

DMI

DIVERSE MEDIA INSTITUTE

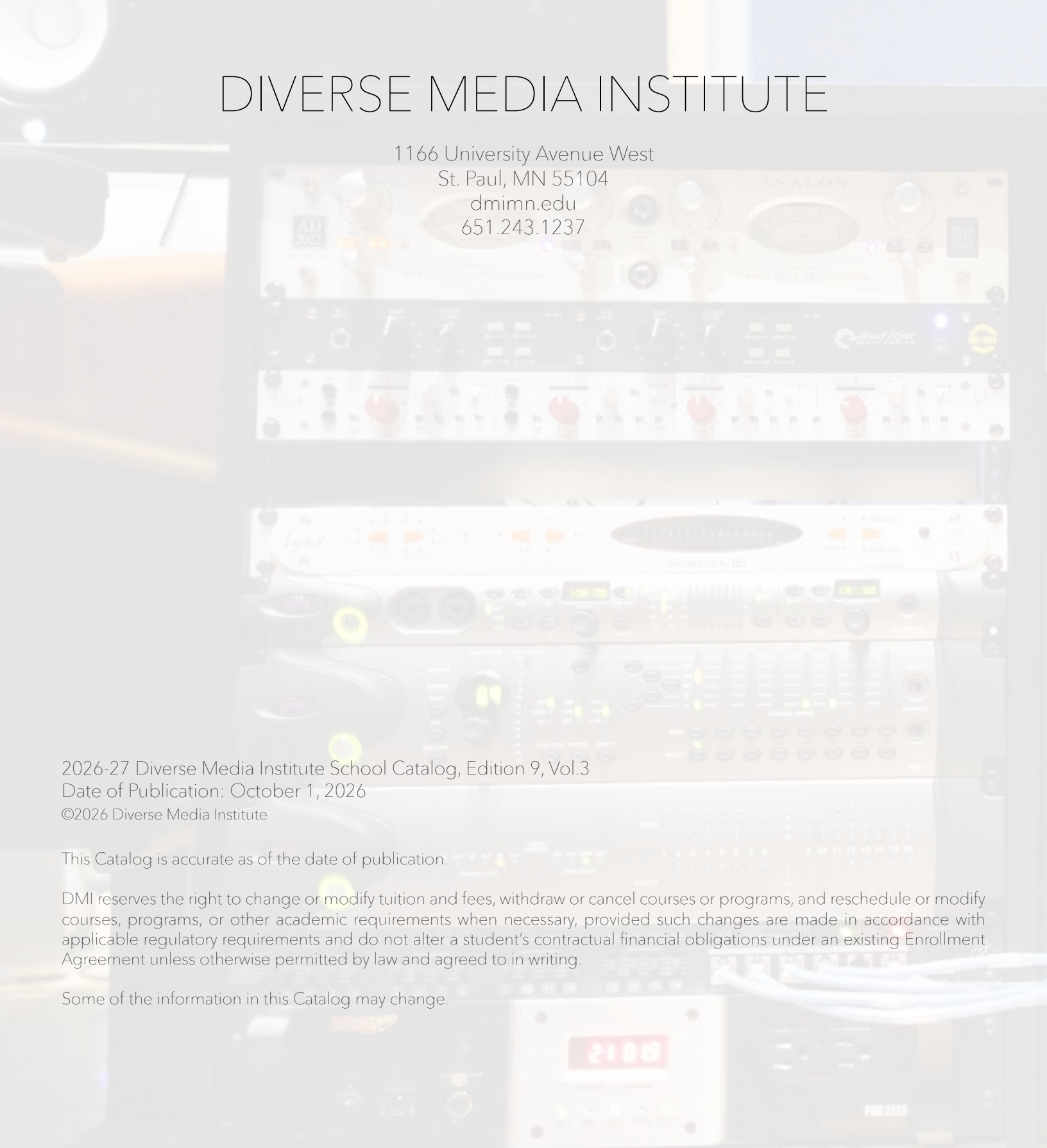
SCHOOL CATALOG

2026 - 2027

Edition 9 Vol. 3

DIVERSE MEDIA INSTITUTE

1166 University Avenue West
St. Paul, MN 55104
dmimn.edu
651.243.1237



2026-27 Diverse Media Institute School Catalog, Edition 9, Vol.3
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This Catalog is accurate as of the date of publication.

DMI reserves the right to change or modify tuition and fees, withdraw or cancel courses or programs, and reschedule or modify courses, programs, or other academic requirements when necessary, provided such changes are made in accordance with applicable regulatory requirements and do not alter a student's contractual financial obligations under an existing Enrollment Agreement unless otherwise permitted by law and agreed to in writing.

Some of the information in this Catalog may change.



TABLE OF CONTENTS

Identifying Data (volume and date of publication)....2
Disclosure Statement....2
Institutional Mission and Goals....4
Campus....4
Accreditation, Licenses & Partnerships....5
Educational Program Audio Technologies....6
Facilities and Learning Resources....14
Student Life....15
Policies and Procedures....15
Admissions Policy....15
Satisfactory Academic Progress Standards (SAP)....18
Family Educational Rights and Privacy Act (FERPA)....19
Tuition and Fees....20
Cancellation and Refund Policy....20
Return of Title IV Funds....21
Post Withdrawal Disbursement....22
Title IV Verification....22
Cost of Attendance....24
Student Complaint Procedures....25
Grading System....26
Academic Support Services....27
Faculty....29
Board of Directors....29
Administration....29
Academic Calendar....30

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 close to downtown St. Paul, near the Metro Green Line 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 such as Prince and 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 Grand Casino Arena 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.

MALL OF AMERICA™

Accreditation, Partnerships & Licenses

ACCSC (Accrediting Commission of Career Schools and Colleges

The Diverse Media Institute is an accredited institution, accredited by ACCSC. ACCSC is recognized by the U.S. Federal Department of Education.

Accrediting Commission of Career Schools and Colleges
2102 Wilson Boulevard - Suite 302
Arlington, VA 22201

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.

U.S. Department of Education – Federal Student Aid

Diverse Media Institute is approved by the U.S. Department of Education to participate in the Federal Pell Grant Program under Title IV of the Higher Education Act. DMI does not participate in the Federal Direct Loan Program.

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
St. Paul, MN 55108-5227

Educational Program

60 Credit Diploma Program (Quarter Credits)

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 60 Quarter Credit Hour Diploma in Audio Technologies - A/V & Live Sound.

Term 1 - Production 1

	QUARTER CREDITS
MB101 The Media Industries	4
MB110 Digital Media Strategies & Entrepreneurship	4
SW101 Intro to Song Writing	4
DW101 Digital Workstations	4
MB201 Brand Development	4
Subtotal	20

Term 2 - Production 2

	QUARTER CREDITS
RM101 Recording & Mixing Techniques	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
AV220 InfoComm Convention	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.

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.

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.

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 Pro Tools 101, to work towards becoming a Certified Pro Tools User.

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.

O=Online (Distance Learning)
R=Residential (On Campus)



Production 2 (Term 2)

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.

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.

MB210 • 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 Pro Tools 110 Certification exam to become a certified Pro Tools 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 specialization 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 and will visit the InfoComm Convention.

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.

AV220 • InfoComm Convention **R/O**

4 Credits

AV220 prepares students to attend the globally leading A/V technology trade show, InfoComm. After preparation, students will travel to the actual event, which gives a real-world look at current A/V technology. Students will interact with manufacturers and industry stakeholders, have the opportunity to attend workshops and equipment demonstrations, and network directly with global A/V technology employers.

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 Pro Tools 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.

PT101 PRO TOOLS FUNDAMENTALS 1 + PT110 PRO TOOLS FUNDAMENTALS II = CERTIFIED USER PRO TOOLS

Career Opportunities

Graduates from the Audio Technology program will be prepared for entry-level employment in a variety of fields including, but not limited to:

- Studio Engineering
- Live Sound Reinforcement
- Music Production
- Audio for Visual Media
- Songwriting/Arrangement
- Sound Design
- Music Programming
- Acoustics/Studio Design
- Audio/Video Equipment Manufacturing
- Audio/Video Equipment Sales & Installation
- Production Equipment Maintenance
- Media Mastering & Restoration
- Media Distribution
- Artist/Talent Development
- Production Facility Management
- Production Facility Administration
- Production Facility Intern/Runner
- Tour Support
- Technical Management
- Multimedia Marketing
- Production Administration



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 the corner of University Avenue and Lexington Avenue and is handicapped accessible.

Online Facilities

DMI will provide each student a home workstation, consisting 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 Moodle.

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 of 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 Moodle.

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

DMI may make changes to the information contained in this catalog when necessary to comply with regulatory or governmental requirements or to reflect changes in institutional policies, procedures, programs, schedules, tuition, or fees. Any such changes will be communicated to affected students and published in a catalog addendum, as applicable. Catalog addenda become part of the catalog and are available on DMI's website and from the School Director. Changes will be implemented in accordance with applicable federal and state requirements and ACCSC standards.

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 Assuring 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 after the program has started, if it is deemed the student is able to successfully complete the program. 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 in advance, who will arrange for accommodations to be provided thereafter.

Attendance Policy

Definition of Attendance

For Title IV purposes, attendance is defined as active participation in academically related activities, either in-person or online, as outlined below:

- In-Person Sessions: Physical presence in scheduled on-campus classes, labs, or required events, verified by instructor roll call or sign-in sheets.
- Online Components: Submission of assignments, quizzes, or discussion board posts; participation in live virtual classes; or documented interaction with the instructor related to course content.

Note: Merely logging into the Learning Management System (LMS) without engaging in an academically related activity does not count as attendance.

Attendance Requirements

- Students are expected to attend all scheduled sessions and complete all online activities by published deadlines.
- Failure to attend 14 consecutive calendar days (in any format) without approved leave will result in administrative withdrawal, with the last date of attendance (LDA) determined by the most recent documented academically related activity.

Last Date of Attendance (LDA) & Return to Title IV Funds (R2T4)

- The LDA is the last date the student participated in an academically related activity (in-person or online).
- For financial aid purposes, withdrawal calculations (R2T4) will use the LDA to determine earned and unearned aid in accordance with federal regulations.

Make-Up Work

Make-up work may be allowed at the instructor's discretion but does not retroactively count as attendance for Title IV purposes unless it involves new, documented academic engagement.

Communication of Absences

Students are responsible for notifying instructors of absences in advance when possible and must follow the institution's leave of absence or withdrawal procedures to maintain good standing.

Policy Review

This policy is reviewed annually to ensure continued compliance with Title IV and institutional standards.

Graduation Attendance Requirement

To be eligible for graduation, students must demonstrate consistent and sufficient attendance, as determined by their instructors and the School Director.

- Satisfactory Attendance: Students must maintain an attendance record that, in the judgment of the instructor, reflects active engagement, participation, and commitment to completing the program requirements.
- Instructor Review: Instructors will evaluate attendance patterns throughout the program and determine if the student has met the attendance expectations necessary to successfully achieve the program's learning outcomes.
- Final Approval: The School Director (or designee) will review instructor recommendations and official attendance records before granting graduation eligibility.

Leave of Absence

A Leave of Absence (LOA) may be approved for documented circumstances that temporarily prevent a student from continuing enrollment while demonstrating a reasonable expectation of returning to complete the program. Examples of acceptable reasons include:

- Serious illness or medical condition of the student.
- Medical leave related to pregnancy or childbirth.
- Serious illness or death of an immediate family member.
- Military service or military obligations.
- Jury duty or court-ordered obligations.
- Other unforeseen circumstances beyond the student's control that the School Director determines justify a temporary interruption of study.

Requests are evaluated on an individual basis and must be supported by appropriate documentation when applicable. 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.

DMI will notify the student in writing of the revised graduation date via the student's institutional e-mail address. A copy of the notification will be retained in the student's academic file.

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

Emergency Preparedness Information & Plan

A copy of DMI's current Emergency Plan can be obtained from the School Director upon request.

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

DMI students are expected to conduct themselves in a professional, respectful, and responsible manner. Students must comply with DMI policies and procedures and may not engage in conduct that disrupts the educational environment, threatens the health or safety of others, damages or misuses school property or equipment, involves academic dishonesty, harassment or discrimination, or violates applicable law. Violations of DMI's standards of conduct may result in disciplinary action, up to and including dismissal.

Detailed standards of conduct and disciplinary procedures are provided in the Student Handbook. Students are required to review the Student Handbook and sign an acknowledgement that they have received and reviewed it.



Standards of Satisfactory Academic Progress (SAP)

Maximum Timeframe
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%. The cumulative Completion Rate needs to be 67% at each evaluation period (Term) to match Maximum time.

Grade Point Average
Students must maintain a minimum acceptable cumulative grade point average while attending DMI. Grades are monitored at three separate checkpoints (At the end of each term). At each checkpoint a student must have at least a 1.5 cumulative GPA and to graduate a student must have at least an overall 2.0 GPA.

Warning Policy
DMI does not use an academic probation status. Students who fail to meet satisfactory academic progress requirements are placed on Academic Warning as described below. Failure to regain satisfactory academic progress by the end of the warning period will result in dismissal, subject to the appeal procedures stated herein. Should a student fall below the required academic benchmarks for a class in a term, he or she will be placed on warning. A student shall receive a written statement within 7 days of what is lacking in the student's progress and what must be done to regain good academic standing at DMI. If a student has been placed on warning for a course in a term, the student can regain satisfactory academic progress (get off warning status) by working with faculty during the following term.

Dismissal
Should a student fail to meet those terms and fail to regain satisfactory academic progress at the end of the warning period (end of the following term), the student shall be dismissed from the program.

Right of Appeal
Should a student be dismissed for failure to maintain satisfactory academic progress, and the student disagrees with the application of Satisfactory Academic Progress standards, or feels that there are mitigating circumstances, the student shall have a right to appeal that decision in writing directly to Student Services / School Director.
Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's Satisfactory Academic Progress. No waivers will be granted for graduation requirements.
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 will be communicated in writing to the student's email no later than two weeks after the submission and shall be final.

Previously completed DMI coursework
DMI may review coursework that a returning or reentering student previously completed at DMI. This review is limited to coursework documented in the student's official DMI academic record.

DMI will determine whether previously completed DMI coursework satisfies requirements of the student's current program of study. The determination may consider whether the coursework was successfully completed, whether its content and instructional hours remain equivalent to current requirements, and whether changes to the curriculum or applicable standards require a course to be repeated or additional instruction to be completed.

Any coursework recognized through this process remains DMI coursework. Its recognition does not constitute the acceptance of transfer credit or the award of credit for prior learning experience. DMI will provide the student with a written determination identifying recognized coursework and the remaining requirements for program completion.

Transfer of Credit Policy / Prior Learning Experience
DMI does not grant credit for education or training completed at other postsecondary institutions. Except as may be necessary to provide a reasonable accommodation for a documented disability in accordance with applicable law, students must complete the program requirements established in this Catalog to earn a diploma. DMI does not award credit for prior learning experience.

This policy does not prevent DMI from recognizing applicable coursework that a returning or reentering student previously completed at DMI, as described in the "Previously Completed DMI Coursework" section.

Remedial Coursework
DMI does not offer any remedial coursework. If a student does not meet the entry proficiency exam, DMI may offer a bootcamp to prepare an applicant to meet the entry proficiency exam requirements.

Course Repeats
If a course is repeated, only the most recent grade counts toward the GPA. Each course may be repeated one time.

Incomplete Courses
Courses with grades of I and W are not complete and therefore count as credits attempted, but not earned. These grades are not factored into the GPA, but are considered in calculating completion rate. If a student has an incomplete course at the time of the SAP calculation, the credits are counted as attempted, but not completed. An incomplete is not counted toward the GPA. Whenever a student's grade of incomplete is changed to a letter grade, SAP is recalculated for that student with the final grade being replaced in the SAP calculation.

Withdrawals/Course Repeats
The credits for all withdrawals will be counted in the calculations for cumulative credits attempted. If a course is repeated, only the most recent grade counts toward the GPA; however, both courses will count as attempts and will be considered in the completion rate calculation.

Reinstatement
A student who meets SAP requirements will be reinstated as a regular student and will be eligible to receive financial aid. A student will only be reinstated if the student's SAP appeal has been granted.

Independent Study

DMI currently does not offer credit for Independent Studies.

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 institutional 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 unauthorized reproduction or distribution of copyrighted material, including unauthorized downloading or uploading through file-sharing networks. Civil penalties may include actual damages or statutory damages ranging from $750 to $30,000 per infringed work, and up to $150,000 per work for willful infringement, plus costs and attorneys' fees. Willful copyright infringement may also result in criminal penalties, including fines and imprisonment.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Family Educational Rights and Privacy Act(FERPA)

DMI complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records and provides students with the following rights:

1. Right to Inspect and Review Records

Students have the right to inspect and review their education records within 45 days of submitting a written request to the School Director. The request must identify the records the student wishes to review. DMI will notify the student of the time and place where the records may be inspected.

2. Right to Request Amendment

Students have the right to request amendment of education records they believe are inaccurate or misleading. Requests must be submitted in writing to the School Director, clearly identifying the portion of the record to be changed and explaining why it is inaccurate or misleading.

If DMI denies the request, the student will be notified in writing and informed of the right to a hearing.

3. Right to Consent to Disclosure

Students have the right to provide written consent before the institution discloses personally identifiable information (PII) from education records, except where FERPA permits disclosure without consent.

DMI may disclose records without consent to:
- School officials with legitimate educational interest
- Accrediting agencies
- Federal and state education authorities
- Financial aid agencies
- Contractors or service providers performing services
- In response to a lawful subpoena or court order
- In health or safety emergencies

A school official is a person employed by or contracted with DMI to perform administrative, academic, compliance, or support services and who requires access to education records to fulfill professional responsibilities.

4. Directory Information

DMI designates the following as Directory Information:
- Student name
- Enrollment status
- Program of study
- Dates of attendance
- Credentials earned

Directory information may be released without prior consent unless the student submits a written request to restrict disclosure. Students may opt out of directory information disclosures by submitting a written request to the School Director.

5. Record Retention

Permanent academic records, including transcripts, are maintained indefinitely. Other student records are retained in accordance with institutional record retention policies and accrediting agency requirements.

6. Annual Notification

Students are notified annually of their FERPA rights through publication in the School Catalog and/or official institutional communications.

7. Filing a Complaint

Students may file a complaint with:
Student Privacy Policy Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Records Confidentiality & Data Security

DMI maintains administrative, technical, and physical safeguards to protect student education records from unauthorized access, disclosure, alteration, or destruction. Access to student records is limited to authorized personnel with legitimate educational interest. Electronic records are password-protected, and physical records are stored in secure locations.

Student Identity Verification (Dist. Education)

DMI verifies the identity of students participating in distance education through secure login credentials and/or other verification methods while protecting student privacy. DMI does not charge students additional fees for student identity verification.

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 a 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)
Lab Fee*	$1000
AV220 - InfoComm Fee	$1500
Tuition per credit	$200
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	Make-up Class, per hour	$20

* The $1,000 program lab fee is allocated across the three quarters.

Cancellation and Refund Policy

A. Rejected Applicants

If DMI rejects an applicant, all tuition, fees, and other charges paid by or on behalf of the applicant will be refunded.

B. Cancellation Within Five Business Days

A student who gives notice of cancellation within five business days after the date DMI notifies the student of acceptance is entitled to a full refund of all tuition, fees, and other charges paid, regardless of whether the program has started.

C. Cancellation Before the Program Begins

If a student gives notice of cancellation more than five business days after acceptance but before the start of the program, DMI will refund all tuition, fees, and other charges except 15% of the total cost of the program, not to exceed $50.

D. Withdrawal After the Program Begins

A student who withdraws after the program begins is entitled to a prorated refund if, as of the student's last documented date of attendance, the student has completed less than 75% of the entire program of instruction. The program of instruction means the entire program and does not mean an individual term, payment period, module, or other portion of the program.

For DMI's program, which has defined calendar start and end dates, the percentage of the program completed is determined by dividing the number of calendar days from the first scheduled date of the program through the student's last documented date of attendance by the total number of calendar days from the first scheduled date through the last scheduled date of the program. The result is truncated after the second digit following the decimal point.

If the student has completed less than 75% of the program, DMI may retain:

- tuition, fees, and charges equal to the total tuition, fees, and charges multiplied by the percentage of the program completed; and
- the lesser of 25% of the total tuition or $100.

DMI does not charge an application or enrollment fee.

A student who has completed 75% or more of the entire program of instruction is not entitled to a refund under this statutory proration provision.

E. Notice of Cancellation or Withdrawal

A student is not required to submit a written notice of cancellation. Notice is effective on the date the student notifies DMI of the student's intention to withdraw or otherwise leave the program. Notice may be provided in writing, by email, verbally, or by voicemail to:

Diverse Media Institute - Attn: School Director - 1166 University Avenue West - St. Paul, MN 55104

If a student does not attend for 14 consecutive days and does not contact DMI to provide notice of cancellation or otherwise make arrangements regarding the absence, the student will be considered withdrawn as of the student's last documented date of attendance. DMI will confirm a student's withdrawal in writing and mail the confirmation to the student's last known address.

F. Time of Refund

DMI will acknowledge a valid notice of cancellation within 10 business days after receipt of the notice. Any refund due to the student will be made within 30 business days, and DMI will arrange for termination of any student obligation to pay an amount exceeding the amount properly due under this policy.

G. Financial Aid

Refunds calculated under this institutional policy are separate from any required return of federal Title IV financial aid. Federal Title IV funds are calculated and returned in accordance with DMI's Return of Title IV Funds Policy published in this Catalog. Minnesota state financial aid and other third-party funds will be returned as required by the applicable funding source.

H. Scholarships and Institutional Aid

The treatment of scholarships, institutional aid, and other financial assistance upon withdrawal will be determined in accordance with the terms of the award and applicable federal, state, and institutional requirements.

Tuition Discounts

DMI tuition discounts are applied after all federal and state financial aid has been credited to the student's account. A discount may not exceed the student's remaining tuition balance and will not create a credit balance or refund. If federal and state aid fully covers tuition, no DMI tuition discount will be applied.

HSRA Graduate Tuition Discount
DMI and the High School for Recording Arts (HSRA) maintain a tuition discount agreement. Each qualifying HSRA graduate may receive a tuition discount of up to $1,500 per term. The discount will be reflected on the qualifying student's ledger.

Ujamaa Place Tuition Discount
DMI supports its community partner, Ujamaa Place. Each qualifying Ujamaa Place program participant may receive a tuition discount of up to $600 per term. The discount will be reflected on the qualifying student's ledger.

Eligibility and Limitations
A student may receive either the HSRA Graduate Tuition Discount or the Ujamaa Place Tuition Discount, but not both during the same term. If a student qualifies for both, the larger applicable discount will be awarded.

Students must complete the term to remain eligible for the discount. The amount awarded is limited to the lesser of:
- The applicable discount amount; or
- The student's remaining tuition balance after federal and state financial aid has been applied.

Minnesota FIG (Fostering Independence Grant)
The Fostering Independence Grant is a last-dollar cost of attendance state financial aid program for students under age 27 who were in Minnesota foster care at age 13 or older. Students are considered for the grant by completing the FAFSA or Minnesota Dream Act application and answering affirmatively to the foster care question on the application. The Minnesota Office of Higher Education has a data sharing agreement with the Minnesota Department of Children, Youth, and Families to confirm eligibility for the grant.

Return of Title IV Funds (R2T4)

The Return of Title IV Funds (R2T4) Policy applies when a student who received, or was eligible to receive, Title IV federal student aid completely withdraws or otherwise ceases attendance during a payment period.

DMI is an institution required to take attendance. The Last Date of Attendance (LDA) is the last date the student participated in a documented academically related activity, whether in person or online. The LDA is used as the student's withdrawal date for purposes of the R2T4 calculation.

An official withdrawal occurs when a student notifies DMI, orally or in writing, of the student's intent to withdraw. An unofficial withdrawal occurs when a student ceases attendance without providing notice or otherwise making arrangements with DMI.
For a student who ceases attendance without providing notice, DMI will determine the student's withdrawal status no later than 14 calendar days after the student's LDA, except as otherwise permitted under federal regulations. The Date of Determination (DOD) is the date DMI determines that the student has withdrawn and is distinct from the student's LDA. The DOD is used to establish applicable federal R2T4 processing deadlines.

Determination of Earned Title IV Aid
The R2T4 calculation determines the amount of Title IV aid a student earned as of the student's withdrawal date and the amount of unearned Title IV aid that must be returned.

Because DMI operates a standard-term quarter-credit program, R2T4 calculations are performed on a payment-period basis.

The percentage of Title IV aid earned is generally determined by dividing the number of calendar days completed in the payment period by the total number of calendar days in the payment period, excluding scheduled breaks of five or more consecutive days as required by federal regulations.

If the student withdraws after completing more than 60% of the payment period, the student is considered to have earned 100% of the Title IV aid for that payment period. If the student completes 60% or less, the amount earned is proportional to the percentage of the payment period completed.

If the Title IV aid disbursed to the student exceeds the amount earned, the unearned portion must be returned. If the amount of Title IV aid earned exceeds the amount already disbursed, the student may be eligible for a post-withdrawal disbursement.

The federal R2T4 calculation is separate from DMI's institutional Cancellation and Refund Policy. A student may therefore owe a balance to DMI after Title IV funds are returned. Federal R2T4 requirements do not determine the amount of institutional tuition or fees a student owes.

R2T4 Processing Deadlines
DMI will complete the required R2T4 calculation no later than 30 days after the Date of Determination.
Any unearned Title IV funds for which DMI is responsible will be returned as soon as possible, but no later than 45 days after the Date of Determination.

Return of Unearned Title IV Funds
DMI will return unearned Title IV funds to the applicable federal program or programs in the order required by federal regulation.

DMI participates in the Federal Pell Grant Program and does not participate in the Federal Direct Loan Program. Accordingly, Title IV returns for DMI students will generally involve Federal Pell Grant funds and any other Title IV grant program in which DMI is authorized to participate, as applicable.

Minnesota state financial aid is returned in accordance with applicable Minnesota Office of Higher Education requirements. Other nonfederal financial assistance will be handled in accordance with the requirements of the applicable funding source.

Post-Withdrawal Disbursement (PWD)

A post-withdrawal disbursement may be due when the amount of Title IV aid earned by the student exceeds the amount of Title IV aid disbursed as of the student's withdrawal date.

Because DMI does not participate in the Federal Direct Loan Program, DMI's post-withdrawal disbursements will generally involve eligible Title IV grant funds, including Federal Pell Grant funds.

If a student is eligible for a post-withdrawal disbursement of Title IV grant funds, DMI will make the eligible grant post-withdrawal disbursement as soon as possible, but no later than 45 days after the Date of Determination, in accordance with federal requirements.

Eligible grant funds may be credited to the student's account for allowable institutional charges in accordance with federal regulations. Any remaining amount due to the student will be disbursed in accordance with applicable federal requirements.

Title IV Credit Balances After Withdrawal
If a student has a Title IV credit balance at the time of withdrawal, DMI will not release or return that credit balance until the R2T4 calculation has been completed and the correct amount of the credit balance has been determined.
After the R2T4 calculation is completed, any remaining Title IV credit balance will be paid to the student, or otherwise handled as permitted by federal regulation, within 14 days of the date DMI performs the R2T4 calculation.

Title IV Verification Policy

DMI follows U.S. Department of Education requirements for verification of information reported on the Free Application for Federal Student Aid (FAFSA). Students selected for verification by the U.S. Department of Education, or selected by DMI when additional verification is required, must provide the information and documentation necessary to complete the verification process before Title IV aid may be disbursed, as applicable.

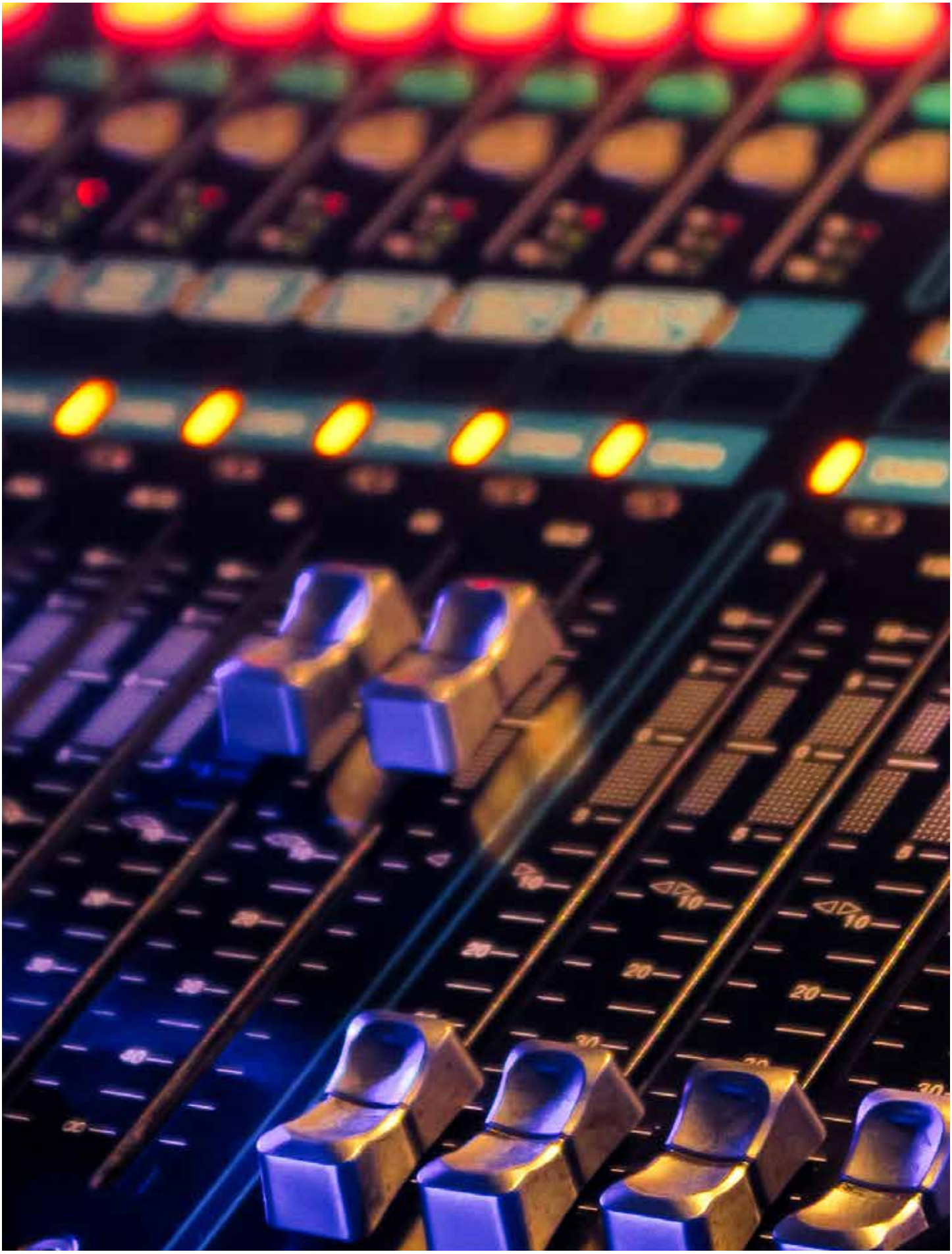
The U.S. Department of Education assigns students selected for federal verification to a verification tracking group. The information that must be verified and the documentation required depend upon the student's assigned verification group and individual circumstances. DMI will notify a student of the documentation required to complete verification.
Federal tax information obtained directly from the Internal Revenue Service (IRS) through the FUTURE Act Direct Data Exchange (FA-DDX) and used in determining the student's eligibility is considered verified for Title IV purposes. Additional tax documentation generally is not required for information successfully transferred through the FA-DDX unless otherwise required by federal regulations or guidance.

When additional documentation is required, DMI may request appropriate documentation permitted by the U.S. Department of Education, including, as applicable, IRS tax transcripts, signed federal income tax returns and applicable schedules, W-2 forms, statements of non-filing or income earned from work, documentation of family size, identity documentation, or other information necessary to complete verification or resolve conflicting information.

Students are responsible for submitting requested verification documentation in a timely manner. DMI will compare the submitted information with the student's FAFSA and Institutional Student Information Record (ISIR). If verification identifies information that must be corrected, DMI will submit or require the appropriate corrections in accordance with federal requirements and will determine the student's eligibility based on the corrected information.

DMI will not make a Title IV disbursement when federal regulations prohibit disbursement prior to completion of verification. Failure to provide required verification documentation may result in the student being ineligible to receive Title IV aid for which verification is required.
DMI will resolve conflicting information affecting a student's Title IV eligibility when required by federal regulations, regardless of whether the student was selected for verification.

Verification procedures and required documentation are subject to applicable U.S. Department of Education regulations and guidance for the applicable award year.



Cost of Attendance (COA)

Academic Year: September – June
Program Length: Three Quarters (Scheduled Academic Year)
Enrollment Status: Full-Time (20 Quarter Credits per Term)
Location: St. Paul, Minnesota

The Cost of Attendance (COA) represents the estimated total cost of completing the program for one academic year. The COA includes tuition, required fees, books and supplies, and reasonable living expenses. Actual costs may vary based on individual circumstances.

The institution defines its academic year as three consecutive quarters totaling 60 quarter credit hours and a minimum of 30 weeks of instructional time.

Tuition and Required Fees

Tuition
$200 per quarter credit
20 credits per quarter
$4,000 per quarter

Program Lab Fee
(Books, Course Materials, Supplies & Equipment):
$1,000 total program cost
Prorated at $333 per quarter

Special Required Course Fee (Travel Course):
$1,500 assessed in Quarter 2

Estimated Living Expenses (Off-Campus)

These allowances reflect reasonable and modest living costs for a student residing in St. Paul, Minnesota:

- Housing: $900 per month
- Food: $350 per month
- Utilities: $125 per month
- Personal/Miscellaneous: $200 per month

Monthly Living Allowance: $1,575
Quarterly Living Allowance (3 months): $4,725

Transportation (Student Metro Transit Pass):
$90 per quarter

Total Estimated Living Expenses Per Quarter: $4,815

Estimated Cost of Attendance by Quarter

Quarter 1 (September–December)
Tuition: $4,000
Lab Fee (Prorated): $333
Living Expenses: $4,815
Total: $9,148

Quarter 2 (January–March)
Tuition: $4,000
Lab Fee (Prorated): $333
Special Course Fee: $1,500
Living Expenses: $4,815
Total: $10,648

Quarter 3 (April–June)
Tuition: $4,000
Lab Fee (Prorated): $333
Living Expenses: $4,815
Total: $9,148

Total Academic Year Cost of Attendance

$28,944

Additional Information

- Living expenses are estimates for budgeting purposes.
- The Cost of Attendance is used to determine eligibility for federal financial aid.
- Individual student budgets may be adjusted on a case-by-case basis in accordance with federal regulations.



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 informal 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
St. 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.

C. ACCSC Student Complaint Procedure
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 reviewed 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 (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org
complaints@accsc.org
A copy of the ACCSC Complaint Form is available from the school and may also be obtained by contacting ACCSC at complaints@accsc.org or through the ACCSC website.



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, W, 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:

- Meet Attendance requirements outlined in the Attendance Policy Section
- 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.

In the event the graduation date changes due to a student's academic progress (i.e. failed courses or incomplete courses), the student will be notified via e-mail about his potential new graduation date.

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 2026)

Curshall, Robert (Max)

Faculty

Minnesota State University Moorhead
MAJOR: Bachelors of Science in Entertainment Industry with an emphasis in Audio Technology

Herold, Scott

Faculty
Peru State, Peru, NE
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.

Sivak, Joseph "JJ"

Faculty

Loyola University, New Orleans, LA
MAJOR: Bachelor's in Jazz Studies, Philosophy
J.J. is a versatile musician, educator, and audio professional with a B.M. in Jazz Studies and Philosophy from Loyola University New Orleans. He has toured internationally as a guitarist and music director with major cruise lines, performed with acts like BB King's All Stars and Postmodern Jukebox, and worked across the Twin Cities as a DJ, live sound technician, and educator. He currently serves as Director of Music Instruction and Sales at Prince Music Company, works at Skyway Theatre, and performs as bandleader for rising viral singer Tori Holub. J.J. is also a founding partner of the MN Music Co-Op, an underground hip-hop recording collective based in downtown Minneapolis. A former Music Director at School of Rock Plymouth and a graduate of Slam Academy, he brings expertise in sound design, production, mixing, and mastering. Passionate about empowering youth through creativity and self-expression, J.J. is dedicated to helping students find their voice and build real-world skills in music and media.

Winden, Phil

Academic Dean

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
Academic Dean

Herold, Scott
Director of Career Services



ACADEMIC

SPRING TERM 2026

April 13, 2026	Monday	Classes Begin for All Students
May 22–25, 2026	Friday–Monday	Memorial Day Weekend Observed – School Closed
June 19, 2026	Friday	Last Day of Classes for All Students
June 22 – September 30	Monday–Friday	Summer Break – No Classes in Session
July 3, 2026	Friday	Independence Day Observed – School Closed
August 2026	TBD	Graduation Ceremony
September 7, 2026	Monday	Labor Day Observed – School Closed
September 17, 2026	Thursday	U.S. Constitution Day Observed

FALL TERM 2026

October 2, 2026	Friday	New Student Orientation
October 5, 2026	Monday	Classes Begin for All Students
October 12, 2026	Monday	Indigenous Peoples' Day Observed – School Closed
November 11, 2026	Wednesday	Veterans Day Observed – School Closed
November 25–27, 2026	Wednesday–Friday	Thanksgiving Break – No Classes in Session
December 18, 2026	Friday	Last Day of Classes for All Students
Dec. 21 – Jan 1, 2027	Monday–Friday	Winter Break – School Closed

WINTER TERM 2027

January 4, 2027	Monday	New Student Orientation
January 5, 2027	Tuesday	Classes Begin for All Students
January 18, 2027	Monday	Martin Luther King Jr. Day Observed – School Closed
February 15, 2027	Monday	Presidents' Day Observed – School Closed
April 2, 2027	Friday	Last Day of Classes for All Students
April 5–9, 2027	Monday–Friday	Spring Break – School Closed

CALENDAR

SPRING TERM 2027

April 12, 2027	Monday	Classes Begin for All Students
May 28–31, 2027	Friday–Monday	Memorial Day Weekend Observed – School Closed
June 25, 2027	Friday	Last Day of Classes for All Students
June 28 – Sept. 3, 2027	Monday–Friday	Summer Break – No Classes in Session
July 5, 2027	Monday	Independence Day Observed – School Closed
August 2027	TBD	Graduation Ceremony

FALL TERM 2027

October 1, 2027	Friday	New Student Orientation
October 4, 2027	Monday	Classes Begin for All Students
October 11, 2027	Monday	Indigenous Peoples' Day Observed – School Closed
November 11, 2027	Thursday	Veterans Day Observed – School Closed
November 24–26, 2027	Wednesday–Friday	Thanksgiving Break – No Classes in Session
December 17, 2027	Friday	Last Day of Classes for All Students
December 20 – Jan. 2, 2028	Monday–Friday	Winter Break – School Closed

WINTER TERM 2028

January 3, 2028	Monday	New Student Orientation
January 4, 2028	Tuesday	Classes Begin for All Students
January 17, 2028	Monday	Martin Luther King Jr. Day Observed – School Closed
February 21, 2028	Monday	Presidents' Day Observed – School Closed
March 17, 2028	Friday	Last Day of Classes for All Students
March 20–24, 2028	Monday–Friday	Spring Break – School Closed

Academic Calendar 2026 - 2027
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
651.243.1237

dmimn.edu