

2021 - 2022 COLLEGE CATALOG



COMPASS

COLLEGE OF FILM & MEDIA

Welcome to the Compass Community!

Compass College of Film and Media is a Christian college committed to the expression of biblical faith through living, creativity and the educational pursuits of the professional disciplines of filmmaking and media arts.

The college operates in a conservatory style atmosphere where hands-on activities – from day one – cultivate and facilitate the learning experience. The college understands the importance of industry standard technology to its field of training and offers an intensive collection of equipment for its student training use.

Compass also offers a small and intimate environment for learning and fostering community where you will meet friendly people with similar passions and dreams and who will walk alongside you on your journey. The friendships established here often lead to life-long relationships and strong professional connections. In addition, the staff and faculty make it their goal to facilitate a joyful atmosphere where fun and learning go hand in hand.

Compass is a degree-granting college accredited by the high educational standards of the Accrediting Commission of Career Schools and Colleges.

Undergraduate Catalog

This catalog, published by Compass College, is intended to give an accurate description of the college's programs and services for the years indicated. However, the information is subject to change without notice. This catalog is for informational purposes and does not constitute a contract.

For further information about the offerings and programs of the college, financial aid, enrollment procedures, and campus visits, contact:

Compass College of Film and Media
41 Sheldon Avenue SE
Grand Rapids MI 49503
616.988.1000
www.compass.edu

COMPASS COLLEGE OF FILM AND MEDIA
CATALOG 2021-2022
TABLE OF CONTENTS

■ INTRODUCTION ■	5
ABOUT COMPASS COLLEGE OF FILM AND MEDIA	5
VISION AND MISSION STATEMENTS	5
STATEMENT OF FAITH	5
STATEMENT OF CONVICTION.....	6
HISTORY	6
LOCATION	7
COMPASS COLLEGE OF FILM AND MEDIA GOALS	7
CAMPUS LIFE.....	7
ACCREDITATION	8
BOARD OF DIRECTORS.....	8
PROGRAM ADVISORY COMMITTEE	8
ACADEMIC AND ADMINISTRATIVE STAFF.....	9
FACULTY	9
CONTACT INFORMATION	9
■ ADMISSIONS POLICIES ■	10
ADMISSION PROCESS	10
INTERNATIONAL STUDENTS	10
ADMISSIONS POLICY	11
READMISSION POLICY	11
NON-MATRICULATING STUDENTS.....	11
DISABILITY POLICY	12
■ FINANCIAL INFORMATION ■	13
TUITION AND FEES 2021-2022	13
FINANCIAL AID.....	13
PAYMENT POLICIES	17
PAYMENT OPTIONS	17
WITHDRAWAL	18
REFUND OF TUITION	18
■ ACADEMIC INFORMATION ■	20
STORY-CENTRIC, CONSERVATORY-STYLE.....	20
ACADEMIC YEAR DEFINED.....	20
GENERAL GRADUATION REQUIREMENTS.....	21
■ ACADEMIC POLICIES & PROCEDURES ■	22
SATISFACTORY ACADEMIC PROGRESS (SAP).....	22
ACADEMIC WARNING AND DISMISSAL	23
VETERANS' EDUCATIONAL BENEFITS	24
ATTENDANCE POLICY	24
TARDINESS.....	24
MAKE-UP ASSIGNMENTS	25
LEAVE OF ABSENCE	25
GRADING SYSTEM	25
TRANSFER CREDITS FROM OTHER INSTITUTIONS	26
TRANSCRIPT OF GRADES	26
FERPA AND STUDENT RECORDS.....	26

■ NON-ACADEMIC POLICIES & PROCEDURES ■	28
SMOKING POLICY	28
WEAPONS FREE ZONE.....	28
ANTI-DRUG ENFORCEMENT POLICIES	28
STUDENT CONDUCT	29
COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS	29
COMPLAINT POLICY	30
STUDENT COMPLAINT AND GRIEVANCE PROCEDURE	30
ANNUAL SECURITY REPORT	31
REPORTING A CRIME	31
TIMELY WARNING	31
■ STUDENT SERVICES AND CAREER SERVICES ■	32
STUDENT AFFAIRS	32
HOUSING.....	32
TRANSPORTATION	32
CHILD CARE	32
NEW STUDENT ORIENTATION.....	32
STUDENT AND CAREER DEVELOPMENT	32
GENERAL STUDENT DEVELOPMENT.....	32
ALUMNI RELATIONS	33
FACILITIES	33
CLASS HOURS	34
SCHOOL CANCELLATION	34
GRADUATION RATES	34
■ ACADEMIC PROGRAM ■	35
PROGRAM OBJECTIVES	35
GRADUATE LEARNING OUTCOMES	35
REQUIREMENTS FOR DEGREE COMPLETION	36
COURSE DESCRIPTIONS.....	38
COMPASS ACHIEVEMENT AWARDS.....	47
■ ACADEMIC CALENDAR & IMPORTANT DATES ■	48

The contents of this catalog are subject to change. Current students should refer to the most recent Student Handbook for other policies and procedures. Its contents are in effect on January 1, 2022, the beginning of the Spring semester of the 2021-2022 academic year.

About Compass College of Film and Media

Compass College of Film and Media (Compass College) is a faith-based college of higher education situated in beautiful Grand Rapids, Michigan. Offering an education in the disciplines of the entertainment industry, emphasis is placed on the beauty and art of storytelling. Compass College engages and challenges students through integrated learning opportunities, high-quality technology, and hands-on experience. The programs and opportunities of the college provide graduates the foundation to develop professionally, personally, and meaningfully, with the goal to distinguish by skill, community, and vocation.

A Christian Worldview

As a Christian institution, Compass College of Film and Media affirms Christ as the center of all life. Our beliefs and values are intended to glorify God, represent the Church, and provide excellent education in cinematic and media arts. Compass is dedicated to each student's artistic development, as well as spiritual formation. As we build community, we are committed to teaching the mastery of storytelling while also integrating historical, biblical Christianity in all that we do and teach.

It is through Compass' Statements of Purpose: Statement of Faith, Vision and Mission Statements, Statement of Conviction, Diversity Statement, and Educational Goals, that these positional documents provide evidence of the college's strong biblical Christian beliefs. These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible word of God, speaks with the final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. And, for purposes of Compass' faith, doctrine, practice, policy and disciplines, the institution's Board of Directors is the final interpretive authority on the Bible's meaning and application.

Compass' beliefs, as listed herein, are intended to demonstrate the college's determination to grow in Godly virtue, ethics, and community. The goal is to provide an environment for spiritual formation where students can learn, and flourish in creativity, expression, and impact as filmmakers, actors, artists, and children of God.

Vision and Mission Statements

Vision: Compass College of Film and Media shall be recognized internationally for its mastery of filmmaking education and servant leadership based on the example of Jesus Christ.

Mission: Compass College of Film and Media provides God-gifted artists with the spiritual and creative tools needed to create experiential and culturally impacting stories.

Core Values: Christ-centered, Communication, Community, Creativity, Entrepreneurism, Hands-on Experience, Lifelong Learning, Mentorship, Respect, Storytelling, and Technical Ability

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

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Daily Living Expectations

Compass College of Film and Media expects that its staff and faculty, believe and practice the following fundamentals in their daily lives and desires that its students do so:

- A daily affirmation of Christ as Lord
- A love for God and people
- A caring, Christ centered unity amongst believers

- A lifestyle dedicated to God and obedience to His will
- A growing, victorious state of mind through the indwelling of Christ through the Holy Spirit
- A willingness to serve the Lord, sacrificially
- A desire to be sensitive to the Holy Spirit's work
- A working faith in God's promises for all of life's daily needs
- A witness for Christ without compromise
- A committed desire to be Godly and gracious

Statement of Conviction

It is a conviction of the faculty, staff, administration, and the Board of Directors of Compass College of Film and Media that:

1. Higher education is more than the acquisition of knowledge. It is also a formative experience for students that results from the total experience of a living-learning environment. We are therefore committed to care deeply for the experiences in the classroom, production, interactions with faculty/staff, internships, bible studies, and on-campus events because we believe these experiences and practices form and shape our students.
2. Higher education, at its best, provides experiences of liberation, freeing people from bigotry, provincialism, and unexamined belief systems. Since education, particularly education in film and digital media is an examination of story, it involves a process of growing discernment, curiosity, and knowledge. Because of this, it is just as important to ask questions as it is to find answers.
3. Higher education at Compass College will involve a personal and intellectual encounter with Christian thought. Christian thought involves consideration of both new and ancient truths; therefore we desire that our students hold unswerving allegiance to humility, honesty, and integrity in the pursuit of knowledge.
4. Christian higher education demonstrates a commitment to the Triune God, the teachings of the Bible and the communion of saints.
5. Although Christian higher education means we are committed to Jesus Christ as Lord, Savior, and King, Compass College desires to be an institution that is both welcoming and hospitable to people of all faiths or no faith.
6. Christian higher education should include a consideration of commitment to Jesus Christ as Savior and Lord. It is hoped that every Compass student will experience this transformation and will grow spiritually during their time at Compass.

Educational Goals

Compass College of Film and Media desires that graduates will embrace the Christian worldview and go forth equipped with the spiritual and creative tools needed to create experiential and culturally impacting stories. This fundamental goal will be accomplished as students achieve the following preliminary goals:

- Using artistic ability and industry standard technology with training conducted in a conservatory style atmosphere, students will acquire the competencies of storytelling, filmmaking and media arts.
- Through theory and application, students will develop critical and creative intellectual capacities in order to read, write, and speak effectively and wisely.
- Cultivate analytical, research, and problem-solving abilities exercising writing, mathematics, reason, technology, and scientific methods that apply to storytelling, life skills and lifelong learning.
- Through theory and application, students will develop the ability to practice a lifestyle of wellness and stewardship principles from a Christian perspective.
- Develop an increasing aesthetic appreciation of the creative process through artistic beauty and discerning expression.
- Recognize the complexity of human character and behavior, including a healthy self-awareness and sensitivity in interpersonal relations and apply that knowledge through godly character personally and in storytelling.
- Through integration and communication, expand appreciation for values, traditions and limitations of various cultures.
- In the pursuit of life-long growth and learning, embrace the Christian life and ethical standards with a personal commitment to Jesus Christ and His Church.

Yesterday and Today

With its roots in the Christian faith, Compass College originated as a production company under the name Compass Arts, a ministry that provided an integral voice of virtue in the public square. By producing broadcast campaigns, television specials, short films, and docudramas, the production team garnered 32 National Telly Awards and one Clio Award.

In 2000, the Compass Arts production team began teaching their skills to the next generation of media leaders, incorporating their successes by the process of vocational calling and authentic discipline. Six years later, the academy launched an intensive film program designed to provide outstanding creative and academic excellence in media arts.

Today, Compass College is an accredited, degree-granting college dedicated to training for the entertainment and media industry. Among Compass College's distinctions, its education is both Christ-centered and performance based. Seasoned educators and industry professionals who excel in their disciplines teach the program. With great emphasis on servant leadership, mentorship, and holistic development, students spend over 1000 hours in hands-on application learning to master the skills needed for career opportunities in media arts. In 2021 Compass provided our students the opportunity to work under industry professionals on an eight-episode television series and on a full-length movie, written, produced, filmed and edited by Compass faculty, staff, and alumni.

Compass College's graduates have gone on to work in various areas of the entertainment industry, including on productions for major feature films and episodic television programs; in casting, distribution, and marketing agencies; and for top corporations and media companies. Alumni also have formed their own production companies, serving a diverse clientele of businesses, schools, and churches.

Location

Compass College is located in Grand Rapids, an artistic, western Michigan city that sits along the whimsical Grand River. The area serves as a production center for on-location filming, with a wide variety of backdrops – urban centers, vast forests, rural farming and waterfront communities, Lake Michigan, abundant sports adventures, historical towns, and unique architectural buildings – all within a 50-mile radius. The city is home to several colleges making it a vibrant, college-friendly community. The state of Michigan, which is affectionately called the "Mitten," is surrounded by the Great Lakes and boasts the world-renowned Mackinac Island, as well as an international border with gateways to Canada.

Major films, such as Clint Eastwood's *Gran Torino*, *Whip It* with Drew Barrymore, *All's Fair in Love* starring Christina Ricci, *Gifted Hands: The Ben Carson Story* with Cuba Gooding Jr., *Up In The Air* starring George Clooney, and other notable features have been filmed in Michigan over the past twenty years. Many of Compass College's interns and alumni have had the opportunity to showcase their skills and to learn on sets from a diverse collection of the industry's most talented artists. Films, such as *The Steam Experiment*, *Tug, Cherry*, *The Gun*, and the Mickey Matson series, were shot in Grand Rapids and the nearby cities of Holland, Kalamazoo and Manistee. Additionally, the box office hit, *God's Not Dead*, was directed by one of the college's Advisory Board members, Harold Cronk, giving our alumni another opportunity to excel in their craft.

Compass College of Film and Media Goals

Through Christ's power and guidance, the college's goals are to prepare students for a career in film and media, connect students into diverse areas of the entertainment industry, and empower them to conduct their daily work and lives with purpose, value, integrity, and clarity. Additionally, we expect our graduates to model and pursue life passionately, and to demonstrate ethical, multicultural, and social responsibility, in alignment with the teachings of Jesus Christ.

Campus Life

Compass College of Film and Media fosters community by providing an environment conducive to facilitating the development of the whole student. Their studies and projects are conducted in a comfortable and personable atmosphere, which cultivates teamwork and partnerships that allow students to create strong and caring in-school networks. The professional staff, faculty, and industry advisors provide the educational instruction to increase artistic, spiritual, and vocational growth. The college's staff also offers services, programs, understanding, and availability to enhance each student's spiritual, social, emotional, and physical wellbeing. The college encourages its students to become healthy, responsible, educated and servant-minded members of their communities, working together to improve the world around us.

Diversity Statement

Compass College of Film and Media is deeply committed to God-honoring diversity as reflected in its positional statements: vision, mission, faith, purpose, and conviction, its educational goals and strategic plan. As part of the college's commitment to God-honoring diversity as set forth in the scriptures, each individual should be seen as made in the image of God and should therefore expect to be treated with respect regardless of personal background and abilities.

According to the Scriptures, followers of Jesus Christ will:

- show evidence of the Holy Spirit who lives within them by developing and demonstrating "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22-23);
- "put on" compassion, kindness, humility, gentleness, patience, forgiveness, and supremely, love (Col. 3:12-14);
- seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- love and side with what is good in God's eyes, and abhor what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);

- pursue unity and embrace ethnic diversity as part of God’s design for humanity and practice racial reconciliation as one of his redemptive purposes in Christ (Isa. 56:6-7; John 17:20-23; Acts 17:26; Eph. 2:11-18; Col. 3:11; Rev. 7:9-10);
- uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and a woman (Heb. 13:4);
- be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37);
- give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:7-8).

Antidiscrimination Policy

Compass College of Film and Media is committed to equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, sex, genetic information, age, veteran status, height, weight or disability. Inquiries and appeals regarding compliance with these federal requirements should be directed to the Title IX Coordinator: Ken Boersma, Director of Student Affairs at (616) 988-1000 or titleIXcoordinator@compass.edu. Questions regarding Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, 800-421-3481, OCR@ed.gov, <http://www.ed.gov/ocr>.

Accreditation

Compass College is a non-profit college granting a Bachelor of Fine Arts degree in Cinematic and Media Arts and an Associate of Applied Science degree in Film and Media Production. Compass is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Michigan Department of Licensing and Regulatory Affairs has authorized Compass College to operate a non-profit institution of higher education.



ACCSC is a recognized accrediting agency by the U.S. Department of Education. The U.S. Secretary of Education has continuously recognized ACCSC as an independent, non-profit accrediting agency since 1967. The Commission enforces strict standards and practices, which contribute to the development of a highly trained and competitive workforce through accredited institutions. Their mission is to serve as a reliable authority on educational quality and to promote enhanced opportunities for students.

Board of Directors

Jay Greer, CPA, President and Board Treasurer
Compass College of Film and Media

Betsy DeVos, Emerita
Chair, Windquest Group

David E. Austin, Executive Vice President
Bridgestone Multimedia Group

Myron (Guy) Sawyer, Jr., Board Chair
First Vice-President, Robert W. Baird

Rick Eldridge, CEO/Producer
ReelWorks Studios

Geary Maiuri, Board Secretary
Retired, Macomb Community College

Bill McKendry, Founder – Compass Arts Academy
Chief Creative Officer, HAVEN

Linda Blazy,
Executive Vice President, Licensing, Pure Flix

Program Advisory Committee

Stephen Afendoulis, J.D., Grand Rapids, MI
Retired, Attorney, Varnum Law

Bob Brown, Sand Point, MI
Producer, Charity Island Pictures, Founder/Managing Director,
Sandwalker Studios

Susan Campochiaro Confrey, New York, NY
Owner, Actor-Talent Manager-Artist Development
Career Breakthrough Unlimited

Harold Cronk, Manistee, MI
Director and Founding Partner, 10 West Studios

Chris DeLaney, Orlando, FL
Retired, EA Sports

Rick Eldridge, Charlotte, NC
CEO/Producer, Reelworks Studios

Edgar Struble, Newhall, CA

Music Director, Producer, Author/Speaker

David Weiss, Los Angeles, CA
Treasurer, Writers Guild of America
Screenwriter, *The Smurfs*, *Shrek 2*

Dick Rolfe, Grand Rapids, MI
Co-founder, The Dove Foundation

Steve Sammons, Salem, OR
CEO, BiblicalTraining.org

Gary David Stratton, Ph.D., Knoxville, TN
Dean of Arts and Sciences, Johnson University
Former Ex. Dir., Act One, Inc. and Bezalel Hollywood

John Grooter, Holland, MI
Writer / Director / Producer

Karl Koelling, Grand Rapids, MI
Founder and Director, Taproot Pictures

Academic and Administrative Staff

Jay Greer, CPA., B.A. Accounting; Walsh College.....	President
Todd Staal,.....	Vice President of Operations
William Kavan, M.S. Full Sail University.....	Dean of Education
Fred Kooistra, B.S. Trinity Christian College.....	Director of Finance and Administration
Ken Boersma, M.A., Duke University; B.A., Calvin University	Director of Student Affairs
Chuck Kuhn, M.S., Florida State University; B.S., DePaul University.....	Manager of Enrollment and Marketing
Emmett Brown, M.Div., Western Theological Seminary, B.A. Grand Canyon University.....	Admissions Counselor
Emily Busch, MLA, Drexel University, B.S. Northern Michigan University.....	Learning Resource System Coordinator/Librarian
Lynne Heerema, B.A., Calvin University.....	Financial Aid Manager
Phil Worfel, M.F.A, Columbia College Chicago, B.A., Grand Valley State University	Career Services Specialist
Aaron Greer, B.A., Hope College, AAS, Compass College of Film and Media... ..	In House Producer
.....	Admissions and Marketing Coordinator
Aiden Reagan, B.A., Western Michigan University	Events Coordinator
Stephanie Norton, B.F.A., Compass College of Film and Media.....	Student Academic Specialist
Ken Haveman,.....	Facilities Manager

Faculty:

Full Time:

Joshua Courtade, M.F.A., Emerson College, B.A., Grand Valley State University; Certificate: Act One, Compass College of Film and Media
Samuel Duzansky, B.S., Full Sail University

Part time/adjunct:

William Kavan, M.S., Full Sail University
Ken Boersma, M.A., Duke University; B.A., Calvin College
Peter Ackerman, B.S., Business Marketing, University of Phoenix
Andre Tavares, B.S., Tennessee Temple University
Joy Cooper, M.A., University of Detroit Mercy; B.A., Grand Valley State University
Linda McKee, M.A., Northern Arizona University; B.S. Xavier University
Dorothy Rabourn, M.A., TESOL/MBA, Cornerstone University, B.A. English Literature/Writing, Aquinas College
Brian Levin, M.A., Visual Media, American University, B.A., Advertising, Towson University

Accreditation, Approvals, and Memberships

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)
Approved by the U.S. Department of Education to administer Federal post-secondary Title IV student aid funds
Approved for the training of Veterans under Chapter 31, Chapter 33 (GI Bill®), Chapter 35 and Yellow Ribbon Program
Authorized by the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to award Masters, Bachelors and Associates degrees and Certificate and Diploma programs.
Approved by the State of Michigan to administer state post-secondary scholarships and grants
Approved for Screen Actors' Guild (SAG) "Student Film Agreement"
Member of National Association for College Admission Counseling (NACAC)
Member of Michigan Association of Collegiate Registrars & Admissions Officers (MACRAO)
Member of Heartside Business Association
Member of MVAA Veteran-Friendly School Program
Member of Do More Good
M-SARA, Midwestern Regional State Authorization Reciprocity Agreement
NC-SARA, National Council for State Authorization Reciprocity Agreements

Contact Information

Compass College of Film and Media
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Grand Rapids, MI 49503
Phone: 616.988.1000
Fax: 616.458.4676

Website: www.compass.edu
E-mail: info@compass.edu
Twitter: Compass College
Facebook: Compass College of Film and Media
Instagram: Compass College

■ ADMISSIONS ■

Admission Process

Compass College of Film and Media accepts applications from students who are eager to learn the process of filmmaking and media arts discipline and who have the drive to implement the skills they develop. Admission takes place on a rolling basis and continues until all cohort seats are filled. Enrollment occurs simultaneously with admissions as all first-term students are enrolled in specific courses offered in the college's programs. Students must be admitted/enrolled prior to the session start date.

Requirements for U.S. Applicants:

- Completed online application. The online application can be found on the college's website at www.compass.edu/admissions
- Official high school transcript or GED equivalent.
- Homeschooled applicants must submit a formal transcript, which includes classes, grades and graduation date.
- Official transcripts from all colleges previously attended. Students wishing to transfer credits into Compass College for any program must deliver an official transcript(s) to the Admissions Office. The official transcript is due with the student's application. Transfer credits will only be accepted if they are received within 30 days of the day the student starts their program at Compass College.
- Students must submit a Biography video or a short, formatted script answering five questions will be provided by the college.
- Upon receipt of high school transcripts, the college will notify students with a high school GPA between 2.30 and 2.99 that they will need to complete a writing sample based on a prompt sent by the college.
- Upon receipt of high school transcripts, the college will notify students with a high school GPA 2.29 and below that they will need to complete the writing sample and an essay, each based on prompts received by the college, as well as an academic letter of recommendation from a teacher or counselor.
- Students are not required to submit ACT or SAT test scores, but Compass College will accept ACT and SAT test scores.

E-mail questions to info@compass.edu or call (616) 988-1000.

Requirements for International Applicants:

- Completed online application. The online application can be found on the college's website at www.compass.edu/admissions
- Official transcript from high school(s) attended and the results of any test required in the applicant's country. Applicant must be a high school graduate. All transcripts (high school and college) from schools not located in the United States of America must be verified by World Education Services (www.WES.org).
- Official transcripts from all colleges previously attended.
- Test scores from TOEFL (Compass code 5357), or IELTS, or proof of ELS Program. Please see test guidelines below.
- Completed Declaration of Finances Form and supporting documents.
- All applicants are required to interview in person or via phone with a Compass College representative.
- Copy of passport or national identification card.
- A portfolio of the student's creative work related to film (video, scripts, storyboards, music, acting, etc.) and non-film work (photography, painting, poetry, story narratives, creative writing, sculpture, etc.).
- One (1) letter of recommendation from a guidance counselor or academic advisor that attests to the student's academic ability.
 - One (1) writing sample and one (1) essay. The essay and writing sample topics will be provided by the college.
- Students are not required to hand in ACT or SAT test scores, but Compass College will accept ACT and SAT test scores.

English Proficiency Requirements:

International applicants who have graduated from a high school where English is not the primary language of instruction must submit official scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or other documentation of English language proficiency. For more information on the TOEFL or IELTS, please see www.toefl.org or www.ielts.org. Minimum scores required for regular admission are: Paper-based TOEFL = 550, Internet-based TOEFL = 79, IELTS results = 6.

In addition to the testing standards listed above, the College also may judge an applicant's proficiency in English on the basis of the amount of formal classroom instruction in English, grades in English coursework, experience in the use of English as a medium of instruction in secondary education, quality of the written essays on the application, and other relevant factors.

VISA Procedures for International and Canadian Students:

International students are required to have a Certificate of Eligibility (I-20) to apply for their student visa and attend college in the United States (Canadian students do not need to apply for a visa but must have a signed I-20 to be admitted to the U.S.). An application for the I-20 will be sent to international and Canadian students following their admission and payment of their enrollment deposit. Completed I-20 applications are due to Compass by June 1. Upon receipt of the completed I-20 application, official documents will be processed.

When admission requirements have been satisfied, the admissions team reviews applications, and the applicant is notified of his or her acceptance status within four weeks. Compass College reserves the right to change the application minimums and requirements at any time.

Admission Policy

Compass College of Film and Media admits only persons who have a valid high school diploma or its recognized equivalent (GED) in conjunction with the additional requirements listed above. As part of the admissions process, applicants must request that a copy of their completed transcript be sent to Compass College for record in their permanent file before acceptance will take place. The school does not admit ability-to-benefit (ATB) students.

Admission with Special Provision

Applicants who do not meet the minimum academic requirements for regular admission will be reviewed by the Admissions Review Team. Upon review, students may be admitted with special provision. Students with special provision status will receive additional assistance in their transition to college through the Director of Student Affairs, will be limited to 12 credit hours of study, and will be required to meet with the Director of Student Affairs during their first semester at Compass.

Denial of Admission

The Admissions Review Team reserves the right to deny any applicant admission to Compass College of Film and Media for any reason deemed appropriate by the committee. Students who have been denied admission based on concerns about their academic readiness may choose to complete twelve concurrent transferrable credits at another college. Upon satisfactory completion of this requirement, students are welcome to reapply to Compass College.

Readmission

Students who leave the college before graduating may decide to return. Readmission requirements may depend on the circumstances of the departure and its duration. Those seeking readmission must contact the Admissions Office. Readmission is not guaranteed to any applicant and will be reviewed by the Admissions Review Team.

Readmission Request forms are available from the Admissions Office. To start the process or to inquire, contact Admissions at (616) 988-1000 or admissions@compass.edu.

Please note, other factors may be taken into consideration in the readmission process, particularly for students dismissed as a result of academic suspension or other disciplinary reasons.

Admission of Veterans

Veterans of the US military and their eligible dependents may enroll at Compass College and use approved Veterans Educational Benefits they are eligible to receive. The veteran must register for benefits using either the VA's on-line site, e-benefits, or at a VA regional office. If the benefits have been approved, Compass College will need a copy of the Certificate of Eligibility. The college certifies your enrollment by term and the VA sends payment on your behalf. The college then applies the payment to your student account.

Non-Matriculating Students

Students who are not enrolled in a Compass College degree-granting program but are interested in continuing education or avocational training may be granted permission to enroll in select courses for which the prerequisites are met. Grades for each course completed will be posted on a Compass College transcript but do not count as credit earned toward a degree program. Non-matriculating students are not eligible for federal or state financial aid and do not qualify for scholarships administered by Compass College. Courses completed as a non-matriculating student are not included within the scope of the ACCSC's accreditation. Visit the admissions office for enrollment requirements and assistance.

Enrollment Deposit

Compass College requires an enrollment deposit for all first-year, transfer, international, non-matriculating and readmitted students. The deposit serves as a confirmation of the student's plans to attend; \$150 will be retained for enrollment and orientation costs, and \$100 and \$350, respectively, will be credited toward a student's tuition account upon enrollment.

- U.S. first-year students \$ 150
- International students \$ 500

By signing the Compass College Enrollment Agreement, students acknowledge that they have read and agree with the conditions of the agreement, and that they have received the link (<https://compass.edu/bfa/college-catalog/>) to the college catalog found on the college

website. Signing the agreement is also an acknowledgement that students have read, understand, and agree to abide by Compass College's policies found in the college catalog.

Title IX

Compass College of Film and Media is committed to equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, sex, genetic information, age, veteran status, height, weight or disability. Inquiries and appeals regarding compliance with these federal requirements should be directed to the Title IX Coordinator: Ken Boersma, Director of Student Affairs at (616) 988-1000 or titleIXcoordinator@compass.edu. Further information regarding Title IX policies can be found in the Student Handbook.

Disability Policy

Compass College supports the American with Disabilities Act and wishes to offer all students the assistance they need to be successful. The college will make reasonable accommodations for students with disabilities in compliance with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students with disabilities, however the school does not intend that academic standards be altered, or that essential elements of programs or courses be changed. Accommodations are granted on the basis of determined needs and documentation of disabilities.

The goal of Compass College of Film and Media is to work in partnership with students, faculty, and administrators to provide reasonable accommodations and supportive services to qualified students with disabilities. Toward this end, and in compliance with federal laws, Compass College strives to provide students who can meet the academic and technical standards for admission to and participation in its programs an opportunity to do so with or without educational auxiliary aids or other reasonable accommodations necessary to permit a student with disabilities the opportunity to gain a Compass College education. Reasonable accommodations do not include measures that fundamentally alter the academic programs of Compass College, or which place an undue financial burden on the school, or which may endanger the student or others at the college.

Both Compass College and the student have responsibilities to ensure equal educational opportunities. While the college stands ready to make accommodations, it is the student's responsibility to utilize all available services and to establish and maintain communication with the appropriate college personnel when those services are required.

The ADA Coordinator, Ken Boersma, is available to assist students with special needs and may be reached at 616.988.1000 or ken.b@compass.edu.

In order to best understand and address the current impact of a disability, documentation between 3 and 5 years-old is preferred. If documentation is older than 5 years we may request that you complete a reevaluation or submit additional documentation of the disability(ies) by a qualified professional. The documentation must indicate how the student is limited by his or her disability (e.g., cannot sit for periods longer than 30 minutes, cannot see or hear beyond certain distances, etc.), and how long the limitation(s) is/are expected to last. The college will make a good faith effort to provide appropriate accommodation to the student with a disability; however, it need not provide the most comprehensive or expensive accommodation requested by the student.

Online High Schools

Students who desire to complete their high school studies online must choose their school carefully. Some online high schools are not bona fide schools. Online high schools must be accredited by agencies recognized by either the Department of Education or the Council for Higher Education.

Deferral Process

At times, after acceptance to the college, a student may find it necessary to postpone their enrollment. In these cases, the college may grant a deferral for up to one year. The student must notify the college in writing of their need for deferral and meet future enrollment criteria.

Course Progression and Class Standing

Any student desiring to progress into 300 and 400 level courses must have successfully completed CPS290/291 Capstone Project or be granted administrative permission along with maintaining a 2.0 cumulative GPA in completed 100 and 200 level courses. Course progression for returning students will be reviewed on a case-by-case basis. Any student desiring to progress into 300 and 400 level courses must have successfully completed CPS290/291 Capstone Project. Students must have administrative permission if they have not completed CPS290/291 along with maintaining a 2.0 cumulative GPA in completed 100 and 200 level courses. All requests will be reviewed on a case-by-case basis.

Class standing is determined by credit hours completed. Credits in the current semester that have not yet been completed do not count toward the following hour requirements. Students who have completed zero to 23 credit hours are Freshman and students who have completed 24 to 59 credit hours are Sophomores. Students who have completed 60 to 89 credit hours are Juniors and students who have 90 credits or more are Seniors.

The college does not award degrees or transcripts until the student has met all degree requirements, the student's final tuition payment is paid in full and the student's financial account is in good standing.

■ FINANCIAL INFORMATION ■

Tuition and Fees (in effect through 2021-22 academic year)

Tuition – B.F.A. Cinematic and Media Arts Program –	\$556 per credit hour
Tuition – A.A.S. Film and Media Production Program –	\$556 per credit hour
Fees (technology & activity) Per Term – All Programs	\$300
Enrollment Fee	\$150
Graduation Fee (per degree)	\$95
Enrollment deposit required for U.S. students	\$150
Enrollment deposit required for International students	\$500

All fees and deposits must be made in U.S. funds, drawn on a U.S. bank, made payable to Compass College of Film and Media.

Compass College reserves the right to change tuition and fees. Students will be notified of any changes 90 days in advance. If a student withdraws from the program and re-enters later, he or she must pay the tuition rate and fees in effect for the current session.

Textbooks, Equipment, and Other Expenses

The textbooks, equipment, and software requirements for either of the programs are a laptop computer (MacBook Pro is recommended), software, and various texts for reading and lab assignments. Exceptions may apply providing the student furnishes his or her own equipment meeting Compass College standards. A list of specific items needed is provided to the accepted student.

Books and Software	(approx.) \$1,000
MacBook Pro Laptop computer and Video Camera	(approx.) \$3500
Optional Domestic Field Study – Industry Trip.	(approx.) \$1,800 for trip expenses + \$556 tuition charge for one course credit.

Students in the BFA program who qualify for an internship should be prepared for the living expenses needed as they work to fulfill the requirements of the Internship course. If that internship is located outside of either the student's permanent home or the local community, travel expenses will be necessary in addition to living expenses.

A facilitated domestic study Industry Trip is optional for any student who remains in academic good standing. These trips take students into the heart of the film and media industry and may include Los Angeles, New York, Atlanta, Nashville, Vancouver or other related areas. The Industry Trip's cost is dependent on the number of participants and actual costs of transportation and lodging. Past trip expenses, to areas such as Los Angeles, have averaged approximately \$1,800. The Industry Trip is a one credit course; therefore, tuition rates also apply.

Financial Aid

Financial aid is available for all students who qualify. (Full-time = 12 or more credits; Part-time = 6-11 credits)

How to Apply:

To be considered for any financial aid (including student loans), students are required to file the Free Application for Federal Student Aid (FAFSA) each year. Eligibility for need-based financial aid is determined by an analysis of family resources based on prior year tax information (i.e. 2020 income tax information is used for the 2022-2023 FAFSA, 2021 tax information is used for the 2023-2024 FAFSA). This analysis assesses a family's ability to contribute to college costs.

The FAFSA is available each year after October 1st on the U.S. Department of Education website: www.fafsa.gov. The priority filing date is March 1 of each year; filing after March 1 means you may not be considered for the maximum financial aid available. Include Compass College of Cinema Arts' Federal School Code, 041633 on your FAFSA, so that the college will be notified of the student's interest in financial aid.

Most federal and state aid programs are need-based, with the exception of the Unsubsidized Federal Direct Loan Program and the Federal PLUS Loan Program.

Eligibility:

Students need to be U.S. citizens or permanent residents to qualify for federal and state aid. Therefore, international students do not qualify. Additionally, students must be accepted for enrollment into the AAS or BFA program, plan to attend at least half-time (6 credit hours) and be making satisfactory academic progress (see information on Academic Policies and Procedures). In addition, a male student must be registered with the Selective Service (or be exempt). A student cannot owe monies on previous Title IV funds received or be in default on federal student loans.

Types of Aid:

Scholarship and Grant funds do not require repayment. Loans generally require repayment once the student has completed his or her academic program or enrolls less than half-time during a fall or spring term. Federal Work-Study is earned through a part-time job on campus or in community service, as set up by the college.

Federal Financial Aid:

Compass College is approved to participate in Title IV federal student aid programs, which are:

Federal Pell Grant: The formula applied to the FAFSA determines the student's Pell Grant eligibility. Students may receive this award at all levels of enrollment toward their first bachelor's degree. It is prorated if student is enrolled less than full-time. The Pell Grant is targeted to students demonstrating high need. There are a limited number of semesters to receive the Pell Grant, equivalent to six full-time terms of awards.

Federal Supplemental Educational Opportunity Grant (SEOG): Schools receive funds from the federal aid programs to award to students with exceptional need. Compass College provides SEOG awards to Pell eligible students.

Federal Direct Loans: The Department of Education offers Direct Subsidized Loans and Direct Unsubsidized Loans through the William D. Ford Federal Direct Loan Program (Direct Loan Program).

The Direct Subsidized Loans are available to undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.

The Direct Unsubsidized Loans are available to undergraduate, graduate, and professional students. Students do not have to demonstrate financial need to be eligible for this type of loan.

Some benefits of the Direct Loan program include:

- While in school at a minimum of half-time or in a deferment status (i.e. in-school deferment or hardship deferment), loan repayment is not required.
- Once a student is enrolled less than half-time or no longer enrolled in school, there is a six-month grace period before loan repayment begins.
- Interest on Direct Subsidized Loans are paid by the U.S. Department of Education while the student is enrolled at a minimum, half-time basis.

To participate in the Direct Loan Program students must complete the appropriate documentation and meet federal requirements outlined for the Direct Loan Program. For questions or details regarding documentation and eligibility requirements please see the Financial Aid Manager.

Loan Limits in the Direct Loan Program		
Academic Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year-and-Beyond Undergraduate Annual Loan Limit	\$7,500 per year—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Student ¹ Annual Loan Limit	Not applicable	\$20,500 (unsubsidized loans only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	<p>\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.</p> <p>\$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.</p>

¹All students enrolled in graduate and professional degree programs are considered independent.

Federal PLUS Loan: The U.S. Dept. of Education provides loans to a parent or stepparent of a student enrolled at least half-time in a degree-granting program. The student must have filed a FAFSA, but the loan is not based on need. The PLUS application requires a credit check for approval. If approved, the parent may borrow up to the Cost of Attendance (COA) minus the other aid the student is receiving. If the credit check is not approved, the student may receive additional unsubsidized loan amount of up to \$5,000 depending on his/her grade level.

Federal Work-Study: In this need-based program, the federal aid programs provide funds to schools to employ students in part-time jobs. Some of the funds must be used to pay students employed in community service programs, such as literacy, and reading and math tutoring. Compass College notifies students of the opportunity to participate in Federal Work-Study after the fall term has begun.

State of Michigan Financial Aid:

Funds cannot be applied to the student's account until the state has made payment to the school, which is provided in four partial payments throughout the year. These awards are prorated for less than full-time, but for at least half-time enrollment.

Michigan Tuition Grant: This is a need-based award given to students who qualify based on the FAFSA results.

Michigan Competitive Scholarship: This is a need-based and merit-based award given to students who qualify based on the FAFSA results and the student's ACT or SAT scores.

Tuition Incentive Program: This is awarded to students who have (or have had) Medicaid coverage for 24 months within a 36-consecutive month period between the ages of nine and high school graduation. The State of Michigan provides qualifying students with a letter confirming eligibility.

Refund Policy for State Aid

Eligibility for a state of Michigan award is based on a student's enrollment at the end of the first week of the semester. Any adjustments to enrollment after this date will not impact the state award.

Compass College Scholarship:

Visual Storytellers Scholarship. This is awarded by Compass College to a select group of incoming students who have distinguished themselves through their academic achievement, community involvement, and their admissions portfolio.

The scholarship is renewable for up to 3 consecutive years provided a student maintains a 3.30 or higher GPA each semester, maintains academic and ethical integrity according to the Compass College student handbook, agrees to attend 12 student events during each of the fall and spring semesters and takes at least 12 credit hours or more during the fall and spring semesters. The scholarship is split evenly between the fall and spring terms. If the student's cumulative GPA falls below a 3.30, the student will lose their scholarship for the following academic year. If the student is able to get their cumulative GPA back up to a 3.30 or higher during the fall semester and they

maintain the 3.30 or higher GPA, they will be considered for the scholarship for the following academic year. They will also be required to submit an appeal letter once spring grades are posted.

Alexi Schneider Scholarship. This is awarded by Compass College to a Sophomore through Senior every year by the Schneider family in memory of their daughter Alexi, a Compass alum who died of cancer shortly after completing her B.F.A degree. Students submit an essay response for review by the Compass faculty and administration.

Refund Policy for Institutional Aid

For students withdrawing completely, a revised tuition charge will be calculated (if applicable) based on the withdrawal date as indicated in the Withdrawal Policy. If needed, reductions to the scholarship are calculated based on the ratio of original tuition charged and final, actual tuition charged.

Other:

Private Educational Loans: Participating commercial lenders provide non-need-based loans to students who either pass the credit component themselves or who have a co-signer. Lenders set the terms of the loans. Students are urged to accept their federal student loans before resorting to a private loan.

Outside Scholarships and Resources: Students receiving educational funds from private sources or agencies must report those awards to Compass College, so they may be considered in the financial aid package as required by federal and state regulations. If financial aid and other resources exceed a student's eligibility, the aid may be revised.

Financial Aid Awards:

The financial aid staff determines the student's total financial assistance and provides an award notification to the student. Incoming students receive a paper award packet mailed to their home address. After the first term, students view their financial aid awards in Populi, Compass College's student information system. Students have the opportunity to reduce or decline aid.

A financial aid package may consist of scholarships, grants and loans depending on the eligibility of the student. Compass College does not award the PLUS Loan, private educational loan, or Federal Work-Study on the aid notification. Parents can apply for the PLUS Loan and the student can apply for a private educational loan once they have determined if there is a gap between the costs and aid. These two loans can help pay for books and equipment, living expenses, and transportation, as well as tuition and fees.

Financial aid awards are based on projected enrollment and are finalized during the first week of class each term. Awards may be adjusted if the student's final enrollment differs from that on which the award was based. Also, see information on withdrawals from class.

Satisfactory Academic Progress (SAP): To continue enrollment and financial aid eligibility, students must make progress toward their degree as stated in the SAP policy. Students who fail to achieve requirements regarding cumulative grade point average (GPA), course completion rates, or length of program limits risk continued enrollment and financial aid eligibility, if applicable. If students do not meet SAP requirements, they could be placed on academic warning, academic probation or academic suspension.

Repeat Policy: Federal regulations limit the number of times a student may take the same course and receive financial aid for that course.

- A student may receive aid when repeating a course that was previously failed regardless of the number of times the course was attempted and failed.
- If a student chooses to retake a course once the student receives a passing grade or a "W," he/she is allowed one more attempt with financial aid funding. Whether the repeated course is passed or failed, the student is no longer eligible to receive aid for that course.
- If the student chooses to retake the course and is no longer eligible to receive financial aid for the course, those credits will be excluded from financial aid enrollment and may require proration of the funds if the allowable enrollment is less than full time.
- Students will receive notification if they are financial aid applicants and attempt to repeat coursework beyond these allowable limits.

Return of Title IV Funds Policy:

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. With each day of class attendance, students "earn" a percentage of their aid. When a student who has received Federal Title IV Funds leaves school before the end of the term or period of enrollment, federal law requires the school to calculate the percentage of "unearned" federal funds that may need to be returned to the federal programs-

Any student who decides to withdraw from all enrolled classes must provide official notification to the college (See Withdrawal Policy for further details). The student's withdrawal date is the date at which the student provided official notification to the institution (oral or written) of their intent to withdraw. In the event that the student fails to officially withdraw but stops attending all classes the withdrawal date will be determined by the student's last date of attendance at an academically related activity.

When a student withdraws from all courses in a term, the percentage of the term completed is calculated by dividing the number of calendar days the student attended in the term by the total number of calendar days in the term. This percentage corresponds with the amount of aid the student has “earned.” The remaining portion of aid is considered “unearned” and may be returned to the aid programs. Once the amount of aid needing to be returned is determined, the student’s Title IV aid will be returned in the order below as required by the federal Department of Education:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Perkins Loans
4. Federal Graduate PLUS Loans
5. Pell Grant
6. SEOG

The return of Title IV funds does not remove the applicable financial obligation to the institution of which the student may be liable. After completing more than 60% of the term, however, the student is considered to have earned 100% of the funding so no funds are returned.

Payment Policies

- Remainder of tuition and fees must be paid on or before the scheduled payment due dates or a \$35 late payment fee may be assessed to the student’s account.
- Students may pay in advance by cash or check. The student is responsible for any returned checks. The college assesses a service charge of \$25, in addition to the bank charge and exchange fee, for any check returned to the college due to non-sufficient funds.
- Monthly payments are permitted using ACH automated withdrawal initiated by Compass College and should be arranged with the Finance Office. In the event of non-sufficient funds, a \$25 service charge will be assessed, in addition to the bank charge and exchange fee.
- If a student is employed by an organization that will pay tuition/fees directly to Compass College of Film and Media, the employer must provide a voucher or letter of “intent to pay” for the program. The student is responsible for the timely payment of tuition.
- Students who have not paid by the end of the term for which they are enrolled will receive notification of possible withdrawal from the program unless other arrangements have been made.
- Students whose account balance is not below 5% of the full program cost will not be allowed to progress into the internship portion of the program. A minimum of 95% of tuition and fees must be paid to advance into CPS499 Internship.
- Unpaid balances at course completion will require withholding the graduation degree and the student will be prevented from enrolling in additional courses and/or programs.
- Transcripts and proof of degree will not be released until the student’s account is paid in full.

Payment Methods

Students may pay tuition open account balances with a check, cash, money order, or ACH.

Payment Due Dates

Payment for fall term is due August 16, 2021; for spring term, December 16, 2021; and for summer term, April 25, 2022. On occasion, the college may offer other payment arrangements. All plans require the appropriate deposit before the first day of classes. Payments are payable by ACH, cash, check or money order to Compass College of Film and Media.

Denial of Admission

All monies paid by the applicant shall be refunded if the applicant is denied admission to the school.

Cancellation Policy

All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing the enrollment agreement and making an initial payment, but prior to orientation day, will be refunded all monies paid minus a retained enrollment fee of \$150.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw, without penalty, within three business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.

Withdrawal Policy

A student who wishes to withdraw from the college at any time must notify the Director of Student Affairs (orally or in writing) of their intent to withdraw and complete a *Withdrawal and Non-Return Form*. This form can be obtained from the Director of Student Affairs and does require various staff signatures. Tuition credit, if applicable, will be given by the Director of Finance and Administration upon receipt of the completed *Withdrawal Form*.

The amount of the tuition credit or refunds will be determined on the basis of the date on which the student notified the institution of their intention to withdraw or the student's last day of attendance at an academically related activity in the event that the student stops attending all classes but fails to officially withdraw. If a student communicates intent to withdraw or begins the withdrawal process but continues to attend a class(es) or participate in any academically related activity, Compass will use the last date of attendance at an academically related activity as the student's withdrawal date.

An academically related activity may include, but is not limited to:

- Class attendance.
- Turning in a class assignment.
- Taking an exam, tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in an online discussion about the course.
- Initiating contact with a faculty member regarding the course material.

Refunds that involve federal or state grants or aid will be subject to the federal or state policy in effect at the time of withdrawal prior to and independent of any refunds made by Compass College to the student. Federal Return to Title IV Funds policy must be applied for students receiving Federal Title IV financial assistance that begin attending classes and then withdraw or stop attending on or before completing 60% of the term in which the Title IV aid was disbursed. See the "Return of Title IV Funds Policy" in the Financial Aid section.

A student may provide official notification to the school of their intent to withdraw and then change their mind. Any student who decides to rescind their intent to withdraw must provide the Director of Student Affairs a written statement stating their intent to remain in academic attendance through the current period of enrollment.

A withdrawn student may be eligible to re-enter the program. Any student who desires to re-enter the program must follow the procedures for Readmission outlined in the Admissions sections of this catalog. The student must not assume that financial aid assistance obtained during prior enrollment will be in effect for subsequent enrollment periods.

Refund of Tuition Policy

Withdrawal by the Student

If an applicant makes the decision to withdraw, the appropriate refund, as outlined herein, will be made to the student.

Dismissal or Suspension by the School

A student may be suspended or dismissed from the program if he or she violates the rules of student conduct, is not meeting attendance requirements, and/or is not meeting satisfactory academic progress (SAP). Should any of these situations occur, the appropriate personnel would meet with the student to rectify the situation, or to recommend dismissal or suspension. A recommendation for dismissal will be sent to the Dean of Education who will review and approve each suspension or dismissal. The student may appeal the decision, if appropriate. If the student is suspended or dismissed from the program, he/she may be entitled to a refund of tuition, as outlined herein.

Refund of tuition is based on the number of weeks, or days, the student has attended at the time the student is withdrawn, either by dismissal/suspension, or the date the student has notified the institution either orally or in writing that he or she is withdrawing. A student will be charged over and above the published total program charge for any additional or retaken courses to attain the minimum requirement for graduation.

Refund of Tuition Charges

If withdrawal or dismissal/suspension occurs, the following will be refunded:

Fall and Spring Terms – one session (16 weeks):

Prior to the 1 st calendar week	100%
During the 1 st calendar week	100%
During the 2 nd calendar week	80%
During the 3 rd calendar week	50%
After the 3 rd calendar week	0%

Terms of Shorter Duration: May Term, J-Term, or Internship:

Prior to the 1st day of class	100%
On the 1st day of class	80%
After the 1st day of class	0%

Summer Term – one session (12 weeks):

Prior to the 1 st calendar week	100%
During the 1 st calendar week	80%
During the 2 nd calendar week	50%

d. Title IV recipients are subject to “Return of Title IV Funds” policy found in the Financial Aid section.

Only tuition is refundable; student fees are not refundable, nor are travel expenses incurred in conjunction with any college offered trips or excursions. Tuition refunds to students, if applicable, are based on the student’s withdrawal date determined in accordance with the institution’s withdrawal policy and will be processed within 45 days of the last day of attendance determined by the institution’s attendance records.

■ ACADEMIC INFORMATION ■

Story-Centric Curriculum in a Conservatory-Style Setting

Compass College's strong story-centric curriculum and conservatory-style approach provides students with both the creative tools and an excellent training environment for learning the filmmaking and media arts skills needed for success in the entertainment industry.

Students who enroll in the Associate of Applied Science Program and complete the minimum required 60 credit hours will earn an occupational associate degree in Film and Media Production. Students who enroll in the Bachelor of Fine Arts Program and complete the required courses totaling, at minimum, 120 credit hours will earn a degree in Cinematic and Media Arts, in which they may choose to concentrate in Story, Production, or Post-production.

The college's training is professionally oriented:

- Compass College's faculty and advisory board members are industry professionals. This brings an essential industry perspective to the methodology of the college's instruction.
- The story-centric curriculum and instruction are integrated, project-focused and hands-on. Through this comprehensive approach, students learn and apply the process of writing, production and the elements needed to be successful in the film and media arts industry.
- Compass College's academic approach is conservatory style, modeled after a film production studio; Compass College's alumni often involve students in their productions.
- Emphasis is placed on industry terms and protocols, beginning from the first day of class until graduation. BFA students who meet the Internship course prerequisites are encouraged to participate in an industry internship as part of the learning process.

Although Compass College's programs are "story-based" with the elements of story structure emphasized, students are required to know and demonstrate basic to advanced levels of knowledge and technical skills:

- | | | | | | |
|----------------------------------|--|---------------------------------------|---------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Story | <input type="checkbox"/> Screenwriting | <input type="checkbox"/> Producing | <input type="checkbox"/> Lighting | <input type="checkbox"/> Cinematography | <input type="checkbox"/> Acting |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Directing | <input type="checkbox"/> Set protocol | <input type="checkbox"/> Distribution | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Marketing |

Students who are in the Bachelor's program can expect a broadened curriculum with appropriate general education courses to cultivate their appreciation for life-long learning. They may choose to select one concentration, Story, Production, or Post-production, in which to specialize throughout the remainder of their time at Compass.

Catalog Requirements

Students must complete the requirements of the academic program as stated in the Compass College of Film and Media College Catalog that is in effect at the time of enrollment.

While all students must follow academic programs as listed in the catalog in effect at the time of entrance or readmission to the college, any changes instituted by academic administration become effective immediately unless otherwise stated and may differ from the catalog in effect at the time of a student's entrance.

Academic Year Defined

BACHELOR OF FINE ARTS DEGREE: 120 CREDIT HOURS

The Cinematic and Media Arts BFA Program is offered in a full-time educational format, which usually includes twelve terms divided into semester credit hours and weeks of instruction. Students enrolled in this program begin with the lower division freshman and sophomore courses then move into the more specialized courses of their junior and senior years. Students who begin in the full-time format can expect to complete the program within a four-year calendar period. Students must complete a minimum of 120 credits and graduate within 150% of that time. Courses from which a student withdraws are counted as credits attempted toward the maximum time frame. See the BFA format chart below.

FULL-TIME FORMAT – FRESHMAN/SOPHOMORE STATUS (60 credit minimum; six terms divided into credit hours)

- Completion of Term 1 is typically 15 credit hours and 16 weeks of instruction
- Completion of Term 2 is typically 15 credit hours and 16 weeks of instruction
- Completion of Term 3 is voluntary and is typically a minimum of 6 credit hours and 12 weeks of instruction
- Completion of Term 4 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 5 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 6 is typically a minimum of 6 credit hours and 12 weeks of instruction

And

FULL-TIME FORMAT – JUNIOR/SENIOR STATUS (60 credit minimum; five terms divided into credit hours; credit hours may fluctuate on an individual basis and course availability each semester)

- Completion of Term 1 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 2 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 3 is typically 12 credit hours and 12 weeks of instruction
- Completion of Term 4 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 5 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 6 is typically 12 weeks of instruction and may be necessary for eligible students completing an internship outside of the Grand Rapids area (CPS499: Internship is a 3-credit course; see the college catalog and the Career Services for more information on internship requirements)

ASSOCIATE OF APPLIED SCIENCE DEGREE: 60 CREDIT HOURS

The Film and Media Production AAS program is offered in a full-time educational format. Students who begin in the full-time format can expect to complete the program within a two-year calendar period (six semesters). Students must complete a minimum of 60 credits and graduate within 150% of that time. Courses from which a student withdraws are counted as credits attempted toward the maximum time frame. See the AAS format chart below.

FULL-TIME FORMAT (60 credit minimum; six terms divided into credit hours)

- Completion of Term 1 is typically 15 credit hours and 16 weeks of instruction
- Completion of Term 2 is typically 15 credit hours and 16 weeks of instruction
- Completion of Term 3 is voluntary and is typically a minimum of 6 credit hours and 12 weeks of instruction
- Completion of Term 4 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 5 is typically 12 credit hours and 16 weeks of instruction
- Completion of Term 6 is typically a minimum of 6 credit hours and 12 weeks of instruction

For students enrolled in either the BFA or AAS program, Terms 1 and 2 constitute the first academic year, while Term 3 is part of a second academic year. This is important to understand when requesting and calculating Federal Student Aid. An eligible student may secure financial assistance for more than one academic year.

General Graduation Requirements

All students must satisfactorily complete a minimum of 60 credit hours to graduate with an Associate of Applied Science Degree in Film and Media Production, or a minimum of 120 credit hours to graduate with a Bachelor of Fine Arts Degree in Cinematic and Media Arts. The student must be in good academic standing and earn a cumulative grade point average of at least 2.0 per specialty area and by earned credits within achievement categories in order to receive his or her degree. The college does not award degrees or transcripts until the student's final tuition payment is paid in full and the student's financial account is in good standing.

■ ACADEMIC POLICIES & PROCEDURES ■

Academic Standing and Eligibility for Financial Aid

Students are required to make satisfactory academic progress (SAP) and maintain good academic standing throughout the program. Students who fail to achieve requirements regarding cumulative grade point average (GPA), course completion rates, or length of program limits risk continued enrollment and financial aid eligibility, if applicable.

After grades have been posted for each term, the college reviews all students' cumulative academic records to determine if any academic standing or SAP requirements have not been met. The Director of Student Affairs will notify students who are not maintaining good academic standing or who are not meeting SAP standards. The Director of Student Affairs will also specify what actions the students must take to achieve good academic standing.

Compass College staff continuously monitor student progress during each term of enrollment. At various points during the semester, students identified as having academic difficulty are notified of their academic status and are offered various means of academic support, including the opportunity to meet with the Director of Student Affairs or Student Academic Specialist for planning and tutoring assistance. The Director of Student Affairs may require the student to schedule a meeting to discuss their status and develop a remediation plan for the remainder of that term.

Students may be placed in one of four categories if they do not maintain good academic standing: academic alert, academic warning, academic suspension, and academic probation.

Satisfactory Academic Progress (SAP)

SAP is assessed qualitatively (by cumulative grade point average) and quantitatively (by earned credits or length of program limits). Progress is measured at the end of each term to determine a student's academic status and eligibility for subsequent enrollment periods.

Students are considered to meet SAP if they meet the Compass College cumulative GPA standards below, their total credit hours successfully completed divided by the total credit hours attempted is at least 2/3, and they are on track to complete their degree requirements within 150% of the minimum number of credits needed to complete the program.

Attempted credits are the cumulative number of credits a student has taken during all enrollment periods at Compass College. *Earned credits* are the cumulative number of credits a student has completed with a passing grade (A through D- and P).

The following grades are included as attempted credit hours and therefore count toward the cumulative maximum:

- All passing grades (A through D- and P)
- Incomplete (I)
- Withdrawal (W)
- Fail (F)

Additional Information:

- All withdrawals, incompletes, and repeat course work are taken into consideration when determining SAP.
- Incompletes and withdrawals are counted as credits attempted but not credits earned.
- Transfer credits are counted as both credits attempted and credits earned, but do not affect the cumulative grade point average.
- Repeated courses are included as both *attempted* and *earned* credits.
- Audit hours are not included in either the calculation of *attempted* or *earned* credits.
- Successful completion is measured using the cumulative total number of *earned* credits as reflected on the student's academic transcript at the time of evaluation. If there are subsequent changes after the evaluation, SAP will be reviewed again.
- Credits taking during all terms (including summer) are included as *attempted* and *earned* credits.
- Students who progress from the Associates degree program to the Bachelors degree program remain under their earned SAP status to date and must continue to meet all SAP requirements listed in the catalog and their individualized Academic Plan
- Compass College does not offer remedial courses. See also Non-Matriculating Students under Admissions Policy.

Requirements for Good Academic Standing/SAP

1. Maintain the minimum cumulative grade point average:

Upon completion of the first term of enrollment	1.7 GPA
Upon completion of the second and subsequent terms	2.0 GPA

2. Complete at least 67% of all credits attempted.

Example:

Credits Attempted	Credits Completed	Completion %	SAP Compliant?
23	20	87%	Yes
23	17	74%	Yes
23	14	61%	No

3. Complete degree requirements within 150% of the minimum number of credits needed to complete the program:

Degree Program	Minimum Credits Required	150% Maximum Credits
Full-time AAS	60	90
Bachelor's (BFA)	120	180

For example, students in the AAS program have not met the SAP requirements if they have not completed the degree upon attempting their 91st credit.

Academic Alert

Students will be placed on Academic Alert if their semester grade point average is less than 1.00. The Director of Student Affairs will notify students in writing that they have been placed on Academic Alert. Students who are placed on Academic Alert will be required to meet with the Director of Student Affairs at the beginning of the semester to develop a plan for how to improve their academic achievement (i.e. - this might include limiting enrollment for the semester or limiting outside employment and extra-curricular activities). The Director of Student Affairs will also monitor the student's progress during the semester and contact them regarding additional meetings, if deemed necessary.

Academic performance is reviewed at the end of the semester. Students on Academic Alert who continue to struggle academically and have not achieved the required cumulative GPA, course completion rate or will exceed the length of program limit, will be placed on Academic Warning. The Director of Student Affairs will notify students in writing that they have been placed on Academic Warning.

Academic Warning

Students are placed on Academic Warning if they have not achieved the required cumulative GPA to release them from Academic Alert or if they are not meeting SAP requirements for the first time (required cumulative GPA, course completion rate or will exceed the length of program limit). The Director of Student Affairs will notify students in writing when they are placed on Academic Warning for the following term. While on Academic Warning, students are eligible to receive financial aid. Students may only remain on Academic Warning status for one semester (or term). The Director of Student Affairs will meet with the student to review his/her record and complete an academic plan to assist the student in meeting the SAP requirements. Students that are still not meeting SAP requirements for the subsequent semester will be placed on Academic Suspension with the option to apply for readmission. The Director of Student Affairs will notify students in writing of the suspension and the right to apply for readmission.

Academic Suspension

If a student is placed on Academic Suspension, they may appeal if extenuating circumstances prevented the student from achieving academic progress. Examples of extenuating circumstances include, but are not limited to, a serious personal or family crisis, such as a critical illness (physical or mental) or death of a family member.

To appeal, the student must submit a completed Application for Readmission from Academic Suspension form to the Director of Student Affairs. This form allows the student to explain and document their extenuating circumstances. The application for readmission will be considered by the Academic Standing Review Committee, which consists of both staff and faculty members. If the SAP application for readmission is approved, the student is typically placed on Academic Probation for one term and will remain eligible to receive federal financial aid.

Academic Probation

While enrolled as a student under Academic Probation for the term, at a minimum, the student is expected to satisfactorily complete coursework as delineated in the academic plan. Students on Academic Probation are reviewed at the close of their probationary term to determine whether they have met the requirements of their probation. Students who succeed in meeting the academic plan requirements may continue enrollment. Students who fail to meet the academic plan requirements will be notified in writing of their dismissal from the program. Typically, students may apply for readmission only once, but the President and the Dean of Education may make an exception to allow a second application for readmission in extraordinary circumstances.

Academic Plan

A student must develop an academic plan with the Director of Student Affairs after failing to maintain good academic standing or meet the SAP requirements. The academic plan will include the requirements that the student will need to meet during that semester. These requirements are designed to establish academic goals to help the student achieve academic success and to return to good academic standing. The plan may be limited to that semester or include longer periods of enrollment. For students who are on Academic Probation, the academic plan must include an outline of the courses the student needs to be successful in completing his/her degree program and designate any course(s) that will be repeated or satisfied by transfer credit. Subsequent eligibility for aid is contingent on the outcome of the student's SAP status at each review. All academic plans require students to earn a cumulative GPA of 2.0 or higher each semester.

Veterans Educational Benefits

Compass College has been approved to train veterans and other eligible dependents enrolled in a degree program. Eligible students can receive veterans' educational benefits while enrolled in these programs. Students who receive veterans' educational benefits are expected to maintain satisfactory academic progress according to the above policy and any requirement of their VA program. If a veteran student withdraws from any classes or receives a failing grade for lack of attendance, he or she must inform the Director of Student Affairs in writing of the last day he or she attended. Failure to do so will result in Compass College notifying the VA that the student's last day of attendance was the first day of the class.

In compliance with provisions of the Veterans Benefits and Transition Act of 2018, Compass College permits any student who is a covered individual (any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits) to enroll and attend classes for the semester in which the student provides a certificate of eligibility (certificate of eligibility for entitlement to educational assistance under chapter 31 or 33). Also, Compass College will not impose any penalty or late fees or require the student to borrow additional funds to cover his or her financial obligations due to the delayed disbursement funding from the VA under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

Dissemination of SAP Policy Information

Incoming students receive information about Compass College's SAP requirements at the new student orientation. The policy is available in the college catalog and on the college's website at www.compass.edu.

Note: This policy is subject to change in accordance with federal regulation affecting SAP. Students will be notified if changes occur.

Attendance Policy

Industry standards require crewmembers to be on time and on task, Compass College expects the same. The Center for Excellence personnel will monitor attendance and academic progress throughout the semester. Attendance is essential to ensure a complete and comprehensive learning experience. If a student does not attend a course during a 14-calendar day period, this absence is reported by faculty to the college. The absence report would initiate a process that could result in withdrawal of that student from said class.

The student's overall educational experience is evaluated based on professionalism (of which attendance is one component), classroom participation, and timely completion of assigned work. Late and missing assignments are calculated into the grade formula.

If a student is not in attendance for consecutive classes during the period of one academic week, the Director of Student Affairs will attempt to contact the student. Except in extraordinary instances, cases where the Director of Student Affairs or another school official is not able to contact the student and all indications are that the student is not returning, the college will determine the date of withdrawal from the program within 14 days of the student's last day of attendance.

Tardiness

Compass College acknowledges that tardiness has a negative impact on a student's experience and recommendations for internships as industry requirements dictate showing up on time. Time in class is imperative to your learning experience in a hands-on learning environment. Any student arriving from 1-20 minutes after the start of class or leaving 1-20 minutes before class is over, without prior

permission from the instructor, does not have the full classroom experience. Arriving more than 20 minutes late or leaving more than 20 minutes early is considered absent or not attending the course for that day.

Make-Up Assignments

Instructors determine make-up assignments. In these assignments, students must demonstrate that they have interacted with and applied the theories and concepts for each class missed. These assignments are not intended to void absences but are intended to enable the student to meet course objectives. Assignments and/or activities are due by the start of class on the due date. If an assignment or activity is not completed or is turned in incorrectly by the due date and time, it is considered late. The assignment or activity could still be turned in for partial credit according to policies established in the course syllabus or if a satisfactory written agreement is made with the instructor. This agreement must be completed in a timeframe acceptable with the instructor and their posted policy. Failure to obtain a satisfactory written agreement with the instructor will result in the work not being accepted and a zero grade for that assignment.

Leave of Absence

A student who finds an interruption in enrollment necessary should file a *Leave of Absence* (LOA) Form with the Admissions Office and the Director of Student Affairs. A Leave of Absence may be granted in accordance with Federal Title IV Refund and Veterans Administration's policies, as applicable. If, due to unforeseen circumstances, the student is prevented from completing the LOA Form, the school may grant the student's request for a leave of absence with documentation as for the reason of its decision and then later collect the signed form from the student. Compass College considers a student on a Leave of Absence as enrolled and in good standing.

LOA's planned in advance should be requested at least three weeks prior to the beginning of the term for which the student requests the leave from Compass College. Requests for unexpected or health-related LOA's must be made immediately and may not be considered retroactively.

Only one leave of absence will be granted to a student in any 12-month period. A leave of absence cannot exceed 30 days for any reason within a 12-month period.

If a student is granted a leave of absence but fails to return to class or complete required coursework by the end of the leave, the student will be considered withdrawn as of the first day of the leave. A student is then considered withdrawn for financial aid purposes and the return of federal student aid funds will apply as of the first day of the leave.

Grading System

Compass College uses the alpha grading system in which the alpha grades are given numerical weight for the purpose of determining grade point averages. The grades and numerical weights are as follows:

A	= 4.00	B-	= 2.70	D+	= 1.30
A-	= 3.70	C+	= 2.30	D	= 1.00
B+	= 3.30	C	= 2.00	D-	= 0.70
B	= 3.00	C-	= 1.70	F	= 0.00

A – Indicates superior quality work

B – Indicates above average work

C – Indicates satisfactory or average work

D – Indicates passing but below average work

F – Indicates unsatisfactory work. No credit is given, but the number of hours is included when computing grade point average.

W – Indicates that the student withdrew from the course(s) after the drop/add period.

I – Indicates a temporary grade given for work that is passing in quality but lacking in quantity to meet course objectives, not for unsatisfactory work or failure to submit work through negligence.

Incomplete Grades

An incomplete grade may be assigned by the instructor only if a student is unable to complete his or her work due to illness or other physical impairment or other unavoidable circumstances, and if the student has done satisfactory work in the course and, in the instructor's opinion, can complete the work in a satisfactory manner. The student is responsible to initiate the process for securing permission to receive an incomplete by contacting the instructor and Director of Student Affairs. For each "I," the instructor informs the student of the specific work to be completed and requires a scheduled completion date. If the incomplete work is not finished and submitted in the time specified by the instructor or within two weeks of the end of class, the "I" grade is converted to an "F" or the letter grade specified at the time the "I" was first given.

Grade Point Average

The student's overall cumulative GPA is determined by dividing the total honor (grade) points earned by the total credit hours attempted. A cumulative grade point average is calculated only on credits attempted at Compass College.

Academic Honors

Compass recognizes student academic achievement by maintaining the following honors:

President's List. Students are named to the President's list at the end of each academic semester if they achieve a 4.00 GPA.

High Honor's List. Students are named to the High Honor's List at the end of each academic semester if they achieve a GPA between 3.50 and 3.99.

Credit Transfer Policy

Transfer Credits from Other Institutions

Compass College evaluates transcripts from other institutions and determines the transferability of credits into the College's degree programs. Following is a list of conditions that must be met before granting transfer credits:

- The courses were completed at an accredited college or university.
- The courses are equivalent in content, rigor, and number of credit hours to those offered by Compass College.
- The courses submitted for transfer will be considered at the same level they were taken at a previous institution.
- The student achieved a minimum grade of "C" or 2.0 on a 4.0 scale may be courses considered for transfer. No credit is given for academic courses with pass/fail or satisfactory/unsatisfactory grades.
- To be evaluated as transfer credits for Compass College courses, a student must submit official transcripts for transfer credit consideration; without receipt of official transcripts, Compass College will not issue transfer credit for any of its courses.
- Students wishing to transfer credits into Compass College for any program must deliver an official transcript(s) to the Admissions Office. The official transcript is due with the student's Admissions application.
- Students requesting transfer credits must use the Petition to Transfer Credits form, complete it and return it to the Admissions' Office. (Forms may be obtained in the Admissions' Office or on the College's website). All documents (Petition to Transfer Credits form and all transcripts listed on the petition) must be received to begin the evaluation request.
- Courses, if appropriate, must be evaluated, approved and posted to the student's official Compass College transcript records to count toward graduation.
- Exceptions to any provision within are considered on an individual basis.

Transfer Credits are not calculated into the student's Cumulative Grade Point average.

Maximum Number of Transfer Credits Allowed

The number of Compass College credits waived through the transfer of college course credits from previously attended schools cannot amount to more than 15 credits in the Associate's Program or Freshman and Sophomore academic years and 24 credits in the Junior and Senior academic years. Compass College residency requirement states that the final 24 Core or Specialization units towards your degree must be completed at Compass College.

Transfer Credits to Other Institutions

The transferability of credits earned at Compass College to other colleges or universities is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree that you earn in your program also is at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at Compass College is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Compass College to determine if your credits or degree will transfer.

Transcript of Grades

Transcript Request forms are available in the Admissions Office. The fee per transcript is \$10.00. Your transcript will be issued when the Transcript Request form and payment is received.

Family Educational Rights and Privacy Act (FERPA) and Student Records

Compass College assures confidentiality of student records in accordance with institutional rules and state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The primary intent of the law is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student's written consent.

After enrollment, each student is presented with a FERPA agreement, which they may use to waive their privacy rights for certain individuals, such as parents or legal guardians. Compass College will not disclose FERPA protected student information without a signed waiver. All currently enrolled and former students have the right to review their own records to determine their content and accuracy. A

student who wishes to obtain access to his or her records must give a 24-hour notice to the Admissions Manager, after which they will be allowed to view their records in the presence of a staff member.

Under FERPA, Compass College may disclose what is known as “directory information.” This includes a student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and other similar information. A student may restrict the release of his or her directory information by making a request in writing to the Admissions Office.

In certain other situations, a student’s consent is not required to disclose education information. They are:

- To school officials who have legitimate educational interests
- To schools in which a student seeks to enroll
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs
- In connection with financial aid
- To state and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting authorities
- To comply with judicial order of subpoena
- Health or safety emergency
- Directory information
- To the student
- Results of disciplinary hearing to an alleged victim of a crime of violence
- By request of military recruiters under the regulations of the Solomon Amendment

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis. Students who believe their educational records contain information that is inaccurate, or is otherwise in violation of their privacy, should contact the Admissions Office for proper procedures.

Compass College maintains secure and permanent educational records for current students based on their enrollment, or as required by federal, state and accreditation regulations. Inactive students’ financial records, and those who withdraw, are kept for a minimum of five years from the last date of enrollment. After requisite time has elapsed, paper records are securely disposed. Transcripts are maintained for all previously enrolled students.

FERPA Health and Safety Emergency

FERPA permits the disclosure, without the written consent of the student, of personally identifiable information from a student’s education record to appropriate parties, including parents of an eligible student, in the case of an emergency involving an immediate threat to the health or safety of students or other individuals.

Complaints

To file a complaint with the U.S. Department of Education concerning alleged failures by Compass College to comply with the requirements of FERPA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The Solomon Amendment

The Solomon Amendment explicitly states that military recruiters must be given equal access to that information provided other recruiters on students aged 17 and older. Compass College is therefore obligated to release data included in the list of “student recruiting information,” also known as “directory information” upon request. For more information, please see the Admissions Office.

Academic Integrity

Copying the words, files, or passwords belonging to others or the college may constitute plagiarism or theft. The college may take disciplinary action up to and including dismissal for students or employees who plagiarize and violate licensing terms.

See the Student Handbook and the Non-Academic Policies and Procedures section of the catalog for additional policies and sanctions related to copyright. Students must familiarize themselves with the college’s copyright infringement policies. Because of the nature of the education the school provides, copyright is a serious matter. Specific course content provides the students with an above average knowledge of obtaining rights for books, stories, music, and other protected information. The college maintains a library of music, video clips, sound clips, and special effects for which it controls the rights and gives students access to these resources.

■ NON-ACADEMIC POLICIES & PROCEDURES ■

Smoking Policy

Smoking is prohibited inside Compass College of Film and Media's facilities and directly outside its main doors and windows. No person is allowed to smoke within 25 feet from the building entrance or windows. The designated smoking area is across the street on the East side of the building.

Weapons Free Zone

Compass College of Film and Media is a Weapons Free Zone. Students, faculty, staff, agents, associates, guests, and event attendees are not permitted to carry firearms or any other dangerous weapons as defined in or interpreted under Michigan law, including a knife, sword or machete, onto the premises, unless the individual is a police officer or other legally established law enforcement officer. No one is permitted to bring onto the premises chemical, biological, radioactive or other dangerous compounds, or explosive materials while operating anywhere within the Compass College facility.

Prop weapons are non-functioning objects handled or used by an actor in a performance. They are either a solid rubber material or a replica weapon with all the firing mechanisms permanently removed. If a Prop Weapon is needed on set, the production will need to adhere to all the requirements and instructions from the college regarding its use as set forth in the Prop Weapon Policy.

Anti-drug Enforcement Policies

Drug and Alcohol Policy

Compass College of Film and Media prohibits the possession, use, distribution or sale of alcohol and illicit drugs by students and employees on its property or as part of any of its activities and adheres to and enforces all state underage drinking laws. Each student signs a zero-tolerance statement upon enrollment.

Note: This prohibition includes marijuana and the medical use of marijuana. The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. § 811), which does not recognize a difference between medical and recreational use of marijuana.

This prohibition does not apply to prescribed drugs used as prescribed. Students and staff members must report any prescribed drug use that could have an adverse effect on the student or staff member's safety or job performance. Failure to adhere to this drug policy is cause for suspension, expulsion, and/or arrest.

Drug & Alcohol Abuse Program

Compass College offers informational resources for drug and alcohol abuse education programs. Information concerning off-campus programs is available on campus through the Center for Excellence and in the Student Handbook, which is distributed to students via e-mail at the beginning of the school year, in the Annual Security Report, which is distributed to students, faculty, and staff via e-mail by October 1 each year, and to staff and faculty through the Employee Handbook. Students and employees seeking assistance in avoiding substance abuse problems and related health risks can contact the Director of Student Affairs to obtain a list of resources regarding where they can seek help.

If a student is convicted in a court of law of criminally violating drug-free campus rules, within 30 days following the conviction, the school may:

- Provide resource information to the student of help available to combat his or her involvement with drugs.
- Suspend the student for a set period of time with reentry considered upon completion of an Alcohol or Drug Education Program and professional evaluation.
- Expel the student.

Students, faculty, and staff must:

- Agree to abide by the school's drug policy.
- Inform the college within 5 days of the time he or she is convicted of a criminal drug violation.
- Satisfactorily complete the program of help the student accepts in lieu of being expelled from the college.

Student Conduct

Conduct

Compass College bases its high standards of conduct on Biblical principles. Compass desires to be a place where students can lovingly come into community as part of the body of Christ and into the accountability of one another and where speaking the truth in love according to God's Word is intended to help each other grow.

- Now you are of the body of Christ and each one of you is part of it. 1 Cor. 12:27
- so in Christ we, though many, form one body, and each member belongs to all the others. Rom. 12:5

Therefore, a student is expected to adhere to all of Compass College's policies and to conduct himself/herself in accordance with federal, state and local laws. Any act of serious misconduct by the student, including (but not limited to) an act of dishonesty, theft or misrepresentation of Compass College property, moral turpitude, insubordination, inappropriate social media post, or any act of injuring, abusing, or endangering others is prohibited. The college reserves the right to discipline or ask a student to withdraw from the program for any reason the college deems appropriate after conducting an investigation and determining the student's responsibility. It also reserves the right to amend, withdraw, or replace any of its applicable procedures at its sole discretion and without notice. Students who fail to comply with any laws, policies and standards of conduct will potentially subject themselves to disciplinary action, up to and including dismissal or expulsion.

E-mail Conduct

The following are unacceptable uses of e-mail:

- Mailing en masse or forwarding to more than 15 recipients for anything other than approved college administrative purposes (spam).
- Sending e-mail with falsified addresses (spoofing).
- Using someone else's e-mail account without their consent.
- Sending harassing, abusive, libelous, or slanderous e-mail.
- Sending unsolicited advertising (or sending posts of) is not acceptable.

Film Content Guidelines

While Compass College encourages creativity through storytelling, technical filmmaking skills and special effects, student movies do play in a public forum to family-friendly and faith-based audiences. Therefore, students must use the following guidelines in their moviemaking opportunities while at the college:

- Be of a Compass College approved genre
- Play comfortably to the industry standard general audience "PG" rating
- Not violate biblical principles or contain anti-biblical messaging or language unless for biblically redemptive purposes

Copyright and Other Intellectual Property Rights

The purpose of Compass College's policies regarding ownership and use of intellectual property is to define the intellectual property rights of Compass College for its students. Intellectual property rights include, but are not limited to, such things as copyrights, trademarks and patents. Generally, the ownership of these intellectual property rights under Compass College's policy falls into one of three categories: Personal Works, Shared Rights or Sponsored Works.

Personal Works

Personal Works are works created by the individual or a group of individuals outside the scope of their employment or participation as a student at Compass College and without the use of any Compass College resources. Faculty, staff, employees and students are entitled to all intellectual property rights in their own "Personal Works."

Shared Rights

Compass College shall own all intellectual property rights associated with any Compass College related activities that involve the use of any Compass College resources, including but not limited to, the time of faculty, staff, employees and students, Compass College's equipment, funds, name or facilities. An exception to this policy may be granted by the President of Compass College upon written request; such requests shall not unreasonably be denied. Students who create intellectual property as a part of their studies are granted a free license to said intellectual property rights to promotionally or otherwise exploit in their sole discretion, provided the usage does not violate usage rights agreements attached to the project. Compass College, its faculty, staff, employees and students agree to cooperate in the creation and execution of any requested legal documents necessary to effectuate the purpose of this policy. For commercial use, an intent to use documents must be filed and approved by and with the Dean of Education who serves as the college's compliance officer.

Sponsored Works

With increasing frequency, Compass College enters into agreements to create a work on behalf of or in connection with a sponsor. Works created in accordance with said agreements are Sponsored Works. A sponsor is a person, organization, or governmental entity that provides funding, equipment, or other value to support the creation of a work, the rights to which may belong to that sponsor upon completion. All intellectual property rights of entities, organizations and individuals, including, but not limited to faculty, staff, employees, and students who work on or participate in Sponsored Works involving Compass College shall belong to Compass College. One of the primary reasons for this

policy is to allow Compass College the ability to attract sponsored projects and offer to said sponsors the legal rights to the intellectual property created as a consequence of these sponsored projects.

Usage Rights and Permissions

Students are expected to respect the rights of artists and must secure the usage rights for any non-original and/or outside works through the proper contracts and licensing channels. For questions or additional information, contact COMPASS COLLEGE 's Dean of Education or President.

Copying the words, files, or passwords belonging to others or the college may constitute plagiarism or theft. Compass College will cooperate fully with any investigation by public authorities related to plagiarism, illegally downloaded, and/or copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Compass network access, and possible suspension. For further information on copyright law visit: www.copyright.gov.

It is the policy of Compass College to comply with all intellectual property and copyright laws and to not exceed the bounds of permissible copying under the fair use doctrine. Students are expected to comply with this policy, with state and federal law, and with the terms of applicable contracts and license agreement(s) in reproducing copyrighted materials.

Complaint Policy

Compass College recognizes that, from time to time, differences may occur between students and instructors or other staff members and encourages students to first attempt to resolve the situation informally with staff. Should resolution of the situation not occur to the student's satisfaction, the student may file a written complaint detailing the offense or concern with the Director of Student Affairs. The Director of Student Affairs will then attempt to resolve the situation between the student and staff as soon as possible, not exceeding ten (10) business days. If the student is not satisfied with the resolution at that time, an appeal may be filed with the President who will respond to the student within five (5) business days.

Student Complaint and Grievance 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 & Colleges

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 at the school and may be obtained by contacting the Director of Student Affairs or online at complaints@accsc.org or at [Filing a Complaint Against an ACCSC-Accredited School](#).

Student complaints also can be addressed to the [Michigan Department of Licensing and Regulatory Affairs](#) , which has authorized Compass College to operate a non-profit institution of higher education in the state of Michigan. Complaints should be directed to:

State of Michigan
Dept. of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing
Schools and Licensing
PO Box 30018
Lansing, MI 48909
Telephone: (517) 241-7000
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cscl-complaints@michigan.gov

LARA - Postsecondary Schools

Post-Secondary Student Complaints Form

Annual Security Report

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires postsecondary institutions to annually disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

In compliance with that law, Compass College prepares and individually notifies current students, staff, faculty of the Annual Security Report by October 1st each year through email. The Director of Student Affairs, who contacts the Grand Rapids Police Department for statistics and then records those statistics, prepares the Annual Disclosure of Crime Statistics Report. This report details any instances of domestic violence, dating violence, stalking, rape, fondling, incest, statutory rape, murder, negligent and non-negligent manslaughter, robbery, aggravated assault, motor vehicle theft, arson, liquor and drug law arrests, and liquor and drug law violations referred for disciplinary action as well as any of the above that may be considered a hate crime. The report also details the college's security procedures and regulations.

A paper copy of the report is available to students in Hollywood Square. The report is also available on Populi, the college's learning management system and may be obtained at any time by contacting the Director of Student Affairs (ken.b@compass.edu).

The Annual Security Report is available online at www.compass.edu for all prospective students and prospective employees. Upon request, the college will provide its Annual Security Report to any prospective student or prospective employee. An electronic or paper copy of this report is available by calling (616) 988-1000.

Reporting a Crime

Compass College does not employ campus security personnel; however, all students and employees are required to report any crime or emergency to the Director of Student Affairs promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the Director of Student Affairs is prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to the Director of Student Affairs without signature. If the student wishes not to maintain confidentiality, the student should contact the Director of Student Affairs who in turn contacts the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 9-1-1.

Please note that any emergency that requires immediate attention should not be waited upon to report to the Director of Student Affairs, but rather contact the appropriate agency by calling 9-1-1.

Timely Warning

Compass College makes timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures are followed:

- An incident presenting imminent danger or injury, such as a robbery, assault, fire or natural disaster
 - 9-1-1 will be called immediately and all affected students, faculty and administrative staff will be evacuated from the building or escorted to a safe location by the Director of Student Affairs or senior administrative staff.
- An incident presenting the possibility of future danger
 - Students, faculty, and administrative staff will be notified, verbally and by email, of the incident and advised of the caution that individuals should take in protecting themselves.

■ STUDENT SERVICES AND CAREER SERVICES ■

Student Affairs

Compass College employs a number of staff dedicated to serving the student body and graduates. The Director of Student Affairs works collaboratively with students, instructors, and administration to create a positive learning community. The Director of Student Affairs acts as a liaison to staff and faculty on behalf of the student. The Director of Student Affairs also provides services through student advising and transitional service activities. Advising consists of monitoring attendance and academic progress, mid-term advising meetings when necessary, and tutoring services to provide students with a supportive learning environment. Transitional service activities include providing assistance with housing, transportation, and part-time employment.

Compass College's Career Services personnel actively monitor the film and media industry for current news on job and internship opportunities. Career Services works with students and alumni to develop their job-seeking skills through placement services, such as job referrals, mock interviews, resume and demo-reel reviews and job research.

Housing

Compass College does not provide on-campus housing. The Director of Student Affairs or the Admissions and Enrollment office can assist out-of-area students in connecting them with others in the Compass community looking for housing and roommates by providing them with information on various housing options in the Grand Rapids area. A list of private residential opportunities is provided upon request.

Transportation

Compass College maintains information regarding transportation options for students to utilize to get to the college. This includes information about The Rapid, Grand Rapids public transportation system, DASH (Downtown Area Shuttle) a free transportation service, and West Michigan Rideshares, a service administered by The Rapid which offers Kent, Ottawa, and Allegan counties solutions for connecting riders trying to find a better way to manage their commutes. The Director of Student Affairs and the Admissions and Enrollment Office can provide students with information about these options.

Childcare

Compass College maintains a list of Childcare options in the downtown Grand Rapids area. Students can contact either the Director of Students Affairs or the Admissions and Enrollment Office for information regarding childcare options.

Orientation

Each educational program begins with a New Student Orientation. The primary goal of this orientation is to focus on the idea of community and is designed to introduce incoming students to one another and to Compass College's faculty and staff. Formal and informal sessions are held throughout the day to provide information about life as a student at Compass College. This session is mandatory for all new students. Parents or the spouse of students are also encouraged to attend.

Counseling Services

Compass does not have a licensed counselor on staff to provide counseling services. The Director of Student Affairs maintains a list of Grand Rapids area mental health resources, which includes organizations that provide free or low-cost mental health services, and will provide information to students upon request.

Student Handbook

Students in each cohort receive a Student Handbook that addresses many topics. The Student Handbook works in conjunction with the College Catalog to inform students and parents of the college's policies and procedures. Students are expected to read thoroughly both documents, familiarizing themselves with the college's policies and procedures.

Student and Career Development

General Development - Compass College provides resources that aid in the general development of the student body. Some of these resources include:

- Special Lectureships – Compass College lectures are special interactions with producers, directors, actors, writers, and other industry professionals of local, regional, and national renown to encourage and enhance various Compass College courses and Christian perspectives, attitudes and values. Students are encouraged to participate in these special events.
- Writers' Room – a writers' room for students and area screenwriters fostering collaboration and discussion of their current work in a roundtable format.
- Compass College Community Events – periodic events are provided for students to get better acquainted, build relationships, assimilate to life in college and have fun.

- Career Services –Career Services aids and facilitates students by hosting meetings throughout the year to determine individual skill sets and career goals. Career services assistance for an individual student may be suspended in the event that the student's financial commitments are determined to be delinquent and/or in default.
- Compass College of Film and Media offers students many opportunities to grow in the Christian faith. Through worship services, a weekly Bible study (Life Group), and spiritual direction available to students, there are plenty of ways in which students can grow in their faith, have space to ask questions about their faith, or explore issues of faith for the first time.
- Internship Program - Students seeking an internship must meet eligibility requirements to be able to enroll in the Internship course and be placed into an internship (see Student Handbook for additional information). In the past, interns have been placed in an array of positions, varying from feature films to episodic television to studio projects to corporate marketing and other industry-related projects. While working on these projects, the college encourages its students to display a humble demeanor and a rock-solid work ethic to impress and build trust with the professionals with whom the interns work. This servant attitude sets Compass College students apart from those of other colleges. By displaying their impressive technical knowledge and a willingness to serve, Compass College interns have cultivated highly respected reputations with professional mentors, often providing the solid foundation for a successful launch into the industry. For more information, visit Career Services on campus.

The college's mission is to provide individuals with the tools to acquire meaningful life work. Career Services functions as a bridge between the classroom and work. Compass College offers career advising for students and alumni. Job opportunities are posted through the Facebook forums and the Center for Excellence.

Alumni Relations

Graduate Employment Assistance

Employment assistance is available to current Compass College students and alumni. Services available include resume assistance, advice regarding job seeking, interviewing, self-presentation skills, concept pitching, and internship assignment. While these services are available to students and alumni, job placement is not guaranteed. Employment assistance may be suspended for a student in the event that the student's financial commitments are determined to be delinquent and/or in default.

Through on and off campus events Compass College creates opportunities for students and alumni to connect for industry learning, mentorship, and advancement. The college also provides alumni with industry updates and news of fellow alumni along with job postings to foster career advancement.

Facilities

Parking – Free parking is not available at 41 Sheldon Avenue. All on-street parking is metered and monitored by the City of Grand Rapids. Free parking can be found within walking distance of the campus; however, this parking is not guaranteed. Several parking ramps are located near campus. Monthly rental rates vary and can be found at: <http://grcity.us/enterprise-services/Parking-Services/Pages/Downtown-Parking-Rates.aspx>. See Ken Boersma, Director of Student Affairs, for more parking information.

Library Resource Area – Students are encouraged to visit Compass College's Library resource area for movies, books, and scripts. Students have the opportunity to choose from over 2,000 DVDs and Media resources, 600 industry books and many scripts. These resources are available for checkout through the front office. The Resource Library is open from 8:00 a.m. – 5:00 p.m., Monday through Friday, during regularly scheduled school days. The Librarian is available on a part-time basis.

Computers and Wireless Network – Wireless internet service is available in all areas of the college. Students may use the designated iMac desktop computers in the Library/Student Lounge. Students must use the student wireless code for access. Computer use is limited by availability and class schedules.

Equipment Usage – All equipment is kept in-house and is available for enrolled students on college-designated projects. Students who wish to use this service must fill out an Equipment Use Form available on Populi or in Hollywood Square. A Compass College faculty or staff member must assist with check out and check in of all equipment.

Equipment may only be checked out for projects that are assigned by the faculty or for productions that are led and crewed by enrolled students on college-designated projects. Equipment is not available for use by alumni on a non-Compass College related project.

Not all equipment is available for student use due to either the complexity or the fragility of the item. In order to use these pieces of equipment (the RED camera, walkie-talkies, lens packages, etc.) students must be certified by a faculty member and be in good academic standing.

Students are responsible for properly maintaining the order of the equipment area. If you have any questions as to where a piece of equipment should go, ask the instructor involved with the check-in.

The student checking out the equipment is responsible for its safe return and is liable for any damages due to negligence or due to loss or theft that occur while the equipment is checked out to the student. Cost for replacement of lost or damaged equipment is the responsibility of the individual student or student crew. Any such incident will be subject to the insurance deductible fee. If a student does not pay the insurance deductible, the college may withhold issuing the student's degree until the deductible is paid.

Copier and Printer – A printer, copier, and scanner workstation is located in the Library/Student Lounge. Instructions regarding how to connect to the printer is provided in the Library above the printer. Students also have access to staplers, scissors, and restocking supplies of printer paper. All items are to be left at the workstation for use by all students. Copier fees may be charged if deemed appropriate by administration. All students are strongly encouraged to purchase a personal printer for the majority of their printing needs.

The Cantina – A coffee bar with a microwave is available on the main level. Students have access to this space for eating, lounging and enjoying a cup of coffee. Students may be asked to contribute to the cost of the coffee.

Student Lounge and Learning Resource Center – Students have access to the student lounge and Learning Resource Center in the College's lower level. Students may use the dishes in the lounge but must clean up after themselves. A refrigerator and a microwave oven are available for use. Please discard old food and beverages. The use of beverage makers is not allowed due to fire safety regulations.

Vending Machines – The vending machines are stocked with cold soda, water, juices, and snacks. Students should dispose of empty soda cans in the provided recycling containers in the vending area, located in Hollywood Square as they are recycled back to the vendor.

Trash and Recycle – Trash bins, paper, and aluminum can recycle containers are located throughout the facility. Be sure to put trash and empty cans in the proper place.

Class Hours

Full-time students, freshman and sophomores, and juniors and seniors, typically attend class for 12 – 15 hours per week with dedicated hours to homework and projects over and above class time. Some courses may require that a student invest time in activities outside of the classroom. These projects are announced well in advance, which allows the student time to arrange their attendance. Class hours are subject to change at the discretion of the school.

Classroom Setting

The maximum number of students per classroom setting is usually not more than 35. Most classes, however, range in size between 12 to 20 students.

School Cancellations

In case of inclement weather, cancellations are posted on the local television and Internet news stations, WZZM 13, WWMT Newschannel 3 and WOOD TV 8. Also, students will receive notification either by an e-mail through their college e-mail address, or, for those who have entered their mobile phone number for SMS alerts into the college's Populi system, a text message informing them of the cancellation.

Retention, Graduation and Graduate Employment Rates

Compass College reports these rates annually to the appropriate federal authority and ACCSC, the accrediting commission. This information is available upon request and can be obtained through the Admissions Office or Student Affairs Office.

Program Objectives

Both the Cinematic and Media Arts program (BFA) and Film and Media Production program (AAS) are designed for students who are passionate about visual communication through filmmaking and media arts and have a strong desire to become involved in the film and multimedia industry. The BFA program provides the student with a broader and deeper base of knowledge and the opportunity to specialize in a specific media discipline. The AAS program is an occupational associates degree that provides an extensive study of the film and media arts industry covering pre-production, production, post-production, acting and other visual communication elements. Compass College of Film and Media has a selective and competitive admissions policy.

Graduates of the Cinematic and Media Arts BFA program will demonstrate the abilities described in the AAS program and, additionally, to:

1. Critically examine visual media and other art forms and relate them to their life and work
2. Communicate in a professional, clear, concise manner
3. Examine domestic and global cultures from different perspectives, such as marketing and religion
4. Raise their skill level in their chosen specialty
5. Build and practice skill sets needed for employment and further academic learning such as:
 - a. Develop a professional demo reel and/or portfolio of work
 - b. Synthesize information into creative ideas in a team setting
 - c. Achieve goals in a realistic timeline

Graduates of the Film and Media Production AAS program will demonstrate the ability to:

1. Create a film, from concept to creation, and provide a screening for family, friends, and the general public.
2. Function as contributing members of a production team.
3. Understand the relationship of filmmaking (communication) and culture.
4. Build key relationships with class members, alumni, and professionals they meet during the program.
5. Understand the basic requirements of each primary film department head: Writer, Executive Producer, Unit Production Manager, Director, 1st Assistant Director, Director of Photography, Gaffer, Field Sound, Art Direction, Key Grip, and Actor.
6. Build and practice skill sets needed for employment and further academic learning such as:
 - a. Communicating and networking appropriately in a professional setting
 - b. Problem-solving
 - c. Expressing creative ideas clearly
 - d. Collaborating with and/or leading team members in specific tasks
 - e. Ability to research and confirm topics and ideas
 - f. Setting goals, both personal and professional
 - g. Appreciating ideas and opinions contributed by individuals

The college's AAS program provides the student with the necessary competencies for entry-level employment: first, by understanding the film and media production elements and, second, by practicing these elements. These competencies are listed as objectives in each class syllabus.

Graduate Learning Outcomes

Compass College of Film and Media's expectation is that graduates be accepted to and become part of the film and media industry; and that they obtain an entry-level position based on the hands-on experience and theory-based knowledge provided at the college. Graduates skill-set and work ethic will reflect the institution's educational process for developing industry professionals and promoting life-long learning. The educational process also includes developing critical thinking and decision-making skills through experiential learning opportunities and networking with successful alumni and other industry professionals. These processes and experiences seek to build an interactive and collaborative Compass community and assist graduates to continue to develop their core virtues in ways that honor God.

Compass College defines post-graduate success as the student's ability to become employed in an aspect of the film and media industry, have the ability to move up or laterally within that industry, and achieve the position they are seeking in the long-term. This includes any decision that allows them to move into other desired areas of employment or acquire further educational opportunities, thereupon, building upon the general and technical skills acquired while earning their degree at Compass College of Film and Media.

Requirements for Degree Completion

Coursework Requirements

Students are expected to complete a minimum of 60 credit hours to complete the Associate of Applied Science Degree program to graduate. Students enrolled in the Bachelor of Fine Arts Degree program are expected to complete a minimum of 120 credit hours to graduate.

Beginning in the Spring 2022 semester all students starting the Associate and Bachelors degree programs will be required to take some of the biblical general education courses. Students in the Associate degree program will be required to take HUM252 Biblical Survey. Students in the Bachelors degree program will be required to take HUM252 Biblical Survey and one of the two following courses: HUM325 Biblical Values or HUM352 World Religions.

Credit Hour Conversion Definition

The college's ACCSC accreditation mandates that credit hours be calculated as follows: 1 credit hour for every 15 lecture hours, 1 credit hour for every 30 lab hours, and 1 credit hour for every 45 internship hours. Instructional time of 50 minutes is equal to 1 class/clock hour.

Requirements for Degree Completion

Course #	Course Title	Credits	Course #	Course Title	Credits
<u>Core Requirements: AAS & BFA 100 & 200 level</u>			<u>General Education Requirements:</u>		
<u>Core Tech Courses</u>			<u>AAS & BFA</u>		
			General Education Required Courses:		
			BFA		
CPS290/291	Capstone Project	6	ENG158	English Composition	3
FLM130	Film History	3	MTS170	College Mathematics	3
PRD111	Film Fundamentals	3	MTS372	Scientific Developments	3
PRD112	Production Essentials	3	Other General Education Courses		
PRD114	Producers I	3	COM140	Creative Communication	3
PRD115	Producers II	3	ENG353	Classic Literature	3
PRD210	Cinematography I	3		United States	
PRD213	Directing	3	HST300	Constitution	3
PRD262	Cinema Aesthetics	3	HUM156	First Year Seminar	3
PST120	Basic Editing	3	HUM252	Biblical Survey	3
PST221	Intermediate Editing	3		Archetypes, Folklore,	
STR101	Narrative Structure	3	HUM265	and Myths	3
STR201	Screenwriting I	3	HUM325	Biblical Values	3
			HUM352	World Religions	3
			*BFA - 30 credit hours of General Education courses required and must include ENG158, MTS170 & MTS372		
			*AAS - 12 credit hours of General Education courses required		

Core Requirements: BFA 300 & 400 level

Core Year 3 & 4 Courses

BUS302	Leadership	3
BUS342	Marketing: Emerging Platforms	3
BUS443	Integrated Marketing & Campaigns	3
CPS427	Lectures & Protocol	3
CPS490	Thesis Project	6
CPS499	Internship	3

*BFA - all above courses required

*BUS440 replaces CPS499 if student does not meet requirements for CPS499

Elective Requirements: AAS & BFA

Elective Courses

ACT134	Acting Fundamentals	3
ACT336	Improvisation	3
ACT338	Acting for the Camera	3
FLM234	Foreign Film Culture	3
FLM291	Industry Intensive Trip	1
	Costumes and Makeup	
FLM333	for Film	3
PRD219	Aerial Filming	3
PRD310	Cinematography II	3
PRD312	Advanced Directing	3

BUS440	Business Management & Entrepreneurship	3	PRD320	Production: Music Video	3
			PST328	Sound & Music Design I	3
			STR210	Creative Writing	3
			*BFA and AAS - 6 credit hours required		
			*AAS - chooses among 100 & 200 level classes		

Course #	Course Title	Credits
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General Specialization Requirements: BFA 300 & 400 level

General Specialization Courses

ACT336	Improvisation	3
ACT338	Acting for the Camera	3
BCT427	Mobile Television Production	3
FLM333	Costumes and Makeup for Film	3
PRD310	Cinematography II	3
PRD312	Advanced Directing	3
PRD320	Production: Music Video	3
PRD324	Writing & Production: Short Form	3
PRD404	Television Broadcast	3
PRD413	Producers III	3
PRD414	Advanced Production	3
PRD425	TV Production	3
PRD426	Writing and Production: Long Form	3
PST321	Digital Media and Tools	3
PST328	Sound and Design I	3
PST420	Editing III	3
PST422	Animation for Film and Video	3
PST426	After Effects	3
PST428	Sound and Design II	3
STR301	Screenwriting II	3
STR350	New Media Writing	3
STR401	Writing for Animation: Television & Theatrical	3
STR402	Screenwriting III	3
STR409	Advanced Narrative Structure	3
STR410	Screenwriting IV: Writer's Studio	3
STR425	New Media Writing II: Series Writing	3

*BFA - 24 credit hours are required

Cancellation of Courses

If Compass College of Film and Media decides to cancel a course offering, applicants for that course are given the opportunity to enroll the next time it is offered. In the event a course does not reach the optimal enrollment level, the school reserves the right to postpone that session start to a later term.

Course Availability

Changes in Program Content

Because of the changing nature of the media arts industry, Compass continually evaluates course offerings and content for all of the courses offered. The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, locations, or sequence of course in programs in the interest of improving the students' education, or, where deemed necessary due to industry changes, academic scheduling, or professional requirements. Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible. Course substitutions and adjustments to the requirements of published curricula can be made at the discretion of the Dean of Education for individual students as long as the intent and overall content of the program of study are not significantly altered.

Should changes occur, they will be announced to registered students as soon as possible if such changes affect the cost of books or lab fees. Students are advised upon acceptance into the program to check with the enrollment department before purchasing listed books and lab equipment as to not encumber unnecessary costs/returns or other complications due to any last-minute changes. Note, some last-minute changes could be as a result of an instructor change and a different preferred text or other required material. Tentative posted course schedules are subject to change and will not affect the overall quality of the program.

Course Descriptions

General Education Courses:

COM140 Creative Communication

3 credit hours

Creative Communication provides an introduction to interpersonal and professional communication. Students will prepare to appropriately engage with groups, professionals, and future employers.

ENG158 English Composition

3 credit hours

This course prepares students to produce clear, developed, and grammatically correct writing. It develops and refines skills in researching a topic, documenting sources, and creating professional documents, and offers guided practice in drafting, revising, and editing essays.

ENG353 Classic Literature

3 credit hours

This course explores the history of literature through thematic and contextual lenses. Emphasis is placed on how specific themes carry into different genres.

HUM151 Culture and Belief

3 credit hours

Through lecture, research, and discussion, this class examines how historic political, religious and economic conditions shape the production and reception of ideas for society and self. Students expand their critical thinking skills by identifying the problems of resistance, developing arguments, and drawing conclusions based on research of myth, truth, economics, and self-governance.

HUM156 First Year Seminar

3 credit hours

This course helps students develop the skills needed to succeed in a college environment and beyond. Students gain more professional perspective of time management, personal budgeting, and saving and investing based on biblical concepts. Awareness of how to manage their lives spiritually, financially, physically, vocationally, and ethically in a healthy manner is cultivated. The continuum between virtue and vice is explored and related to ethical principles and dilemmas. Students will gain a better perspective of potential resources needed to pursue their vocation.

HUM161 Art History

3 credit hours

The Art History course introduces students to a visual history of mankind. Students explore art as dynamic design through the examination of composition, movement, color, iconography, and culture.

HUM252 Biblical Survey

3 credit hours

This course provides an overview of the Bible and examines the developing relationship between God and humanity as perceived through "salvation history." Students will learn the main stories of the Bible's leading characters, analyze how they fit into the redemption story of Christ's coming, life, death and resurrection, and study Judeo-Christian theology as it is founded in the Old and New Testaments.

HUM260 Mythology**3 credit hours**

This course provides an overview of mythology and its relationship to ancient and current cultures. The course covers the purpose and various types of myths, its characters, common elements and mythological structures. Other topics include how present-day cultures mirror ancient cultures, how various people groups started mythological traditions, and how the ancients' use of myth created the foundations of modern-day storytelling.

HST300 U.S. Constitution**3 credit hours**

In this course, students will explore the U. S. Constitution, from its origin and meaning, to the contours of the structure of the federal government and its relationship to the independent branches, to the relationship between the states and federal government. Students will learn about the principles of liberty underlying the Constitution, free market processes, public issues, economic policy, and the social and cultural impact of its interpretation. Additionally, an overview of the Christian worldview, regarding government and economics, will be applicably addressed, leading to the founding principles of limited government and a free and prosperous society.

HUM325 Biblical Values**3 credit hours**

This course explores in-depth the moral, ethical, and theological teachings of the Bible and provides students with a framework for thinking theologically about the values that drive them as both individuals and storytellers. Themes such as purpose, leadership, integrity, and relationships are examined in the context of studying Biblical content and how it is integrated into the practice of a Christian life.

HUM352 World Religions**3 credit hours**

This course is designed to have students survey the world's major religious traditions and groups. The curriculum addresses the origins, history, key beliefs, and current status of major religions and groups to equip students with a working knowledge of their practices.

HUM371 Creativity of the Mind**3 credit hours**

This course provides an overview of sociology and psychology and how both disciplines contribute to the creative thinking process. Topics include sociological and psychological foundations, social class, and the study of human behavior.

HUM401 Behavioral Disorders**3 credit hours**

Behavioral Disorders examines all major mental disorders as defined by the Diagnostic and Statistical Manual of Mental Disorders. Students study disorders, such as the bipolar, schizophrenia, borderline personality, obsessive-compulsive, avoidant personality, and the like. Students examine how they work and manifest themselves in human behavior.

MTS170 College Mathematics**3 credit hours**

This course reinforces and progresses the student's understanding of algebra and introduces data analysis, statistics, and probability. Computational skills with calculators and spreadsheets are developed.

MTS372 Scientific Developments**3 credit hours**

In this course, students will be introduced to scientific literacy; application of the scientific method; and scientific communication, including terminology, writing, and multimedia. Special emphasis will be placed on information processing in the brain; comparative anatomy of the brain using case studies of audio and visual experimentation; and interactive study of audio-visual circuitry and cognition.

Core Technical Courses:**ACT134 Fundamentals of Acting****3 credit hours**

This course is intended for the student pursuing acting and provides the preparatory skills that will form the solid foundation from which to go deeper into their craft. Emphasis will be on widely accepted approaches to acting script analysis for character, an introduction to emotional and physical development of their instrument and how to make effective acting choices based on their own experiences and imagination. In this course, students will begin to understand how to develop their own, personal artistic process.

ACT234 Voice and Movement for the Actor**3 credit hours**

A course designed to improve basic speech and vocal techniques. Students will learn the fundamentals of vocal production and diction (consonant, vocal resonance, and structural components), as well as movement techniques designed to improve breath control, full body awareness and a physical approach to the written word. Prerequisite: ACT134

FLM130 Film History**3 credit hours**

It is critical for students interested in the art of filmmaking to understand where the medium of film has been. Despite its relatively short history, filmmaking has undergone myriad trends, movements, innovations, and functions. An understanding of how film and the industry have evolved will give the student a clearer vision of what has come before and where they may want to go.

FLM136 Acting I**3 credit hours**

This course is designed specifically for the film student pursuing a concentration in story, production, or post-production. In this course, students learn the fundamentals and widely accepted principles of the acting process and actor training. Students learn an overview of the basic techniques of acting, which includes instruction and exercises in voice, character development, action, memory, and concentration with some on-camera work. Emphasis is placed on physical and improvisational warm-ups, monologues, and scene performance.

FLM234 Foreign Film Culture**3 credit hours**

Myriad, diverse, and unique voices emerge in other countries and cultures that not only speak to the emerging filmmaker, but also greatly influence the filmmaker's own artistic voice. Students need not feel intimidated by the barriers of language, cultural differences, and disparate narrative techniques. This course helps them take advantage of the wealth of experience and the variety of expression the rest of the world has to offer.

FLM236 Acting II**3 credit hours**

In this course, students will continue the foundation established in Acting I. This course is designed to further the opportunity for the aspiring film director to utilize techniques that enable more productive coaching of the actor's performance on-set, and for the non-acting concentration student to continue developing acting skills. Emphasis will be on coaching and being coached by instructor and fellow students for the camera. Prerequisite: FLM136

PRD111 Film Fundamentals**3 credit hours**

This survey course presents, through lecture and hands-on experiences, elements involved in the making of any film. Topics covered include, strategic conception, creative, pre-production, production, post-production, and basic distribution. Students take an active part in a guided core shoot and learn how to develop and produce their own short film.

PRD112: Production Essentials**3 credit hours**

This class builds on the concepts and examples introduced in PRD111: Film Fundamentals to promote student proficiency in all on-set aspects of film and media production. Students practice with field sound equipment, DSLR and cinema cameras, studio lighting, grip equipment and camera movement devices in various real-world situations. This course will prepare students to function in all on-set production roles in upcoming film, media and television projects. Pre-requisite: PRD111

PRD114 Producers I**3 credit hours**

This course is about the producer's relationships and duties, covering topics, such as the producer/director relationship, the stages of production, the roles of different types of producers, official production paperwork, schedules, call sheets, crew positions, crew agreements, releases, and budgets. Students will gain exposure to the relationships between different film departments. They will demonstrate the ability to budget a film, break down a script, and communicate a general understanding of the production process.

PRD115 Producers II**3 credit hours**

This course covers the business and legal aspects of filmmaking, including the financial and development processes a producer must undertake in order to produce an independent feature film. Students demonstrate the creation of a budget, a business plan (pitch packet), and the knowledge to hire appropriate professionals for legal and business decisions.

PRD163 Art Direction**3 credit hours**

This class advances students' understanding of the various roles within the art department, while gaining a fundamental understanding of the skills necessary to be successful in this field. A number of art direction techniques are introduced and practiced.

PRD210 Cinematography I**3 credit hours**

Through lecture and hands-on experience, this course gives students a better understanding of the theory and practice that is classical cinematography. Elements include: exploring the grip and electrical department and its elements as related to the process of classical lighting; the scope and role of the camera department, including lenses, depth of field, zone shooting, framing, support and movement both scientifically and creatively. In addition, students demonstrate an understanding of on-set, integral relationships.

PRD213 Directing**3 credit hours**

Using case studies and group experiences, students explore the roles and responsibilities of the director, particularly the director's relationship to the camera, the acting talent, and the crew of a production as part of the storytelling process during pre-production, production, and post-production.

PRD262 Cinema Aesthetics**3 credit hours**

An understanding of aesthetics is vitally important to the growth of "voice" within the artist. In this class, students apply the fundamentals of aesthetic analysis to the art of filmmaking, predominantly focusing on the art of motion pictures. The students compare the aesthetic techniques of mainstream, independent, and foreign films and identify common aesthetic themes within the oeuvre of various directors.

PST120 Basic Editing**3 credit hours**

This course introduces students to the fundamentals of digital editing using industry standard tools and software. Students learn to manipulate motion footage, still images, dialogue and music while completing interesting projects. In preparation for more advanced editing classes, special attention is paid to the storytelling aspects of editing, different editing styles, program pacing, and other important considerations for creating compelling visual content.

PST221 Intermediate Editing**3 credit hours**

This course teaches more advanced editing and storytelling techniques. Building upon the concepts and techniques learned in PST120 Basic Editing students will be focusing on dialogue and music editing, green screen footage, and proper usage of lower thirds and titling. Students will use projects they filmed or were involved in. Additionally, we will cover editing techniques used to emotional involvement and more advanced scene and narrative structure.

SND204 Production Audio**3 credits hours**

This course focuses on the techniques for recording natural sound and dialogue on film and television productions, both in studio and in the field. Students will practice how to record and manage single- and double-system audio acquisition, utilizing industry-standard microphones, recorders and mixers.

SND206 Post Sound for Film and Television**3 credits hours**

This course introduces sound designers and filmmakers to the unique contributions that dialogue, sound effects, and music bring to film and television. Students will explore workflow practices, including ADR, Foley, and mixing, and develop audio collaborations through projects utilizing their skills and knowledge of basic soundtrack creation for film and television.

STR101 Narrative Structure**3 credit hours**

Narrative Structure introduces students to the fundamentals of narrative storytelling in multiple mediums. By examining films, scripts, literature, and other modes of narrative communication, students develop an understanding for how stories work at their most basic levels and apply such systems to their own storytelling projects.

STR201 Screenwriting I**3 credit hours**

The course provides students with a deeper study of the principles introduced in Story Structure: scene and construction, visual symbolism, subtext, levels of antagonism, and screenplay formatting. Students will learn to craft a script through mentorship and experience.

STR202 Multimedia Writing**3 credit hours**

Professional writing in the 21st century takes on many forms. This course allows students to explore a variety of media formats, including: commercials, blogs, press releases, e-news, podcasts, critique, comics, and wikis. Students create, refine, and analyze different multimedia texts as individuals and in collaboration with classmates. The focus will be on clear, concise, and original writing skills.

CPS290 and CPS291 Capstone: Pre/Post Elements and Shooting Labs**6 credit hours**

For this Capstone project, students are divided into filmmaking teams under staff direction. Each team receives a script (from Screenwriting 1) and is tasked with producing a short film. Students apply logistics principles and demonstrate concepts established during the preceding semesters.

CPS297 Career Insights & Preparation**3 credit hours**

This course provides students with the information necessary to begin exploring industry careers. Through research and presentations, students will learn about the various film, television, digital media and marketing options in Entertainment, Corporate, Commercial, Mission, and more. Students will attend industry lectures from working professionals, do professional interviews in the community and build the framework for a successful portfolio.

CPS427 Lectures & Protocols**3 credit hours**

Through lectures, seminars, assignments, and industry professionals' Q&A sessions, this course provides students with the information necessary to begin building their careers. Topics covered include: resume writing, career development, networking strategies, film protocol, and intern etiquette.

CPS490 Thesis Project**6 credit hours**

Students collaborate to plan a film, documentary, or television episodic production. Teams develop project budgeting and tracking, marketing, crew management, and distribution, along with other crucial aspects of a successful production. As part of the experience, peer-evaluation provides an essential component for final evaluation as students analyze integral program elements, such as effective story principles, aesthetic value, and creative interpretation.

CPS499 Internship**3 credit hours**

As a capstone to the program, students may choose to intern with a production company, organization, entertainment-related company or department, and work closely with the company's onsite internship supervisor. Students who obtain an internship are not considered finished with the BFA program until they have taken part in a minimum of 135 clock hours in that internship. These hours include time spent in review, reading,

and discussion of faith principles and internship experience with the school's Career Services Department personnel. The Honors version of the Course works closely with our representatives to help secure an internship.

Prerequisite: CPS296 with the following program minimum: 2.5 Cumulative GPA and an 80% attendance rate

Honors Prerequisite: CPS296 with the following program minimum: 3.5 Cumulative GPA, Application, Interview, and an 80% attendance rate

Bachelor of Arts in Cinematic & Media Arts – Concentrations:

STORY

STR301 Screenwriting II

3 credit hours

The course stresses the theory and craft of cinematic screenwriting. Writers participate in workshops that involve intensive round-table analysis, criticism, and table readings of each student's work. From the structures of format, writers develop story concepts, outlines, visualization for production and a completed feature-length screenplay. Prerequisites: STR101 and STR201 or equivalent

STR348 Sitcom Writing Experience

3 credit hours

In this course, students will collaborate on creating individual half-hour scripts for a television sitcom. Learning through a hands-on, writing room experience, they will gain knowledge of the non-linear storytelling process by breaking down how the writer's room works for developing more complex plots, heightened characters, and the bible for a show. Students will examine and analyze successful teleplays and learn the techniques of how to make their work stand out to agents, studios, networks, and executive producers. The writing process is organized around the same principles as a professional writing room, where students will move from series concept to pilot stories to outlines to writing scenes, learning the blueprint for an on-going series. Prerequisites: STR101 and STR201 or equivalent

TV Writing Courses: See PRD324 and PRD425

STR350 New Media Writing

3 credit hours

The New Media Writing course examines the various writing needs of audio-visual productions that play on the Internet, mobile devices, and other evolving technological devices. The course highlights for students the story structures, script formatting, and writing needs for these productions. Students will also be able to write short-form scripts for a New Media production.

STR401 Writing for Animation: Television/Theatrical

3 credit hours

This course will provide practical instruction in the entire writing process unique to the animation industry. Students will learn to create premises, outlines, and final scripts for animation in proper format; as well as prepare to develop and present original properties of their own. Included will be critical study of writing in the best shorts, features and TV episodes. Prerequisites: STR101 and STR201 or equivalent

STR402 Screenwriting III

3 credit hours

In this course, students engage in the process of creating and revising a viable feature-length spec script adapted from an original treatment. Using standard screenplay format, students craft their stories' structure, characters, themes, and dialogue based on essential screenwriting principles as presented in lectures, workshops, and analyses of successful feature films. Prerequisites: STR101 and STR201 or equivalent

STR410 Screenwriting IV: The Writer's Studio

3 credit hours

A successful screenwriter must be self-motivated. That principle serves as the basis for this course, in which students develop, pitch, and create original professional-quality screenplays using standard formatting and advanced storytelling principles. Projects are largely student-driven with certain parameters and deadlines provided by the instructor. This course is designed to provide students with the opportunity to build their portfolios and their own personal brands as storytellers. Prerequisites: STR101 and STR201 or equivalent

STR406 Adaptation

3 credit hours

This course examines the relationship between writing and screen projects by focusing on screen adaptations of texts from multiple literary genres. Students practice adapting texts in class and develop, write, and workshop complete drafts of adaption scripts. Prerequisites: STR201 and STR301 or equivalent

STR409 Advanced Narrative Structure

3 credit hours

In this course, students will explore, deconstruct, and refine narrative stories. Students will create a finished script using the techniques and proficiencies gained during the program. In addition to the script, students will examine and evaluate films, scripts, literature, and other modes of creative communication to prepare supporting materials and refine their narratives.

STR425 New Media Writing II: Series Writing

3 credit hours

In the course, students will develop advanced skills in writing and developing series-based New Media Projects; as well as prepare to develop and present original properties of their own. This course introduces students to the theories and practices of creating content for episodic and serialized media. Students will explore multiple types of productions in relation to New Media. The course will culminate in a final project and critical study of nominated and award-winning projects. Pre-requisites: STR101 & STR201 or equivalent

PRODUCTION

PRD303 Costumes and Makeup for Film

3 credit hours

Students will gain a practical knowledge of basic costuming techniques in the fields of costume construction, design, and alterations, as well as wardrobe supervision. Students will learn to recognize costume design as a vital tool in the overall collaborative design process of film. Students will also gain a practical understanding of film makeup including both the application and contribution makeup brings to the visual impact of the actor and the overall visualization of screenplay. Students will learn the tools necessary to work with human anatomy as well as identifying race, gender, and age differences among humans and how to incorporate such differences into specific character designs.

PRD310 Cinematography II

3 credit hours

Building on the experience from Cinematography I, students will work to advance their skill level and understanding through a series of production exercises, students will address specific issues, techniques and strategies to demonstrate a more advanced level proficiency in the practice of cinematography. The practice of cinematography includes subjects like the operation and procedures of camera and lighting equipment, protocol, optical effects, interior and exterior lighting, composition, exposure, and color. Prerequisite: PRD210 or equivalent

PRD312 Advanced Directing

3 credit hours

Utilizing the production process from script-to-screen, directors focus on narrative, visual language, and performance, to examine diverse directing styles, techniques and strategies. Directors use narrative exercises to explore narrative design, movement, composition, blocking, collaboration and continuity within the visual storytelling context and other advanced techniques and tools. Understanding dramatic analysis, aesthetic composition, and the actor's process also are part of the interdisciplinary creative process. Prerequisite: PRD212 or equivalent

PRD320 Production: Music Video

3 credit hours

Students are involved in cycle production and critical production analysis for visual interpretation of music. They engage in the collaborative process of production exercises and in producing the creative interpretation of storytelling, from song to video. Students are immersed in the visual production techniques as crew and in incorporating the sound techniques to enhance the visual interpretation of songs. Prerequisites: PRD210 and PST221 or equivalent

PRD324 Writing and Production: Short Form

3 credit hours

Students will learn the ins-and-outs of writing for short form formats, such as commercials and public service announcements. They will engage in the creative writing process, from initial idea and the strategy behind the concept to the final script. Upon completing the script, the focus of the class shifts to the collaborative process of producing their work. From conception to a completed project, students gain valuable knowledge and experience in every aspect of the writing and production processes. Pre-requisite: STR101 or equivalent and PRD210 and PST221 or equivalent.

PRD404 Television Broadcast

3 credit hours

In this high energy, fast paced course, the student will learn how content is created to produce a live television broadcast. Content will include news, sports, studio interviews, and entertainment/informational segments. The student will gain hands-on experience in various production positions, including but not limited to: Director, Camera Operator, Graphics Operator, Audio Operator, and Floor Director. The student also will act as on camera talent for the productions.

PRD413 Producers III

3 credit hours

Building on the concepts and techniques, this course takes a 30,000-foot view of creating a film project. Students will break into teams to build out the outline for producing a project with the focus on target audiences, location resources, the proper distribution channel, and budget requirements. This course also begins the project phase for the Thesis class and is a requirement to be a producer on the Thesis project. Prerequisite: PRD115 or equivalent.

PRD414 Advanced Production

3 credit hours

Building on the experience from prerequisite courses, students will create more advanced short-form projects. Students develop sophisticated and complex productions to showcase their skill levels. The production(s) will be developed from student pitches, with the final script approved by the instructor, based on predetermined target markets and format by the instructor. Emphasis will be placed on quality storytelling, deadlines, and industry standard deliverables to create a production that seeks meaningful distribution.

PRD419 Aerial Filming

3 credit hours

Students will be introduced to the world of Unmanned Aerial Systems. They will learn how to fly remotely piloted aircraft and operating Unmanned Aerial Vehicles (UAVs). Topics will include FAA regulations for UAVs, autopilot programming and flight plan development. Students will apply what they learn in the field conducting simulated and real-life flight missions, with applications and final projects in aerial filming. Students will be equipped with the necessary knowledge to earn their UAS Pilot Certificate (certification fees charged additional). Prerequisites: PRD210 and PRD310 or equivalent.

PRD425 TV Production

3 credit hours

During this class, students will create a project using Television formatting for production. The primary focus of this class will be using industry standard techniques to accomplish the necessary phases of production based on the students' assigned roles. Using real-world experiences during production students will examine and work through obstacles using professional problem-solving techniques. The class will cumulate in a production prepared for the next phase in the production process. Prerequisites: STR101 or equivalent, and PRD210 and PST221 or equivalent.

PRD426 Writing & Production: Long Form**3 credit hours**

During the first section of this class, students learn the ins and outs of writing for long-form programming, such as sitcoms, dramas, and talk shows. They will engage in the creative writing process, from initial concept to final script. Upon completing the script, the focus of the class shifts into the collaborative process of producing the script as a pilot episode or feature. From conception to completed project, students gain valuable knowledge and experience in every aspect of the writing and production process. Prerequisites: STR101 or equivalent, and PRD210 and PST221 or equivalent.

POST-PRODUCTION**PST320 Graphics****3 credit hours**

This course focuses on the graphic design areas of post-production. Students will learn how to use programs like Photoshop and Illustrator to design and create graphics for projects. Design techniques and aesthetics will be used to integrate CGI (computer generated imagery) with real-world elements to create interesting design and background components. Students will create both still and motion portfolio pieces.

PST321 Digital Media and Tools**3 credit hours**

Students will explore the programs and techniques used in the entertainment industry to enhance stories with computer generated imagery. During the course, students also experiment with styles and techniques for manipulating text and assets to convey the intent of the project to its target audience. Students will focus on creating assets for their demo reels. Prerequisite: PST221 or equivalent.

PST426 After Effects**3 credit hours**

Students advance their technical and aesthetic post-production skills with the primary focus on motion graphics. They expand their skills using After Effects software, learning techniques of motion tracking, rotoscoping and masking. Students also learn motion graphics styles and techniques for manipulating and animating text. Students will create motion-graphics animations for their demo reels. Pre-requisite: PST221 or equivalent

PST328 Sound and Design I**3 credit hours**

Students study classic and contemporary sound creation techniques and the use of sound in various genres. They extend their aesthetic and technical skills in audio editing techniques, sound effects creation, Foley techniques, and sound mixing for motion picture and television. Prerequisite: PST221 or equivalent.

PST420 Editing III**3 credit hours**

Students examine and analyze editing theories, techniques and procedures, continuity, effects, movement and sound in a variety of conditions and narrative strategies. They learn compositing and effect sequences for motion picture and television through advanced software. They advance their aesthetic skills in color correcting and grading through industry appropriate software and through the use of image, sound, movement, lighting, design, writing and editing. Prerequisites: PST221 and PST320 or PST321 or equivalent.

PST422 Animation for Film and Video**3 credit hours**

Students study the visual development of computer graphics animation by using the traditional production styles of classic animated shorts and feature films. They also explore animation through various genres and from around the world. Students are introduced to 3D animation for storytellers, using the principles of animation, space, and the basics of 3D computer animation to communicate stories through film, television and video games. Prerequisites: PST221 and PST320 or PST321 or equivalent.

PST428 Sound and Design II**3 credit hours**

This course builds on the techniques learned in PST328 to prepare students for audio production roles in film and television. Students are introduced to different studio environments and audio control surfaces, allowing them to build skills using mixing consoles and digital audio workstations. Signal flow and signal processing techniques are covered. While recording Foley and ADR sessions, students learn proper microphone techniques. Each class project is designed to reinforce and give context to the principles of sound design. Prerequisite: PST328 or equivalent

OTHER COURSES:**ACT336 Improvisation****3 credit hours**

This course encourages students to free their creative instincts and impulses, improve listening skills and develop improvisation techniques through a variety of individual and group exercises. Emphasis will be on development of short- and long-form improvisation, character, and story development.

ACT338 Acting for the Camera**3 credit hours**

This course introduces the student to the skills necessary for creating a fully realized performance on film, focusing on nuance and subtlety of expression. Emphasis is placed on the requirements of film acting, including adjusting for shot size, continuity and maintaining character choices while shooting out of sequence. Film set etiquette and terminologies are addressed, and students will apply skills previously gained toward filming and editing their own scenes. Scenes will be filmed or screened in class for critique. Participation in Compass student films as an actor is expected.

BCT313 Reporting and Podcasting**3 credit hours**

Students will learn how to develop and present topics like music, news, and sports in an on-air and online audio formats like radio segments and podcasts. In this hands-on course, students will practice pitching stories, coordinating and conducting interviews in a conversational style, recording audio, writing stories on deadline, and delivering an audio project either in a public radio or podcast style. Students also will explore audio shows to gain an understanding of what makes them successful and research outlets for taking a product to the marketplace.

BCT427 Mobile Television Production**3 credit hours**

Building on the skills developed in Television Broadcast, students will gain practical and hands-on experience in Mobile Television Production. This is a high energy, adrenaline-pumping course that will introduce students to live, on-location event production, as well as live web streaming. Students will learn the teamwork and technical efficiency that goes into mobile event production. They also will serve as production crew on real live events, such as: sporting events, concerts, awards ceremonies, community events and theatrical presentations. Pre-requisite: BCT304 or equivalent.

BCT429 Television Newscast Production**3 credit hours**

In this exciting course, students will gain practical experience in newscast production, both behind the scenes and in front of the camera. Students will learn to write and produce news stories. They will learn the techniques behind presenting the news as an anchor. Finally, they also will learn to crew all the positions behind the scenes, such as: Director, Technical Director, Teleprompter, Camera Operator, Floor Director, Audio Operator and Graphics Operator from a news angle. The fast-paced world of newscast production will come alive as students further develop the skills acquired from the Television Broadcast course. Prerequisite: BCT404 or equivalent.

BUS302 Leadership**3 credit hours**

This course is an exploration of power dynamics, conflict management, communication and decision making in business giving students the tools for confidence and poise in leadership opportunities. There also will be an analysis of effective leaders in business and how they influence through their leadership abilities. Students will learn to apply the same traits, habits, styles, behaviors, and actions in their everyday experiences throughout the duration of the course and beyond.

BUS342 Marketing: Traditional and Emerging Platforms**3 credit hours**

In this course, students study marketing in relation to customers, products, and brands. They will expand their understanding of the methods for analyzing customers and competitors, customer segmentation, and the impact of technology on marketing trends. Emphasis is placed on the nature of 21st century marketing. Pre-requisite: ENG158 or equivalent.

BUS440 Business Management and Entrepreneurship**3 credit hours**

Entrepreneurship is a major force shaping the global economy. Students advance their knowledge through case studies in the areas of business management and entrepreneurship. Students engage and study issues, problems, and developments impacting strategy, management, and entrepreneurship environments. Prerequisite: PRD115 or equivalent

BUS443 Integrated Marketing and Campaigns**3 credit hours**

Students study models of the key decisions involved in managing marketing campaigns. Implementation will occur on a collaborative project, and the development of an integrated marketing communications plan. Prerequisite: BUS342 or equivalent

BUS446 Business and Faith**3 credit hours**

In this course, students explore ethics from a theological perspective, with particular emphasis on how Christian faith contextualizes and shapes the moral life. Attention will be given to the way businesspeople have thought critically about the meaning of faith and ethics, without discrepancy in their personal and business worlds, and what it means to live well in relationship with God and other people through a whole life perspective.

FLM291 Industry Intensive Trip**1 credit hour**

Although this course is optional, participating students may earn credit for the experience and will be expected to meet certain objectives and assignments outlined by the instructor. Students who have successfully completed their first two terms are encouraged to participate in an industry trip domestic study to Los Angeles, California, or another major national market. *(A student may participate in this domestic study experience for additional tuition and trip expense fees above program tuition.)*

FLM333 Costumes and Makeup for Film**3 credit hours**

Students will gain a practical knowledge of basic costuming techniques in the fields of costume construction, design, and alterations, as well as wardrobe supervision. They will learn to recognize costume design as a vital tool in the overall collaborative design process of film. Students also will gain a practical understanding of film makeup, including both the application and contribution makeup brings to the visual impact of the actor and the overall visualization of a screenplay. Students will learn the tools necessary to work with human anatomy, as well as identifying race, gender, and age differences among humans and how to incorporate such differences into specific character designs.

FLM491 Film Industry Trip**1 credit hour**

In this one credit hour companion course to FLM490, students will participate in visits to major film, television, production, and multimedia outlets to look at the film industry in different regions around the country. This will include production studios, advertising agencies, and corporate communications companies, and web-based studios to learn about creative decision-making processes to see how this impacts target audiences,

content development, visual medium, and the other choices filmmakers have to make. Students will be required to research the subject matter and report their findings through discussion and written assignments. *(A student may participate in this domestic study experience for additional tuition and trip expense fees above program tuition.)*

FLM492 Film Industry Trip

1 credit hour

In this one credit hour companion course to FLM490, students will look at the local film industry. They will visit production studios, advertising agencies, and corporate marketing departments to learn about creative decision-making processes from the client's viewpoint and the impact this has including the target audience, content development, visual medium, and the other choices filmmakers have to make. Students will be required to research the subject matter and report their findings through discussion and written assignments.

(A student may participate in this domestic study experience for additional tuition and trip expense fees above program tuition.)

PRD362 Advanced Art Direction

3 credit hours

Advanced Art Direction furthers students' practical understanding of the skills needed by the Art Director. Students will learn procedures, artistic styles, and techniques for producing multi-faceted design projects. Emphasis is placed upon the coordination of creative efforts within a team environment from concept to finished product.

VRT309 Virtual & Augmented Reality

3 credit hours

This course introduces students to the fundamental concepts and applications of virtual (VR) and augmented reality (AR). Students will study the differences between VR and AR, learn how humans perceive and interpret imagery, and discuss ways to appropriately utilize each of these technologies in entertainment, gaming, design, and experiential contexts. Students will also research various experimental applications of VR and AR, and study different capture and delivery systems and techniques. Prerequisites: PRD210, PST120, PST221 or equivalent.

VRT354 Virtual Reality Production I

3 credit hours

This course will concentrate on the hands-on production of original virtual reality (VR) content. Students will learn the workflow, capture, post-production, and delivery of VR content. Concentrating on the capture of live events, concerts, sports, and architectural spaces, students will work in groups to strategize and implement VR capture using various multi-directional camera systems. Working with original and supplied VR footage, students will practice post-production image-stitching techniques and study methods for delivering their content to an audience. Prerequisites: PRD110, PRD210, PST120, PST221 or equivalent.

Workshops

Credit hours vary

Throughout the academic year, various workshops are offered. These may include workshops like RED camera operations. Students are encouraged to sign up for workshops as their schedules allow. Credit is given for a minimum participation in two workshops. Credit hours vary with type and length of training workshop.

*(*some courses are not offered every year - TBD)*

COMPASS ACHIEVEMENT AWARDS

Professionalism, motivation, character, and general attitude are as much a requirement for success within the film and media industry as is general and specific talent. Compass College recognizes recipients of the President's Award, the Leadership Award, and the Community Builder Award at graduation.

President's Award

This is Compass College of Film and Media's most distinguished award, which is chosen by the staff and faculty. The individual chosen must embody and fully exhibit the meaning of the following for which the award stands, and whose actions impact the betterment of the Compass community.

- Servant leadership: a philosophy and set of practices that enriches the lives of individuals, builds better organizations, and ultimately creates a more just and caring world.
- Integrity and Work ethic: Putting in the time and effort required and have a certain area of expertise.
- People skills: the proven ability to build relationships, constructively resolve conflict, and willingness to constructively receive and offer editing.

Leadership Award

It is the goal of Compass College of Film and Media to help each student realize his or her full potential as a child of God. The Compass College staff believes that each student has the ability to succeed, however, success is not only measured in the grades the student receives, but how the student handles their responsibilities in everyday interactions. Therefore, the college's faculty and staff will determine which graduates receive a Compass College Leadership Award attesting to outstanding leadership and making a lasting impact on the Compass College community as well as their overall professionalism, motivation, and attitude.

Community Builder Award

In a team-oriented profession like filmmaking, having fun is crucial to building community and ensuring collaboration while achieving goals and completing quality works of art. This award is given to the student who exhibited the above traits during one's time at Compass College.

Academic Calendar & Important Dates

2021-2022

First Term Payment Due on or before	Monday, August 16, 2021
Freshmen Orientation Days	Friday, August 20 - Saturday, August 21, 2021
Fall Term Classes Begin	Monday, August 23, 2021
Labor Day – No Classes	Monday, September 6, 2021
Thanksgiving Break – No Classes	Tuesday – Friday, November 23-26, 2021
Spring Term Payment Due	Thursday, December 16, 2021
Last Day of Classes	Friday, December 10, 2021
Fall Term End Date	Friday, December 17, 2021
Holiday Break – No Classes	Saturday, December 18, 2021 – Sunday, January 2, 2022
Spring Term Classes Begin	Monday, January 3, 2022
Spring Break – No Classes	Monday, February 28 – Friday, March 4, 2022
Spring Classes Resume	Monday, March 7, 2022
Last Day of Classes	Friday, April 22, 2022
Term Break	Monday, April 25 – Friday, May 6, 2022
Industry Trip (Spring)	Saturday, April 23 – Friday, April 29, 2022
Interim Term	Monday, April 25 – Friday, May 6, 2022
Summer Term Payment Due	Monday, April 25, 2022
Spring Term End Date	Friday, April 29, 2022
Graduation	Saturday, May 7, 2022
Summer Term Begins	Monday, May 9, 2022
Memorial Day – No Classes	Monday, May 30, 2022
Independence Day Observed – No Classes	Monday, July 4, 2022
Production Critique	Wednesday, July 20, 2022
Capstone Critique	Thursday, July 21, 2022
FR/SO & JR Film Showcases	Thursday, July 28, 2022
Last Day of Classes	Friday, July 29, 2022
Summer Term End Date	Friday, August 5, 2022
Interim Term (Fall)	Monday, August 8 – Friday, August 19, 2022

(Some dates may be subject to change)

Compass College of Film and Media
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