose parents refuse to apply for the Plus Loan or students who do not qualify for the College Completion Grant. All students must have a completed financial aid file and submit the application for the Need Based Grant. Total award amounts vary based on gap balances.

Minimum Cancellation and Settlement Policy

The School must employ instructors and other personnel, maintain classrooms and provide all equipment and materials, as well as incur other expenses related to providing the training program. Accordingly, it is expressly understood and agreed that a refund of any portion of the tuition shall be made in accordance with the following terms and conditions:

- A. A student may cancel his/her enrollment at any time before the commencement of classes.
 1. All monies paid by the student will be refunded if cancelled within six (6) business days after signing the enrollment contract and making initial payment, and before starting School.

2. A student requesting cancellation after six (6) business days, but before starting classes, shall be entitled to a refund of all monies paid to the School, minus the \$125.00 registration fee.
- B. Students who have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the School facilities and inspection of equipment
- C. Tuition and fees are charged by the term. A Student is not responsible for tuition beyond the term he/she is currently attending. The School will calculate any refund of unearned tuition and fees according to the following:
1. The following State of Florida refund will apply for a student who withdraws, with the exception of receiving Federal Title IV funds (see #2 below): Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:
 - a. A student who starts class and withdraws before the 2 week add drop period will receive a full refund.
 - b. A student who withdraws after the 2 week add drop period shall be obligated for the full amount of tuition plus the registration fee, if applicable, for the term. Therefore no refund will be issued to the student unless a credit balance exists after all unearned Title IV funds have been returned to the Federal Government. All credit balance refunds will be issued to the student within 45 days of the date it is determined that the student has withdrawn from the program.
 2. Students receiving financial assistance under the Federal Title IV programs (PELL, Direct Student Loans) are subject to Federal regulations that determine the amount of Title IV funds they are eligible to retain subsequent to withdrawal. Only Federal Financial Aid recipients withdrawing within the first 60% of the term are subject to these regulations. The Return of Title IV Aid regulations require that the School calculate the amount of Federal Aid that the Student has earned up to the time of withdrawal. Students earn aid in proportion to the amount of the term that they complete. For example, if a Student completes 14.5% of the term (calculated by dividing the number of days up to the last date of attendance by the number of days in the term), then the Student earns 14.5% of his/her Federal Title IV aid that could have been disbursed. After calculating the amount of aid earned, the School must then determine if any unearned aid must be returned to the Federal Government, or if the Student is eligible for any additional Federal Aid. Further explanation, including examples illustrating the application of the School's tuition and fees adjustment policy and the Return of Title IV Aid regulations, can be obtained from the Financial Aid Office.

Funds will be returned in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal/Direct Plus Loans
4. Federal Pell Grants
5. FSEOG

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of his/her withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

ALL NON-TITLE IV REFUNDS WILL BE MADE WITHIN 30 CALENDAR DAYS OF THE DATE OF DETERMINATION, WHICH SHALL NOT EXCEED 14 CALENDAR DAYS FROM THE LAST DAY OF ATTENDANCE. TITLE IV REFUNDS WILL BE MADE WITHIN 45 CALENDAR DAYS OF THE DATE IT IS DETERMINED THAT THE STUDENT HAS WITHDRAWN, WHICH SHALL NOT EXCEED 14 CALENDAR DAYS FROM THE LAST DATE OF ATTENDANCE.

Withdrawal Impact on Financial Aid

In accordance with the federal regulations, a student is considered to have officially withdrawn in the term when the student stops attending at any point prior to completing the period of enrollment when notification is submitted in writing.

A student is considered to have unofficially withdrawn in the term when the student stops attending at any point prior to completing the period of enrollment and fails to achieve census by meeting academic engagement to start their subsequent term.

Students completing their First Term and entering the Second Term MUST engage in verifiable Academic Activity before the end of the Add/Drop Period (first two weeks) for that term or they will be dropped from the program.

Withdrawal Date: For the purpose of calculating R2T4, a student's withdrawal date depends on the type of withdrawal. The date of determination that a student withdrew varies depending upon the type of withdrawal.

Official Withdrawal – Student-Initiated Notification

An official withdrawal occurs when a student notifies a School official of their intention to withdraw. In this instance, the withdrawal date will be the date the School receives written notification from a student of his or her intent to withdraw in person or via written or electronic delivery.

Unofficial Withdrawal – Non-Student-Initiated Notification

For an unofficial withdrawal, the date of determination of withdrawal is fourteen (14) days after the start of the term in which the student fails to achieve census by meeting academic engagement.

Calculation of Earned Title IV Assistance

Federal Aid Used in R2T4 Calculation

Federal aid used in the R2T4 calculation includes Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. This includes aid that has been disbursed or is yet to be disbursed. Federal Work Study is excluded.

Percentage of Title IV Aid Earned

The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student completed 30% of a term, 30% of the aid originally scheduled to be received funds would have been earned. Once a student has completed more than 60% of a term, all awarded aid has been earned.

Total Days Scheduled to Complete

Total number of days scheduled to complete is the denominator in the calculation of percentage of earned aid. The days are counted from the start date of the term to the end date of the term to complete, excluding scheduled breaks of at least five consecutive days.

Total Days to Date of Withdrawal

Total days to date of withdrawal are the numerator in the calculation of percentage of earned aid. The number of days reported is the total from the start date of first course to the withdrawal date, excluding scheduled breaks of at least five consecutive days.

Amount of Title IV Aid Earned

After calculating the percentage of aid earned, a calculation of the amount of aid earned will be performed. The total aid disbursed and yet to be disbursed for the term is multiplied by the percentage earned rounded to the one-hundredth decimal.

Post Withdrawal Disbursements

If the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. If there are outstanding charges on the student's account, the Institution will credit the student's account for all or part of the amount of the post-withdrawal disbursement of

grant assistance (not loan), up to the amount of the allowable charges (i.e. tuition, fees, authorized book and other charges).

Post-Withdrawal Disbursement of Grant Funds

A post-withdrawal disbursement of grant funds is applied towards outstanding term charges on the student's account and may pay up to the amount of the allowable charges (i.e. tuition, fees, and authorized book and other charges). Any remainder of grant aid is paid to the student. The student will be notified within 30 days of the date of determination of withdrawal of the post-withdrawal disbursement. A refund will be sent as soon as possible but no later than 45 days of the date that the institution determined that the student withdrew (officially or unofficially).

Post-Withdrawal Disbursement of Loan Funds

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student (or parent if a PLUS loan) will be notified within 30 days of the date of determination of withdrawal that loan funds are available. The student will be given the opportunity to accept, decline, or reduce the amount of loan within a 14-day timeframe of the date on the post-withdrawal disbursement letter. Upon receipt of a timely response from the student (or parent), the institution will disburse the loan funds as soon as possible but no later than 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding term charges on the student's account. The funds may pay up to the amount of the allowable charges (i.e. tuition, fees, and authorized book and other expenses). Any remainder will be paid directly to the student (or parent). The institution maintains the right to decide whether or not to make a post-withdrawal disbursement if the student (or parent if a PLUS loan) responds after 14 days of the date that the notification was sent. If the institution decides not to make the post-withdrawal disbursement, it will inform the student in writing within 15 days of the decision.

Return of Unearned Funds to Title IV

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

Amount of Funds to be Returned

If a student has received excess funds, the institution must return a portion of the unearned excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess.

Institutional Charges

Institutional charges are tuition, fees, and other educationally related costs. Allowable charges are tuition and fees that do not require student permission to pay with federal aid funds.

Order in Which Funds are Returned

The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew.

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Direct PLUS loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

Special Provisions for Students Receiving VA Benefits

Notwithstanding any provisions in this catalog to the contrary, the following special provisions apply to students receiving Veterans Administration Educational Benefits:

Veterans Benefits and Transition Act of 2018- Section 103

Miami Media School abides with Section 103 of the Veterans Benefits and Transition Act of 2018. Miami Media School permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides our institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following Dates:

1. The date on which payment from the VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Furthermore, Miami Media School does not impose any penalty, including the assessment of late fees, the denial of access to classes, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

Compliance with 38 USC 3679(e) VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee;

- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Refund Policy for Students Receiving VA Benefits

All tuition, instructional charges, fees (including registration fee in excess of \$1 for veterans is subject to the VA pro-rata refund policy. The VA will communicate directly with the school for any refund necessary.

All refunds are made within 40 days of student withdrawal/termination from school.

This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies

Add/ Drop Period

The add/drop period for each term runs through the first two weeks of the term. To be officially enrolled for the term, students must attend class during this period.

Special Provisions of International Students (F-1 or M-1 Visas)

- Students on an F-1 or M-1 visa must prove proficiency with the English language upon applying to the school. The student must provide T.O.E.F.L. (Test of English as a Foreign Language) test results demonstrating intermediate proficiency. If the student is not able to provide this, the school will use the (CELSA) Combined English Language Skills Assessment and require a minimum score of Level 1.
- The international student will be placed on probation for "poor attendance" if the student's cumulative attendance falls below 80% at the end of a term.
- International students will spend an additional six (6) scheduled hours per week on campus undertaking supervised online courses and/or supervised lab studio assignments for which attendance will be taken.
- On a case-by-case basis, the Campus Director may grant an F-1 or M-1 student a maximum of 4 weeks' time off between terms as a result of circumstances for instances of illness or death in the family that may require out of the country travel. Time off must not exceed two (2) times per year.
- For additional information regarding regulations for International students visit: ice.gov or dhs.gov

Academic Policies

Add/Drop Period

Students must attend class during the first two weeks of the term to be officially enrolled for the term, which is the add/drop period.

Attendance

Students are expected to come to class for all scheduled class days. Regular attendance is a key component to academic success. Missing regular class sessions may result in course failure, delay in graduation date, or termination from the program. The School does not have leaves of absence (LOA) or independent study options.

To help students achieve satisfactory academic progress (SAP), the campus Education Department may issue warnings throughout each semester to those students who have missing or incomplete coursework. This warning may also report excessive absences and/or inadequate lab hours. If deficiencies are not completed by the end of the quarter when SAP is officially calculated, additional steps may be taken including transfers to other classes or dismissal from the program.

Make-Up Work

Students are expected to complete all coursework within the length of the course; however, students with incomplete grades must complete those within the 150% maximum timeframe.

Class Size

Although class sizes vary, the maximum number of students to be enrolled for any one course is 35, either residential or hybrid, for a single instructor.

Course Revisions and Delay of Classes

The School reserves the right to delay the start of any training program without any financial penalty to the student. In addition, the School reserves the right to vary the sequence of courses and to revise course content for the purpose of upgrading course material.

Definition of a Clock Hour

Each hour of instruction consists of 50 minutes in a 60-minute period.

Definition of a Credit Hour

All programs, as of June 2026, award semester credits. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and/or out of class work/preparation.

One semester hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units

- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Out-of-Class Preparation

Students are expected to come to class prepared for every session, which requires reviewing notes from class sessions, completing homework assignments, practicing technical skills learned in class, and studying for exams and quizzes. Successful students apply what they have learned in class within independent preparation and study time; therefore, students must plan on spending at least one hour reviewing materials, practicing skills, and studying prior to every four-hour classroom or lab session.

Grading Scale

Progress in courses is graded by term. Students are graded on the basis of class work, performance, and preparation. A composite grade is issued at the conclusion of each course. Courses with grades a “F,” “W,” or “I” are not considered as successfully completed for SAP or graduation purposes. Therefore, although these grades may be used in the determination of progress and/or grade averages, they cannot be used to meet graduation requirements.

The following grading system is used:

Letter Grade	Quality Points	Percentage
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0.0	59-0
I	0.0	N/A
W	N/A	N/A
TR	N/A	N/A

Grades of I (Incomplete) are included in the GPA calculation but are not counted as earned for the pace measure. Any grade with an Incomplete will become an F if it is not resolved by the conclusion of the one additional term allowed. All course repetitions are counted as attempts in the pace measurement. The second grade for a particular course will replace the first grade in the GPA calculation. Transfer credits have no impact on the GPA and are counted as both attempted and earned in the pace measurement.

Graduation Requirements

To graduate and receive a diploma, a student must meet the following requirements:

1. Satisfactory completion of all required courses with a grade of D or higher.
2. Cumulative grade point average of 2.0 or higher.
3. Satisfaction of all financial obligations to the school, to participate in the graduation ceremony and receive a diploma and transcripts.

Satisfactory Academic Progress (SAP)

To remain in good standing within the institution, students must make satisfactory academic progress toward completion of their program. The School's programs are six to eight months in length, with two (2) defined academic terms with two (2) corresponding payment periods. SAP is measured by term as follows:

Qualitative Measurement: At the end of each term, students must obtain the following minimum cumulative grade point average (GPA):

Term 1: 1.5

Term 2 (through graduation): 2.0

Quantitative Measurement: At the end of each term, students must have reached the following pace requirement (where pace is calculated by the credits earned divided by credits attempts):

Pace: 67%

Maximum Timeframe for Graduation: To graduate on time, students must successfully complete all credit requirements in a 24-week program in 24 weeks and a 32-week program in 32 weeks. Students enrolled in the associate degree at the Miami campus only must complete all credit requirements in 72 weeks. Students who do not meet all requirements to qualify for on-time graduation may be allowed to make-up work after their scheduled graduation date; however, all graduation requirements must be met no later than the end of one (1) additional term of instruction (for most programs), or **within 150% of the enrollment period**.

- Courses from which a student withdraws are considered in credit attempted toward the maximum timeframe.
- Courses in which a student has received a grade of "I" (incomplete) are considered in credits attempts toward the maximum timeframe.
- Courses in which a student has received a grade of "F" (failing) are considered credits attempted toward the maximum timeframe.
- Students will be informed of any changes to their graduation date during their end-of-term SAP advisement sessions. These sessions are held every term to review academic progress based on the Standards of Satisfactory Academic Progress, including the impact of course withdrawals, incomplete courses, or failing grades.
- Students cannot receive VA benefits for the additional term.

- Periods when a student does not receive Title IV aid are counted toward maximum timeframe.

Change of Program: Students who change programs will not have credits/courses count for SAP purposes that do not apply to the subsequent program. If a student pursues an additional program, the School does not count classes taken in the first program that do not apply to the subsequent program.

SAP policies apply to all students whether or not they participate in federal financial aid.

SAP – Warning/Probation/Termination

Satisfactory Academic Progress (SAP) will be determined at the end of each term. A warning, probation, or termination may be issued under the circumstances below. This policy applies to all students whether they participate in the Title IV financial aid program or not. Students receiving Veterans Administration Benefits should refer to the special provisions contained in the Special Provisions for Students Receiving VA Benefits, later in this catalog. All or part of this policy may be used as a basis for academic withdrawal from the program if it is determined by staff that moving forward in the program would not be in the best interest of the student.

Students are notified and warned in writing that continued unsatisfactory academic progress, failure to meet attendance requirements, or failure to adhere to the school's conduct policies will result in probation or termination.

Financial Aid Warning: If a student is not meeting SAP at the end of the student's first term (T1), by not meeting the 1.5 cumulative grade point average and/or 67% pace measurement, the student will automatically be placed on financial aid warning. The student will be notified in writing of the qualitative and quantitative standards needed by the end of the second term (T2) to regain SAP. Students on financial aid warning will have financial aid disbursed for T2, if applicable.

Academic Probation: If a student is not meeting SAP by the end of T2 and a third term (T3) is required to complete within 150% of the program length, the student does not qualify for federal financial aid but may continue for the final term under academic probation.

As the majority of the school's programs are only two (2) terms in length and students are not charged for the third term (T3) to complete prior to hitting maximum timeframe, financial aid probation is not required and students are not required to appeal to complete within 150% of the program length.

Financial Aid Probation: If a student is not meeting SAP by the end of a second term in a row (for programs of more than two (2) total terms) and is still eligible to complete within 150% of the program length, the student must submit a written appeal, and upon approval of the appeal, have an academic plan in place in order to be eligible for federal financial aid.

Appeal: A student appeal must be submitted for approval within two calendar weeks of the end of the Term in which a student failed to meet SAP. The basis for an appeal may include: onset of a medical condition to self or family member, death of a family member, act of nature, change in housing or transportation availability, change in work schedule or other special circumstances. Supporting documentation is required as appropriate. The student must explain in their appeal why they are not maintaining SAP, what has changed to help them become academically successful, and how this will help them regain SAP. An appeal committee will make a determination on the appeal, and the student will be notified of the committee's decision whether or not to allow the student to proceed. The student cannot attend class until the written appeal is reviewed and approved. At that time the student must meet with Education staff and agree to a written academic plan for the remainder of T3.

Reinstatement: If the appeal committee approves the written appeal and the student can meet SAP by the end of T3, the appeal may be approved and financial aid eligibility may be reinstated (if applicable). The student will be placed on **financial aid probation** during the Term. If the appeal committee determines, based on the appeal, that the student will require more than one Term to meet SAP, the student will be placed on probation with an individualized academic plan.

Termination: Students who do not complete the program with a 2.0 GPA and all courses with a satisfactory grade will be withdrawn at the end of their third term.

Student Records

All student records are maintained in the student information system. Most records are maintained for a minimum of three (3) years, with permanent official transcripts being maintained indefinitely. All completed graduate files are maintained both electronically and in hard copy on the campus in a fireproof file cabinet.

Career and Student Services Policies

Student Services supports our students in maintaining satisfactory progress, achieving successful educational and employment outcomes and making informed decisions concerning training and employment. Students can approach any School staff member to request student services, and students will be responded to in a timely manner. Staff attempt to meet the individual student's needs and will encompass areas such as: Personal Advisement and Financial Advising (i.e. life, career development, budget and personal financial planning skills) general development, appropriate to our Students' higher educational challenges, Academic Advising, testing and tutoring services, supervision and monitoring of attendance records, employment assistance/information regarding housing, transportation and childcare. The key elements of Student Services are as follows: graduate employment assistance, referral to any outside agencies as it pertains to a student's needs that may require outside professional help (non-profit agencies), how to budget finances to meet tuition obligations, assistance with internships/externships, education advising and student default information, financial aid guidance and assistance. The staff will meet with the student to address and respond to the request for services in a timely and professional manner. Follow-up by the staff member will be conducted regarding the specific student services matter.

Code of Conduct

Unacceptable conduct will not be tolerated. Students may be terminated from school for any of the following:

- a. Possession, use, distribution, or being under the influence of alcohol or illicit drugs. The federal Drug-Free School and Communities Act requires colleges and universities receiving federal financial assistance to adopt programs that prohibit the unlawful possession, use, or distribution of illicit drugs by students and employees. Marijuana is considered illicit and illegal under the federal Controlled Substance Act, even within states where recreational marijuana use is considered legal. Therefore, possession, use, distribution, and being under the influence of marijuana is included in the School's ban on alcohol and illicit drugs on campus.
- b. Possession of a firearm or any weapon on School property.
- c. Verbal or physical sexual harassment, intimidation or derogatory sexual comments towards any school official, instructor, instructor's assistant, or classmate.
- d. Threatening, intimidating, or dangerous behavior or language, including foul language, fighting, verbal or physical intimidation towards any School official, instructor, instructor's assistant, or student, or unsafe, distracting, insubordinate, or irresponsible actions.
- e. Stealing or destruction of property from the School or other students.
- f. Habitual tardiness, repeated absenteeism, violations of the enrollment contract, or making false or misleading statements in the application or contract.
- g. Plagiarism, cheating, or any form of academic misconduct, which includes but is not limited to completing work for other students, using work created by

other students, failure to properly attribute AI-generated content, or allowing someone else to complete work and taking credit for said work.

Dress Code

Students are not allowed to wear to school any attire with vulgarities or unprofessional slogans, pictures or connotations deemed inappropriate or unprofessional by school staff, or provocative clothing. Students shall maintain appropriate grooming and hygiene. Failure to comply will result in the student being dismissed from the class session, and the student will be counted absent. A second violation may result in suspension from school. A third violation is cause for termination. These dress code rules will prepare the student for employment, as they are the same expectation of professional radio and television stations and similar employers.

Procedures for Dismissal and Appeal

- a. Any staff member may suspend a student for infraction of rules.
- b. The student must leave the school premises immediately when suspended. Failure to leave promptly is the cause for permanent termination.
- c. The staff member must submit a written report of the suspension to the Director.
- d. The suspended student must request to be reinstated within 72 hours of date of suspension, or the suspension will become a termination.
- e. The termination date will be the date of suspension.
- f. In cases of reinstatement, the student is required to schedule makeup work for time missed during the suspension.

Student Complaint/ Grievance Procedure

Students having problems, concerns or misunderstandings that cannot be resolved through a meeting of those persons directly involved, should follow the procedures outlined below:

- a. Describe the situation in writing. Include the names of all individuals involved and any pertinent dates. The statement must be signed and dated by the person submitting it.
- b. Submit the statement to the Campus Director.
- c. Within five (5) working days, the Campus Director will determine a resolution to the situation or set a time to meet with the parties involved.
- d. Should a meeting be necessary, the student will be given the opportunity to present evidence or witnesses to the situation, and to question the School's staff.
- e. Within five (5) working days of the meeting, the Campus Director will determine a final resolution to the problem.
- f. If a student is dissatisfied with the resolution, or feels that the school has not adequately addressed the grievance, they may address the grievance with the following agencies:
 - a. Any student who feels the Campus Director's final resolution is unsatisfactory may file a complaint with the Commission for Independent

Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399. Toll free telephone number: (888) 224-6684.

Student Complaint Procedure ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the School for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302, Arlington, VA 22201

(703) 247-4212

www.accsc.org

A copy of the ACCSC Complaint Form is available at the School and may be obtained by contacting Complaints@accsc.org or at <https://www.accsc.org/Student>

Emergency Preparedness Plan

Students receive an overview of the Emergency Preparedness Plan during their orientation. The Emergency Preparedness Plan may be obtained on the School's website, as well as in the Learning Resource Center on campus.

Career Services/Placement

The School maintains a full-time Career Services Department to assist graduates who successfully complete programs of study. Job inquiries are received and processed continually from employers seeking graduates to fill vacancies on their staff. Assistance is given to graduates in the preparation of recorded audition material, continuity samples, resumes, and applications for employment.

The School does not guarantee job placement. Miami Media School may withhold job placement assistance for students who are not in academic and financial good standing with the School.

Institutional Disclosures

ACCSC Graduation and Employment Disclosures

GRADUATION AND EMPLOYMENT DISCLOSURES

ACCSC ANNUAL REPORT

The following information reflects data reported to the Accrediting Commission of Career Schools and Colleges (ACCSC)

2026	Radio & Television Broadcasting (8-month program)	Hispanic Media Broadcasting (8-month program)	Digital Media Production (8-month program)	Sports Broadcasting (6-month program)	Film & Video Production (6-month program)	Audio Production (6-month program)	Associate's Degree Radio and Television Broadcasting/ Sports Broadcasting Emphasis (18-month program)
Reporting Period	July 1, 2025–June 30, 2026	July 1, 2025–June 30, 2026	July 1, 2025–June 30, 2026	July 1, 2025–June 30, 2026	July 1, 2025–June 30, 2026	July 1, 2025–June 30, 2026	July 1, 2025–June 30, 2026
Cohort Start Date	April 1, 2024–March 31, 2025	April 1, 2024–March 31, 2025	April 1, 2024–March 31, 2025	July 1, 2024–June 30, 2025	July 1, 2024–June 30, 2025	July 1, 2024–June 30, 2025	January 1, 2023– December 31, 2023
Students Enrolled	37	31	22	5	12	7	14
Graduation Rate %	57%	71%	68%	100%	100%	86%	100%
Employment Rate %	82%	90%	87%	100%	92%	100%	78%

Programs of Study – Last Enrolled June 2026

The following programs of study are being taught out as of June 2026. Once the final student graduates, these programs will be removed from the catalog.

Audio Production

6 Months (24 Weeks) – 30 Quarter Credits

The Audio Production program provides an **entry into the field of studio-based audio recording and production**. The course hones the students' skills in audio editing and engineering and applies that skill to the in-studio recording environment. Students learn theory of acoustics, electronics, and audio components, and they learn to record, track, mix, and master music within an audio facility. Importantly, students learn the industry standard audio engineering software and practice that software through the courses in the program.

The course also provides instruction on the music and broadcasting industries, and the range of professional opportunities as an audio engineer and music business professional.

A diploma in Audio Production is awarded to the student upon graduation.

Course	Lecture Hours	Lab Hours	Internship Hours	Outside Work	Total Clock Hours	Quarter Credits
APE200: Introduction to Acoustics and Electronics	36	12	0	12	60	3
APE201: Intro to Audio Components and Equipment	36	12	0	12	60	3
APE202: Analog and Digital Consoles	24	24	0	12	60	3
APE203: Studio Recording 1: ProTools Environment	24	24	0	12	60	3
APE204: Studio Recording 2: Tracking	24	24	0	12	60	3
APE205: Studio Recording 3: Mixing & Mastering	24	24	0	12	60	3
APE206: Business 1: Fundamentals of Music Business	38	10	0	12	60	3
RTB290: The Future of Broadcasting (Online)	24	24	0	12	60	3
RTB291: Business Communications (Online)	38	10	0	12	60	3
RTB299: Audio Engineering Final Project	0	60	0	0	60	3
Totals	268	224	0	108	600	30

Digital Media Production

8 Months (32 Weeks) – 28 Semester Credits

The Digital Media Production program prepares an individual to gain **entry level employment in the media industry**. Students learn the art, craft, and technology of audio production, digital video production, web development and social media. The program offers hands-on production experience coupled with a strong theoretical foundation.

Students are taught to complete multifaceted projects beginning with conceptualization to the delivery of content across a host of media, from traditional broadcasting to web based. Focus is placed upon the development of digital media in areas of content development, production and marketing.

A diploma in Digital Media Production is awarded to the student upon graduation.

Course	Lecture Hours	Lab Hours	Internship Hours	Outside Work	Total Clock Hours	Semester Credits
RTB100: Introduction to Broadcasting	30	0	0	7.5	37.5	1.0
RTB101: Board Operations & Editing	28	20	0	12	60	2
RTB102: Career Readiness (online)	48	0	0	12	60	2
RTB103: Radio Production	48	22	0	17.5	87.5	3
RTB104: TV & Video Production	48	22	0	17.5	87.5	3
RTB106: Entertainment Media Production	20	16	0	9	45	1.5
RTB199: Internship 1	0	0	80	0	80	1.5
DMP202: Social Media & Digital Sales Tools	40	20	0	15	75	2.5
DMP203: Digital Web Production	50	24	0	18.5	92.5	3
DMP204: Commercial Writing & Production	40	20	0	15	75	2.5
DMP205: Branding & Imaging in Social Media	40	20	0	15	75	2.5
RTB290: Future of Media Broadcasting (online)	48	0	0	12	60	2
RTB299: Internship 2	0	0	80	0	80	1.5
Totals	440	164	160	151	915	28

Film and Video Production

6 Months (24 Weeks) – 30 Quarter Credits

The advanced Film and Video Production Program provides contemporary and traditional skills in modern production of digital video content. The program helps the intermediate, or experienced multimedia professional learn more about modern styles and technical skills. The program prepares students for their field with history, preproduction, shooting, and editing skills. This program offers advanced education with the ever changing contemporary techniques of lighting, shooting, and editing.

A diploma in Film and Video Production is awarded to the student upon graduation.

Course	Lecture Hours	Lab Hours	Internship Hours	Outside Work	Total Clock Hours	Quarter Credits
FVP200: History of Film and Television	36	12	0	12	60	3
FVP201: Fundamentals of Motion Pictures	36	12	0	12	60	3
FVP202202: Pre-Production, Screenwriting, Storyboarding	24	24	0	12	60	3
FVP203: Cameras and Lighting	24	24	0	12	60	3
FVP204: Scene Shooting and Set Roles	24	24	0	12	60	3
FVP205: Video Editing and Post Production	24	24	0	12	60	3
FVP206: Advanced Post Production and FX	38	10	0	12	60	3
RTB290: The Future of Broadcasting (Online)	24	24	0	12	60	3
RTB291: Business Communications (Online)	38	10	0	12	60	3
RTB299: Film and Video Final Project	0	60	0	0	60	3
Totals	268	224	0	108	600	30

Hispanic Media Broadcasting

8 Months (32 Weeks) – 24 Semester Credits

The Hispanic Media Broadcasting program prepares an individual **to gain entry-level employment in the broadcast industry**. The student learns studio terms, legal requirements, broadcast station organization, AM-FM radio and TV station channel assignments, logging procedures, principles of performance, programming formats, and a thorough examination of past and present radio and TV trends and development.

A diploma in Hispanic Media Broadcasting is awarded to the student upon graduation.

Course	Lecture Hours	Lab Hours	Internship Hours	Outside Work	Total Clock Hours	Semester Credits
RTB100: Introduction to Broadcasting	30	0	0	7.5	37.5	1.0
RTB101: Board Operations & Editing	28	20	0	12	60	2
RTB103: Radio Production	48	22	0	17.5	87.5	3
RTB104: TV & Video Production	48	22	0	17.5	87.5	3
RTB106: Entertainment Media Production	20	16	0	9	45	1.5
RTB199: Internship 1	0	0	80	0	80	1.5
RTB200: Digital Media Marketing & Ratings	40	20	0	15	75	2.5
RTB202: TV News Reporting & Production	50	24	0	18	92	3
RTB203: Radio News & Talk	40	20	0	15	75	2.5
RTB205: Audition Materials	40	20	0	15	75	2.5
RTB299: Internship 2	0	0	80	0	80	1.5
Totals	440	164	160	151	915	24

Radio and Television Broadcasting

8 Months (32 Weeks) – 24 Semester Credits

The Radio and Television Broadcasting program prepares an individual to gain **entry-level employment in the broadcast industry**. The student learns studio terms, legal requirements, broadcast station organization, AM-FM radio and TV station channel assignments, logging procedure, principles of performance, programming formats and a thorough examination of past and present radio and TV trends and development.

In addition to classroom periods, the students will be trained in professionally equipped audio and video studios leading to proficiency with consoles, analog and digital recording/playback decks, video camera operations and other production equipment. Students will also work in computer labs to learn online media training including web design, Content Management Systems and linked journalism. Studio lab work, both live and recorded, is also critiqued by professional broadcast announcers and producers.

News and sports writing and reporting introduces the student to the concepts and theories of broadcast journalism. Students learn the basic elements of writing an effective news story, in addition to gathering sports stories and delivering sports on camera.

A diploma in Radio and Television Broadcasting is awarded to the student upon graduation.

Course	Lecture Hours	Lab Hours	Internship Hours	Outside Work	Total Clock Hours	Semester Credits
RTB100: Introduction to Broadcasting	30	0	0	7.5	37.5	1.0
RTB101: Board Operations & Editing	28	20	0	12	60	2
RTB103: Radio Production	48	22	0	17.5	87.5	3
RTB104: TV & Video Production	48	22	0	17.5	87.5	3
RTB106: Entertainment Media Production	20	16	0	9	45	1.5
RTB199: Internship 1	0	0	80	0	80	1.5
RTB200: Digital Media Marketing & Ratings	40	20	0	15	75	2.5
RTB202: TV News Reporting & Production	50	24	0	18	92	3
RTB203: Radio News & Talk	40	20	0	15	75	2.5
RTB205: Audition Materials	40	20	0	15	75	2.5
RTB299: Internship 2	0	0	80	0	80	1.5
Totals	440	164	160	151	915	24

Sports Broadcasting

6 Months (24 Weeks) – 30 Quarter Credits

The Sports Broadcasting program engages students in both theoretical and hands-on training around radio, TV, and internet-based sports broadcast media. Students learn advanced production, play-by-play and interviewing skills, and a range of studio and remote coverage of sporting events. Students produce collaborative radio and TV shows within the school's studios and develop their own final project to develop and hone their production and announcing skills within the sports broadcasting field.

The program helps the intermediate, or experienced broadcast media professional become more competitive in a new media landscape. The program guides students in sports writing and journalism, sports talk theory, sports radio and tv production, remote coverage play-by-play, live remote radio and tv production and sports video production. Additional courses also include the future of broadcasting and business communications. The program also offers advanced education in contemporary sports broadcasting and sports production fields, on the sports broadcasting industries, and the range of professional opportunities as a sports broadcast professional.

A diploma in Sports Broadcasting is awarded to the student upon graduation.

Course	Lecture Hours	Lab Hours	Internship Hours	Outside Work	Total Clock Hours	Quarter Credits
SPE200: Sports Writing and Journalism	36	12	0	12	60	3
SPE201: Sports Talk Theory	36	12	0	12	60	3
SPE202: Sports Radio Production	24	24	0	12	60	3
SPE203: Remote Coverage and Play-by-Play	24	24	0	12	60	3
SPE204: Live Remote Production	24	24	0	12	60	3
SPE205: Sports Video Production	24	24	0	12	60	3
SPE206: Live Video Production	38	10	0	12	60	3
RTB290: The Future of Broadcasting (Online)	24	24	0	12	60	3
RTB291: Business Communications (Online)	38	10	0	12	60	3
RTB299: Sports Broadcasting Final Project	0	60	0	0	60	3
Totals	268	224	0	108	600	30

Radio and TV Broadcasting -Sports Broadcasting Emphasis

18 Months (72 Weeks) – 90 Quarter Credits – Associate of Applied Science (AAS)

The AAS Degree Radio & TV Broadcasting-Sports Broadcasting Emphasis program provides both academic and hands-on technical training in contemporary and traditional skills involved with Sports Broadcasting. The Program grounds the student in the history of sports broadcasting and the societal trends underlying the various modalities of sports reporting, including on-air studio and sideline work, team produced social media packages, as well as blogging and other social media aspects of sports. Students learn advanced production, play-by-play and interviewing skills, and a range of studio and remote coverage of sporting events. Students produce collaborative radio and TV shows within the school's studios and develop their own final project to develop and hone their production and announcing skills within the sports broadcasting field. An Associate of Applied Science Degree is awarded to the student upon graduation. An Associate of Applied Science is a terminal degree and cannot be transferred to another school.

Course Title	Credit Hours
Term 1 (16 weeks, 19.5 credits):	
RTB100 Introduction to Broadcasting	1.5
RTB101 Fundamentals of Editing and Studio Operations	3.5
RTB103 Radio and Web Production	4.0
RTB104 TV and Video Production	4.0
RTB106 Sports & Entertainment Media Production	4.0
RTB199 Internship 1	2.5
Term 2 (16 weeks, 18 credits):	
RTB200 Sales, Promotions, Marketing & Ratings	1.5
RTB201 Internet Marketing and Web Analytics	1.5
RTB202 TV News Reporting and Production	4.0
RTB203 Radio Broadcasting	4.0
RTB205 Audition Media Production	1.5
RTB290 The Future of Broadcasting (On-line course)	3.0
RTB299 Internship 2	2.5
Term 3 (12 weeks, 15 credits):	
SPB200 Sports Writing & Journalism	3.0
SPB201 Sports Talk Theory	3.0
SPB202 Sports Radio Production	3.0
SPB203 Remote Coverage & Play by Play	3.0
SPB207 Sports Broadcasting Elective I*	3.0
Term 4 (12 weeks, 15 credits):	
SPB204 Live Remote Production	3.0
SPB205 Sports Video Production	3.0
SPB206 Live Video Production	3.0
SPB208 Sports Broadcasting Elective II**	3.0
SPB299 Sports Broadcasting Final Project	3.0
Term 5 (16 weeks, 22.5 credits):	
GE100 Critical Thinking and Cognition	1.0
GE101 Environmental Sciences	3.0
GE102 Communications 1	1.0
GE103 Sociology & Diversity	3.0
GE104 Fine Arts Performance	3.0
GE105 Story Writing and the Art of Language	2.5
GE200 Research Writing	3.0
GE201 College Math	3.0
GE291 Communications 2	3.0
Total Credit Hours:	90

Course Descriptions

Course Code: Title (Credits; Hours)	Course Description
APE200: Introduction to Acoustics and Electronics (3 credits; 48 hrs.)	The course begins with a basic review of the audio systems, the history of audio recording, and the history of live sound stage development. The course reviews the fundamental science of acoustics, psychoacoustics, frequency recognition, and the nature of sound. It then teaches students on the principles of electricity and electronic components, with the goal of understanding circuitry and amplification.
APE201: Intro to Audio Components and Equipment (3 credits; 48 hrs.)	This course covers all major components of an audio system, including microphones, equalizers, mixers, signal processing and effects, loudspeakers and crossovers, power amplifiers and impedance, and cabling. The course gives students a hands-on approach to identifying,

	storing, shipping, setting up, and tearing down all major components of both a live and studio setup.
APE202: Analog and Digital Consoles (3 credits; 48 hrs.)	This course provides a guide to both analog and digital consoles within live and studio settings. Students learn proper maintenance, storage, and setup of both formats. The course then covers mixing principles and concepts, including gain structure, EQ, routing, signal flow, and a range of brand-specific console operations. The student is provided with hands-on instruction in operating both analog and digital consoles.
APE203: Studio Recording 1: ProTools Environment (3 credits; 48 hrs.)	In this course, the student learns all aspects of the ProTools environment as the key software for audio production and engineering. The student learns inputs, outputs, tracking and mixing, effects and mastering, and all areas of the software. Students practice some basic tracking techniques as they begin to master the software.
APE204: Studio Recording 2: Tracking (3 credits; 48 hrs.)	This studio intensive course focuses on recording and tracking in both studio and live settings. Students learn proper mic'ing and troubleshooting during recording, multi-track recording of separate instruments, importing of recorded beats and tracks, and focus on establishing effective inputs. Students successfully record multiple instruments within the course and prepare for mixing tracks in further coursework.
APE205: Studio Recording 3: Mixing & Mastering (3 credits; 48 hrs.)	This course uses ProTools to produce, edit, add effects, and perfect compositions post-recording. The course allows students to hone their skills at audio engineering within a computer-based environment and master those products to industry-standard levels. Students perfect their creativity, skills, and ear and bounce products to multiple formats for delivery.
APE206: Business 1: Fundamentals of Music Business (3 credits; 48 hrs.)	This course guides students in understanding the business avenues and strategic practices of audio engineers, focusing on job functions, responsibilities, operational concerns, budgeting, marketing, and producing events and talent. The course discusses touring, production, studio management, sales and marketing, corporate audio-visual opportunities, talent development, online branding, and the future of the music business.
DMP202: Social Media & Digital Sales Tools (2.5 Credits; 60 hrs.)	This course focuses on Facebook, Twitter, Instagram, YouTube and other social media for brand development, placement and advertising. The course also introduces app placement within tools such as Pandora and other mobile apps such as Google Feed burner. The course teaches strategies for combining traditional and terrestrial advertising sources with digital sources to create a high-impact, blended sales campaign.
DMP203: Digital Web Production (3.0 Credits; 74 hrs.)	The media industry requires students to be proficient within many different media, blending brands and messages within audio, video, and web environments. In this course, students learn production methods and techniques within both audio and web-based applications, learning the elements of writing effective commercial copy, producing that copy, and applying those productions within Web delivery. Students are instructed in producing different types of commercials, using music and sound effects to enhance commercials and employing digital editing techniques.
DMP204: Commercial Writing & Production (2.5 Credits; 60 hrs.)	This course teaches students to create marketing campaigns that deliver dynamic results for advertisers by writing effective commercials. Students will discover the art of storytelling, how to avoid fluff and get to the point, how much copy is too much, focusing on the listener, and much more. The course begins with a review of general business writing and moves on to persuasive writing within a marketing campaign.

DMP205: Branding & Imaging in Social Media (2.5 Credits; 60 hrs.)	Writing within social media is an art form unto itself, and one that all digital media professionals must master. This course teaches writing within social media environments, cross-posting over multiple platforms, link shortening, understanding hashtags and their development and documentation, as well as maintaining both product branding and personal image within social media environments.
DMP290: Future of Media (2.0 Credits; 48 hrs.)	This course takes an advanced look at the roles, expectations, and development of the media profession. After reviewing trends and historical perspectives on traditional broadcasting, the course turns to the role of satellite radio and TV, internet broadcasting, Netflix and on-demand programming, and mobile technologies, and projects about future roles and careers in the media environment. Students learn to strategically direct their own careers within this evolving industry within the course.
FVP200: History of Film and Television (3.0 Credits; 48 hrs.)	Understanding the history of film creates a context for everything that works in film and video today. The formats used today are rooted in the past and this section will demonstrate how the technology and art developed over the past 100 years relate to current trends and why things function in the Internet age.
FVP201: Fundamentals of Motion Pictures (3.0 Credits; 48 hrs.)	This course begins to examine the basics of how movies affect the viewer. Through this section, we will begin to see examples of the foundation of multimedia with the how and why movies create an emotional response. By understanding that making any movie is like building a house, you can more easily accept the ideas that follow.
FVP202: Pre-Production, Screenwriting, Storyboarding (3.0 Credits; 48 hrs.)	Preparation is everything in film and video production. The pre-production phase is the blueprint for everything that follows. Writing a script, whether it is for a narrative fictional story, or a marketing video for a client, having the written plan prepares everyone. Taking those a step further, with a shot list or storyboards to more effectively convey to a crew what you intend makes for easier shoots.
FVP203: Cameras and Lighting (3.0 Credits; 48 hrs.)	There are a multitude of cameras, choosing the right one for your project is the first step. Lighting can affect mood and shape how people see your story. Combining the camera settings with the right lighting scenario creates the most effective way to tell a story. There are distinct differences in lighting for an interview and creating a natural look with enhanced lighting units is a must.
FVP204: Scene Shooting and Set Roles (3.0 Credits; 48 hrs.)	Shooting, and setting the roles for what people do on set, come next. This is the collection of the raw materials for construction later. The ability to understand the hierarchy of the set means keeping your job. On smaller shoots, jobs get combined, but understanding how they all fit together means keeping the productions on track. Working with actors or talent, framing shots, and timing are everything. Starting from small shoots, we work towards a more complex production by adhering to the job titles.
FVP205: Video Editing and Post Production (3.0 Credits; 48 hrs.)	This part of the course begins the construction phase, taking the script or story, and the footage shot to put it all together. Students use the industry standard cloud-based video editing software to edit and produce a working project and learn all aspects of the post-production process.
FVP206: Advanced Post Production and FX (3.0 Credits; 48 hrs.)	This course puts the focus on more modern techniques of color correction, fixing errors that today's technology more easily rectifies, and even advanced visual effects like computer generated imagery. Using industry-

	standard software, students fine-tune the video product and add a range of effects to enhance the quality of the video production.
RTB100: Introduction to Broadcasting (1.0 Credit; 30 hrs.)	<p>This course provides an introduction to the field of broadcasting and helps students begin to develop the skills required of broadcast announcers. The course begins with a short history of broadcasting, and students are then instructed in the concepts of vocal development through the practice of structured vocal development exercises. Students read commercial scripts aloud to enhance reading and breathing skills, improve upon public speaking, and develop improvisational skills. Students also practice active listening and information processing skills.</p> <p>The course also guides students in developing their own professional future, concentrating on creating resumes, preparing for interviews, and sharpening professional traits to prepare for an internship and employment. Students learn interview skills, shaking hands, dressing for success, and other professional skills required to launch a professional career in broadcasting.</p>
RTB101: Board Operation & Editing (2.0 Credits; 48 hrs.)	<p>This course introduces students to basic audio and video editing techniques. Students learn fundamentals of sound, how to measure and manage sound dynamics, audio console operation, microphone techniques, and sound effect management. Students also learn basic techniques in video editing, including titling, transitions, compressing, formatting, and publishing video projects. The course prepares students for more advanced courses in audio and video editing.</p> <p>Students also learn terms specific to the radio broadcasting industry, such as those related to broadcast equipment, commercial production, radio programming, and basic radio station operations. Students practice air-shift preparation, content research, organization in accordance with program time clock, appropriate commercial placement, the introduction and wrap-up of program elements.</p>
RTB102: Career Readiness (2.0 Credits; 48 hrs.)	Students develop their own professional future within this course, creating resumes, preparing for interviews, and sharpening professional traits to prepare for employment. Students are guided in preparing a resume appropriate for the broadcast industry, writing a cover letter for applying for jobs, interviewing for a professional position, and dressing for a successful interview. Students complete a mock job interview to prepare for employment interviews. In addition, students begin preparing audio and video demos, which will be required near the end of the program.
RTB103: Radio Production (3.0 Credits; 70 hrs.)	<p>In this course, students learn production methods and techniques within audio applications, learning the elements of writing effective radio commercial copy, producing that copy, and applying those productions. Students are instructed in producing different types of radio commercials, using music and sound effects to enhance commercials and employing digital editing techniques.</p> <p>Students learn the process of conforming a broadcast signal (radio or television) for broadcast on the web. Several commonly used streaming systems are introduced along with the basic operations of each, including discussions of bit rate, bandwidth, and computer and mobile device compatibility.</p>
RTB104: TV & Video Production (3.0 Credits; 70 hrs.)	This course provides instruction and hands-on application of TV and video production within a series of applications. Students are introduced to the basic terms specific to the television broadcasting industry, television studio

	<p>fundamentals, camera operation, television production, and digital non-linear video editing. Students learn to operate TV control room equipment, including the operation of the studio cameras and the teleprompter; and they practice on-camera performance techniques and begin to feel comfortable in front of the camera, learning to sell themselves to the TV camera and the audience. To apply TV production skills, students participate in multiple opportunities to learn and perform improvisation for TV. The course provides detailed instruction and experience with the operation of camcorders, field cameras, tripods and light kits for shooting video in the field. Students learn storyboarding and developing concepts such as key tools in the successful development of material. Students also learn development of television commercial copy, with emphasis on the critical adjustments required when writing effective commercial copy for television use. Students record a TV commercial using camcorders on location and edit footage into a complete video package.</p>
RTB106: Entertainment & Media Production (1.5 Credits; 36 hrs.)	<p>This course applies skills learned throughout the program, allowing students to put their story writing, filming, audio and video editing, and creative production skills to work within applied projects within entertainment broadcasting. Students are instructed on the concepts of producing a music video. Video footage is shot on location and non-linear editing is utilized to produce the completed work. Students use video graphics in television production through digital switcher effects and non-linear editing. Students learn how to perform in front of a green screen, produce animated titles, embed layered and moving backgrounds, deploy special effects within frames, and enhance lower third graphics. Students are also taken through the steps necessary to produce a talk program, including researching content, preparing a top of the hour package, producing highlights, managing topic of the day conversation, and keeping listeners interested.</p>
RTB199: Internship 1 (1.5 Credits; 80 hrs.)	<p>This hands-on internship experience allows students the ability to apply their learning within the program to the real-world setting. Students create a customized internship plan, and they are given the opportunity to practice the techniques they've learned by working independently in the School's studios and/or intern at a radio, television or production facility to gain real-world experiences in the broadcasting industry.</p>
RTB200: Digital Media Marketing & Ratings (2.5 Credits; 60 hrs.)	<p>This course will introduce the sales, promotion and marketing processes for a typical broadcast station. Students learn the terms and tools necessary to understand these functions and prepare you for an entry-level position in these departments. Students produce sales and promotional material for radio and TV stations to apply what they learn about the promotional aspect of commercial broadcasting.</p>
RTB202: TV News Reporting & Production (3.0 Credits; 74 hrs.)	<p>In this course, students learn how to gather, tape and edit news in field situations. Students learn and practice techniques in TV interviewing and "backpacking," and students use this instruction to produce a 30-second news report. The course includes hands-on application projects, where students put together a collaborative 30-minute television news, sports and weather program. Students write, produce and act as talent for the production. Students are taught performing techniques, floor-directing techniques, crew placement, camera angles and lighting techniques.</p>

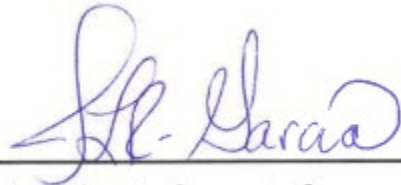
RTB203: Radio News & Talk (2.5 Credits; 60 hrs.)	<p>This course provides in-depth instruction within radio production and broadcasting. Students learn the principles of different radio formats and how to create a formatted clock for each hour of broadcast. Students are taught how to work with and complete a program log. Students also learn advanced radio personality techniques, creating a successful disc jockey show by following a program log and putting together a tight- sounding program. Students perfect techniques such as segues, line commercial inserts, commercials with music beds, time and temperature breaks, and interaction with a co-host or studio guest. Students are taught the basic techniques for recording, editing, and uploading podcasts, proper tagging of podcasts for search engine optimization (SEO), and management of multiple podcasts.</p> <p>To apply the skills within this course, students produce a Radio Station Day. Students are assigned different positions within a typical radio station and produce a four-hour live broadcast, using elements of the live entertainment show, newscasts and promotions. The course also teaches students the functions of remote broadcasts, satellite broadcasts, changing technology, and FCC regulations, and students engage in remote broadcast components (e.g. Comrex), "livecasting" of events using media websites (e.g. UStream, LiveStream) and uploading of content to social networking sites (e.g. Facebook/YouTube).</p>
RTB205: Audition Materials (2.5 Credits; 60 hrs.)	<p>Students use the skills learned throughout the program to produce final audition media packages to assist them with their job search. Demo packages for radio, television, and web media are required to be completed within a fully self-branded website.</p>
RTB290: Future of Media Broadcasting (2.0 Credits; 48 hrs.)	<p>This course takes an advanced look at the roles, expectations, and development of the broadcast media profession. After reviewing trends and historical perspectives on traditional broadcasting, the course turns to the role of satellite radio and TV, internet broadcasting, Netflix and on-demand programming, and mobile technologies, and projects about future roles and careers in the broadcast media environment. Students learn to strategically direct their own careers within this evolving industry within the course.</p>
RTB291: Business Communications (3 credits; 48 hrs.)	<p>The course also gives students the opportunity to enhance their professional skills in public speaking, business email and correspondence, and all forms of business communications. The course provides practice in various types of professional communication, both written and oral. Students practice skills in communication styles such as memos, email, proposals, presentations, social media writing, texting, and other business speaking and writing opportunities. The course presents a "spectrum of language formality" and places all business communications upon that spectrum to guide students in effective speaking and writing in all such situations.</p>
RTB299: Internship 2 (1.5 Credits; 80 hrs.)	<p>This hands-on internship experience allows students the ability to apply their learning within the program to the real-world setting. Students create a customized internship plan, and they are given the opportunity to practice the techniques they've learned by working independently in the School's studios and/or intern at a radio, television or production facility to gain real-world experiences in the broadcasting industry.</p>
RTB299: Audio Engineering Final	<p>In this course, the students will attempt a more complex project from start to finish. Students record a live multi-piece music act, complete all tracking,</p>

Project (3 credits; 60 hrs.)	produce effects and track editing on all tracks, mix, and master a group of songs. Students also produce publicity materials for the talent, including a website, mobile technology campaign, and other publicity materials to enhance the business approach of the act.
FVP299: Film and Video Final Project (3 credits; 60 hrs.)	In this course, the students will attempt a more complex project from start to finish, from writing and storyboarding to shooting and editing. Every student will be expected to work with other students in varying positions to understand production from top to bottom. These projects, once complete will serve as a demo reel to their abilities behind the camera.
RTB299: Sports Broadcasting Final Project (3 credits; 60 hrs.)	In this course, the students will attempt a more complex project from start to finish, from writing and storyboarding to shooting and editing. Every student will be expected to work with other students in varying positions to understand production from top to bottom. These projects once complete will serve as a demo reel to their abilities within the sports broadcasting field.
SPE200: Sports Writing and Journalism (3 credits; 48 hrs.)	This course begins with a brief history of sports broadcasting and introduces students to the fundamental research and writing required for sports broadcasts. The course introduces the differences between broadcast writing and print writing, guides students in the use of highlight reels and sound bites, provides practice in transitions, and fully instructs students on the mechanics of script writing for sports journalism.
SPE201: Sports Talk Theory (3 credits; 48 hrs.)	Sports Talk Radio and TV continue to be a major industry commodity, and this course guides students in the fundamental skills required to produce and host sports talk programming. The course guides students in creating topics, researching players, building rundowns, and evergreen topics, as well as a range of interviewing techniques that must be developed. Students are also guided in a full range of production roles, and they build skills in running the board, cutting and editing audio, and taking callers effectively.
SPE202: Sports Radio Production (3 credits; 48 hrs.)	This hands-on course engages students in hosting multiple two-hour sports shows within the campus's station. Students are guided in research, writing, and pre-production; conducting the show; editing and post-production; and reviewing the show's effectiveness. Students leave the course with a series of professional experiences in sports radio programming success.
SPE203: Remote Coverage and Play-by-Play (3 credits; 48 hrs.)	This course provides a range of theoretical and practical experience in remote coverage of sporting events. Students learn the differences between game day intros, studio intros, play-by-play intros, production intros, and scoring intros, practicing the delivery and production of each. Students learn the terminology, preparation, and information management of calling games, scoreboard management, and a range of play-by-play techniques for baseball, football, basketball, and other sports formats.
SPE204: Live Remote Production (3 credits; 48 hrs.)	This hands-on course puts students into the field to cover sporting events live. All pre-production, talent and production, and post-production are put to work, as students conduct all roles for live, on-site sports broadcasts. Shows are built from these remote productions, as students manage the entire show as is done in industry.
SPE205: Sports Video Production (3 credits; 48 hrs.)	Students in this course learn the advanced features of video-based sports reporting. Students use the TriCaster system to log footage, embed themes, deliver packages, and color productions with graphics and sound. Students learn a range of styles and approaches to producing video content, as well

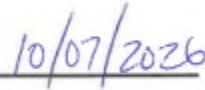
	as learn news gathering and research. The course provides hands-on video production experience in producing sports TV shows.
SPE206: Live Video Production (3 credits; 48 hrs.)	This hands-on course requires students to develop, write, produce, and broadcast a series of sports video programs. This course puts every aspect of the program's theory and practice to work, as students design sports TV programming from the ground up and produce a marketable product in sports broadcasting.

Certification

I certify that the information contained in the School Catalog is true and correct in contents and policy.



Janet Garcia, Corporate Campus Director



Date



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